



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

Monday, March 20, 2023

9:00 a.m.

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

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg.

We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

**3. Approval of the Agenda**

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

**5. Municipal Council Parks and Facilities Tour**

6 - 11

**6. Closed Session**

**6.1 Resolution to move into Closed Session**

**6.2 Minutes of the Closed Session held December 19, 2022**

**6.3 Report Corporate Services 2023-03 Business Improvement Area (B.I.A.)  
Board of Management Appointment (CP)**

personal matters about an identifiable individual, including municipal or local board employees

**7. Report from Closed Session**

**8. Reconvene at 1:00 p.m.**

<b>9.</b>	<b>Delegations</b>	
9.1	Sandra Hall - St. Paul's Cemetery - Chapel Bell Restoration	12 - 13
9.2	Barry Challice - Changes to Bag Tags and Transfer Station Usage	14 - 15
<b>10.</b>	<b>Presentation</b>	
10.1	Robert Lockhart, The Rethink Group - Vision 2035 Parks and Recreation Plan - Background Report (Phase One)	16 - 43
<b>11.</b>	<b>Minutes</b>	
11.1	Minutes of the Regular Meeting held March 6, 2023	44 - 50
<b>12.</b>	<b>Reports</b>	
12.1	Report - Parks and Facilities 2023-01 Parks and Recreation Plan Background Report (Phase 1) (CA)	51 - 285
12.2	Report - Finance 2023-04 2022 Statement of Remuneration and Expenses (KP)	286 - 292
12.3	Report - PEB 2023-13 Wiseman Official Plan and Zoning By-law Amendments Report- File Nos. OPA-05-22 and ZBA-07-22 (KE)	293 - 323
12.4	Report - Public Works 2023-05 Sidewalk Plow Tender T-PW-23-01 (WH/DH)	324 - 325
12.5	Report - Public Works 2023-06 Tender T-PW-23-03 Grader (WH/DH)	326 - 328
12.6	Report - Public Works 2023-08 Annual MECP Drinking Water Reports (JF)	329 - 350
12.7	Report - Fire 2023-01 Open Air Burning By-law Amendments (BB)	351 - 376
12.8	Report - CAO Report and Capital Status (YH)	377 - 380
12.9	Council/Committee Verbal Reports	
<b>13.</b>	<b>General Business</b>	
<b>14.</b>	<b>Correspondence for Information</b>	
<b>15.</b>	<b>Correspondence for Action</b>	

15.1	<b>Peterborough Community Health Centre (CHC) Proposal - Letter of Support, Mayor Graham</b>	381 - 381
16.	<b>By-laws</b>	
16.1	<b>By-law No. 2023-14 Adoption By-law for Official Plan Amendment No. 12 (OPA Wiseman)</b>	382 - 382
16.2	<b>By-law No. 2023-15 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as “The Township of Cavan Monaghan Zoning By-law” (ZBA Wiseman)</b>	383 - 385
16.3	<b>By-law No. 2023-16 - 3 Bank Street North</b>	386 - 389
	Being a by-law to Repeal and Replace Village of Millbrook By-Law Number 84-8, Designating 3 Bank Street North in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
16.4	<b>By-law No. 2023-17 - 38 Centre Street</b>	390 - 393
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 38 Centre Street (formerly known as 32 Centre Street, in the Village of Millbrook) in the Township of Cavan Monaghan as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
16.5	<b>By-law No. 2023-18 - 6 Prince Street</b>	394 - 397
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 6 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
16.6	<b>By-law No. 2023-19 - 7 Anne Street</b>	398 - 401
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 7 Anne Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	

<b>16.7</b>	<b>By-law No. 2023-20 - 10 Prince Street</b>	402 - 405
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 10 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
<b>16.8</b>	<b>By-law No. 2023-21 - 17 King Street East</b>	406 - 410
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 17 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
<b>16.9</b>	<b>By-law No. 2023-22 - 37 King Street East</b>	411 - 415
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 37 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
<b>16.10</b>	<b>By-law No. 2023-23 - 21 King Street East</b>	416 - 419
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 21 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
<b>16.11</b>	<b>By-law No. 2023-24 - 53 King Street West</b>	420 - 423
	Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 53 King Street West in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act	
<b>16.12</b>	<b>By-law No. 2023-25 being a by-law to prescribe the time for setting fires in the Township of Cavan Monaghan and the precautions to be observed</b>	424 - 449

**17. Unfinished Business**

**18. Notice of Motion**

**19. Confirming By-law**

19.1 By-law No. 2023-26 Being a by-law to confirm the proceedings of the meeting held March 20, 2023

450 - 450

20. Adjournment

21. Upcoming Events/Meetings

21.1 Sustainability Advisory Committee Meeting Tuesday, March 21, 2023 at 1:00 p.m., Council Chambers

21.2 Cavan Monaghan Public Library Board Meeting Tuesday, March 21, 2023 at 7:00 p.m., Millbrook Branch

21.3 Millbrook Valley Trails Advisory Committee Meeting Monday, March 27, 2023 at 4:00 p.m., Council Chambers

21.4 Regular Council Meeting Monday, April 3, 2023 at 1:00 p.m.

21.5 Regular Council Meeting Monday, May, 1, 2023 at 1:00 p.m.

21.6 Municipal Roads Tour Thursday, May 4, 2023 at 9:00 a.m.

21.7 Regular Council Meeting Monday, May 15, 2023 at 1:00 p.m.



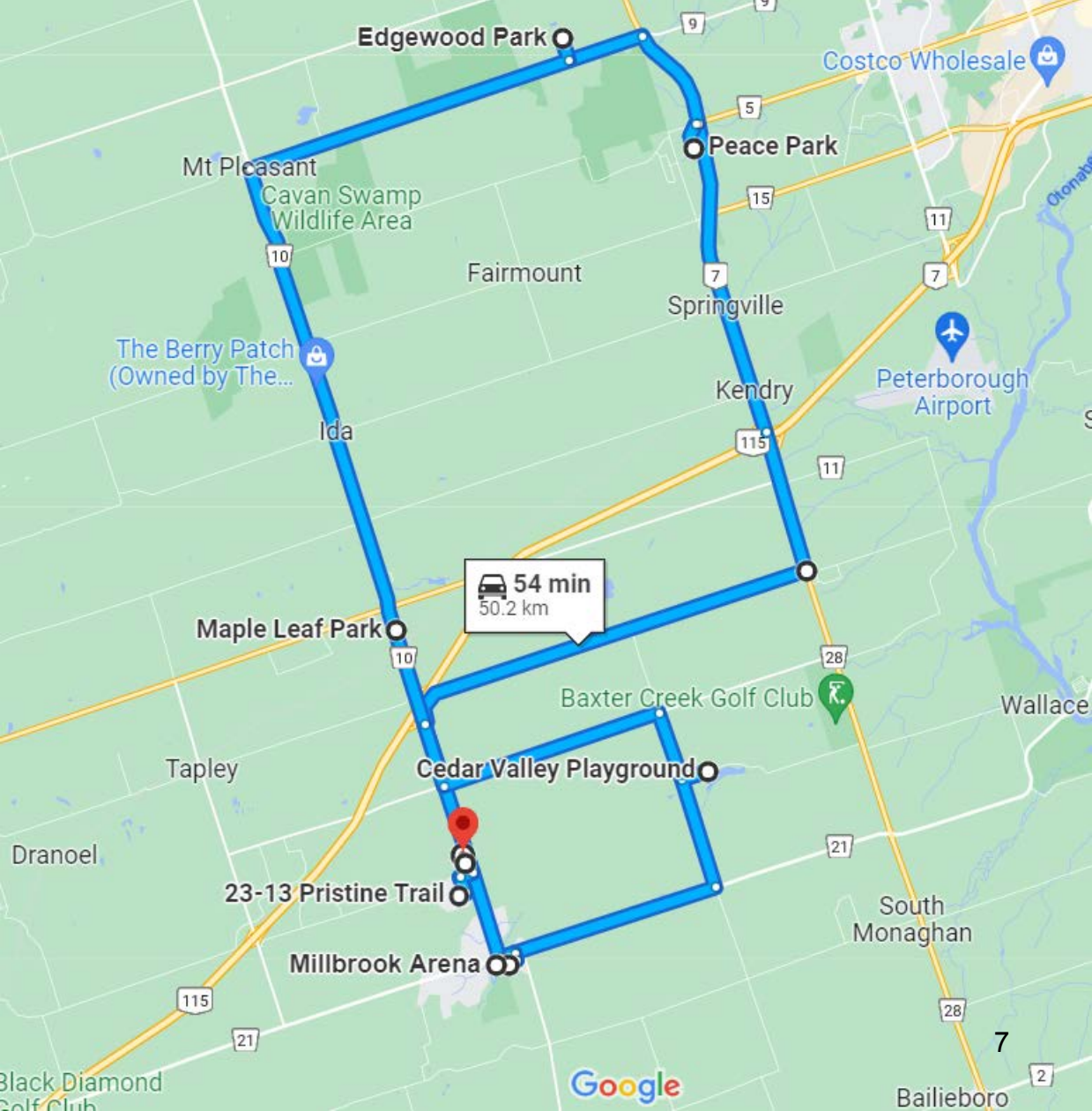
## **Parks and Facilities Tour Schedule**

9:00 a.m. Depart Council Chambers, 988 County Road 10, Millbrook ON L0A 1G0

- Peace Park
- Edgewood Park
- Maple Leaf Park
- Cedar Valley Park
- Old Millbrook School
- Millbrook Arena
- Highland Park
- Cavan Monaghan Community Centre

Return to Council Chambers, 988 County Road 10, Millbrook ON L0A 1G0

\*\*Map and google maps directions attached



Edgewood Park

Costco Wholesale

Mt Pleasant  
Cavan Swamp  
Wildlife Area

Peace Park

Fairmount

Springville

The Berry Patch  
(Owned by The...)

Peterborough  
Airport

Ida

Kendry

54 min  
50.2 km

Maple Leaf Park

Baxter Creek Golf Club

Wallace

Tapley

Cedar Valley Playground

Dranoel

23-13 Pristine Trail

Millbrook Arena

South  
Monaghan

Black Diamond  
Golf Club

Google

Baillieboro

Township of Cavan Monaghan Municipal Office  
988 Peterborough County Rd 10, Millbrook, ON L0A 1G0

- ↑ 1. Head north on County Rd 10/Peterborough County Rd 10 toward Larmer 7 Line/Larmer Line  
2.1 km
- ↘ 2. Turn right onto Syer Line  
6.6 km
- ↙ 3. Turn left onto County Rd 28  
2.2 km
- ↑ 4. Continue onto Hwy 7/Trans-Canada Hwy  
4.9 km
- ↙ 5. Turn left onto Maple Grove Rd  
39 m
- ↙ 6. Turn left onto Davis Rd  
 Destination will be on the left  
400 m

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14 min (16.4 km)

Peace Park  
2199 Davis Rd, Murray Hill, ON K9J 6X4

- ↑ 7. Head north on Davis Rd toward Maple Grove Rd  
400 m
- ↘ 8. Turn right at the 1st cross street onto Maple Grove Rd  
39 m
- ↙ 9. Turn left at the 1st cross street onto Hwy 7/Trans-Canada Hwy  
1.7 km
- ↙ 10. Turn left onto Mt Pleasant Rd/County Rd 9  
1.2 km
- ↘ 11. Turn right onto Edgewood Park  
350 m

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4 min (3.7 km)



Edgewood Park  
Ontario L0A 1C0

- ↑ 12. Head south on Edgewood Park toward Mt Pleasant Rd/County Rd 9  

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350 m
- ↪ 13. Turn right onto Mt Pleasant Rd/County Rd 9  

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5.2 km
- ↶ 14. Turn left onto Queen Mary St/Peterborough County Rd 10  
  - i Continue to follow Peterborough County Rd 10
  - i Destination will be on the left

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7.5 km

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12 min (13.1 km)

Maple Leaf Park  
1461 Peterborough County Rd 10, Cavan, ON L0A 1C0

- ↑ 15. Head south on County Rd 10/Peterborough County Rd 10 toward Syer Line  

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2.5 km
- ↶ 16. Turn left onto Larmer 7 Line/Larmer Line  

---

3.5 km
- ↪ 17. Turn right onto Hutchison Dr  

---

1.1 km
- ↶ 18. Turn left onto Cedar Valley Rd  

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450 m

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7 min (7.6 km)

Cedar Valley Playground  
1391-1549 Cedar Valley Rd, Fraserville, ON K0L 1V0

- ↑ 19. Head west on Cedar Valley Rd toward Hutchison Dr  

---

450 m
- ↶ 20. Turn left onto Hutchison Dr  

---

1.8 km
- ↪ 21. Turn right onto County Rd 21/Peterborough County Rd 21/Regional Rd 21  
  - i Continue to follow Peterborough County Rd 21

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3.3 km

- ↶ 22. Turn left onto Gravel Rd  
\_\_\_\_\_ 110 m
- ↷ 23. Turn right onto Dufferin St  
\_\_\_\_\_ 140 m
- ↶ 24. Turn left  
\_\_\_\_\_ 45 m

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7 min (5.8 km)


**Old Millbrook School Family Centre**  
1 Dufferin St, Millbrook, ON L0A 1G0

- ↑ 25. Head northwest toward Dufferin St  
\_\_\_\_\_ 45 m
- ↷ 26. Turn right onto Dufferin St  
\_\_\_\_\_ 140 m
- ↶ 27. Turn left onto Gravel Rd  
\_\_\_\_\_ 110 m
- ↶ 28. Turn left onto King St E/Peterborough County Rd  
21  
\_\_\_\_\_ 240 m
- ↶ 29. Turn left onto Distillery St  
\_\_\_\_\_ 47 m
- ↗ 30. Slight right onto Needlers Ln  
 Destination will be on the right  
\_\_\_\_\_ 110 m

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4 min (700 m)

**Millbrook Arena**  
4 Needlers Ln, Millbrook, ON L0A 1G0

- ↑ 31. Head northeast on Needlers Ln toward Distillery  
St  
\_\_\_\_\_ 110 m
- ↶ 32. Slight left onto Tupper St/Peterborough County  
Rd 10  
 Continue to follow Peterborough County Rd 10  
\_\_\_\_\_ 1.4 km
- ↶ 33. Turn left onto Fallis Line  
\_\_\_\_\_ 220 m
- ↶ 34. Turn left onto Bromont Dr  
\_\_\_\_\_ 270 m

↪ 35. Turn right onto Pristine Trail  
\_\_\_\_\_ 130 m


4 min (2.1 km)

23-13 Pristine Trail  
Cavan-Monaghan, ON L0A 1G0

↑ 36. Head east on Pristine Trail toward Melrose Dr  
\_\_\_\_\_ 130 m

↶ 37. Turn left onto Bromont Dr  
\_\_\_\_\_ 270 m

↪ 38. Turn right onto Fallis Line  
\_\_\_\_\_ 220 m

↶ 39. Turn left onto County Rd 10/Peterborough County  
Rd 10  
 Destination will be on the left  
\_\_\_\_\_ 170 m

2 min (800 m)

Cavan Monaghan Community Centre  
986 Peterborough County Rd 10, Millbrook, ON L0A 1G0

↑ 40. Head north on County Rd 10/Peterborough  
County Rd 10 toward Larmer 7 Line/Larmer Line  
\_\_\_\_\_ 140 m

7 sec (140 m)

**From:** [noreply@esolutionsgroup.ca](mailto:noreply@esolutionsgroup.ca)  
**To:** [Cindy Page](#); [Karlie Cornish-Tkalec](#)  
**Subject:** New Response Completed for Council Delegation Form  
**Date:** February 27, 2023 10:07:37 AM

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Hello,

Please note the following response to Council Delegation Form has been submitted at Monday February 27th 2023 10:06 AM with reference number 2023-02-27-001.

- **Date:**  
2/27/2023
- **Meeting Date:**  
3/20/2023
- **Subject:**  
St. Paul's Cemetery-chapel bell restoration
- **Name of Delegate:**  
Sandra Hall
- **Name of the Community Group/Organization:**  
St. Paul's Cemetery & Chapel Board
- **Address:**  
1480, Zion Line
- **City:**  
RR# 1 Millbrook
- **Province:**  
ON
- **Postal Code:**  
L0A 1G0
- **Phone Daytime:**  
7059325387
- **Phone Evening:**

7059325387

- **Email:**  
hallsandra015@gmail.com
- **Do you require any Accessibility Accommodation?**  
No
- **Detailed statement of what you are seeking from Council.**  
Money, assistance to install the chapel bell into the bell tower. This includes a contractor doing the work required to install the bell. Rental of appropriate lift, & replace structural members (timbers) Requires rebuilding overhang to support the chapel bell. The work is required at St. Paul's chapel located at 1304 Zion Line, Cavan, Millbrook
- **Do you have a presentation i.e. Powerpoint that you would like to make to Council**  
No

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

**From:** [noreply@esolutionsgroup.ca](mailto:noreply@esolutionsgroup.ca)  
**To:** [Cindy Page](#); [Karlie Cornish-Tkalec](#)  
**Subject:** New Response Completed for Council Delegation Form  
**Date:** March 6, 2023 10:52:35 AM

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Hello,

Please note the following response to Council Delegation Form has been submitted at Monday March 6th 2023 10:48 AM with reference number 2023-03-06-001.

- **Date:**  
3/6/2023
- **Meeting Date:**  
3/20/2023
- **Subject:**  
Changes to bag tags and transfer station usage.
- **Name of Delegate:**  
Barry Challice
- **Name of the Community Group/Organization:**  
Challice Photography
- **Address:**  
913 Highway 7A
- **City:**  
Cavan
- **Province:**  
on
- **Postal Code:**  
L0A 1C0
- **Phone Daytime:**  
7059445545
- **Email:**

pictureman@nexicom.net

- **Do you require any Accessibility Accommodation?**

No

- **Detailed statement of what you are seeking from Council.**

I would like a chance to voice my displeasure with the changes that have been implemented regarding bag tags and transfer station usage.

- **Do you have a presentation i.e. Powerpoint that you would like to make to Council**

No

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

# **Vision 2035 Parks and Recreation Plan**

**Township of Cavan Monaghan**

## **Background Report (Phase One)**

**Presented by: Robert Lockhart**

**The Rethink Group**

***Leisure Services Planning and Management***

**March 20, 2023**



# Vision 2035 – Parks and Recreation Plan

**Purpose:** To update the 2011 Parks and Recreation Master Plan.

## **Vision 2035 – the Parks and Recreation Plan will:**

- Assess service delivery, parks and open space, and indoor and outdoor facilities & facility utilization - including the Millbrook Arena, the remaining lands at the CMCC and partnership opportunities.
- Prepare a map of parks and open space.
- Research the profile of the community and current demand
- Apply leisure trends and predict future demand.
- Provide a Belief Statement, Guiding Principles, Vision 2035, a Strategic Action and Implementation Plan, and various supplemental recommendations.

# Vision 2035 – Parks and Recreation Plan

## Background Report (Phase One – 2022)

- **Researched** the profile of the community, parks and open space, facilities, how open space and leisure services are provided, facility utilization, and trends and other information impacting demand for services
- **Community engagement** included user group surveys, a household survey and dialogue with other stakeholders (additional community engagement will take place in Phase Two)
- **Map of parks and open space** (in progress).
- **Analysis, findings and conclusions**
- **Millbrook Arena:** Update on its physical condition, requirements and cost to retain the facility, plus gather public opinion about options for its future. (Barry Bryan Associates/Kirkland Engineering Ltd.)

# Vision 2035 – Parks and Recreation Plan

**Phase Two (2023): Vision 2035 – The Parks and Recreation Plan** (the recommendations) – more about this later ...

**Proposed Phase Three (2024): Conceptual Plans/Designs for:**

- the preferred option for the Millbrook Arena and site
- the remaining lands associated with the Cavan Monaghan Community Centre
- possibly other parks (TBD)

# Key Characteristics of the Community

2021 population: **10,300** (including 2.5% population undercount)

Until recently, the population had been **growing slowly**. However, in recent years, the **growth rate has surged** to 13.4% (average of 2.7% per year).

**Age Profile:** Although the Township's population is a bit younger than Peterborough and the surrounding area and has been getting younger, it is older than the provincial average.

Ethnicity, education and income were also researched.

# Planned Settlement and Growth Pattern

**Looking ahead to 2051**, it is proposed that:

- 94% of new residential development will be located within an enlarged Millbrook Settlement Area.
- The remaining residential growth will be allocated to the seven hamlets, with no new rural subdivisions permitted - as per the Provincial Growth Plan.

The population is projected to **increase by an average of 2.37%/year** and grow to around **18,000 by 2051**.

The age profile is projected to **age considerably** over the next 30 years, with the age **65+ population** more than tripling in size.

**These and other changes in the population will strongly influence the future demand for parks and recreation services.**

# Demand Assessment (Phase One)

Analysis of **facility utilization** and **local trends** in use – factored Covid-19 into the analysis + applied **national leisure trends**.

Consultation with **municipal staff**.

**Household Survey** of 319 households (equivalent to approx. 900 residents) – widely promoted via a newspaper article, the Township web site, social media (twice/wk. from June 22 to July 31<sup>st</sup>).

**Detailed User Group Surveys** (21 groups) – numerous reminders were issued.

Ongoing communication with **stakeholders** (Bd. of Ed., local interest groups, etc.).

# Unmet and Growing Demand

**The following facility and program gaps** have been identified from various sources and trends (current and near term).

**Markets:** children (incl. pre-school), adults and older adults

**Programs and Facilities** (top requests and trends):

- aquatic (indoor pool, aquatic programming, waterplay facility)
- pre-school and children's programming, including day camps
- fitness/wellness
- gymnasium
- rectangular fields/soccer
- baseball/softball
- creative and performance arts
- racquet sports (tennis, pickleball, gym sports)
- cycling
- skateboarding

# Unmet and Growing Demand

**Household survey respondents** identified the following as the **top 10 facilities** (out of 36) in which they would like municipal taxes invested (in ranked order).

- indoor swimming pool
- outdoor waterplay facility
- trails
- nature parks
- playgrounds
- libraries
- farmers market
- outdoor skating rink
- youth recreation centre
- indoor fitness facility (aerobic and equipment-based)



# Unmet and Growing Demand

**Household survey respondents** identified the following as the **11–20 ranked facilities** (out of 36) in which they would like municipal taxes invested (in ranked order).

- picnic areas/pavilions
- multipurpose outdoor sport courts
- older adult recreation centre
- outdoor basketball courts
- rectangular fields
- gymnasium
- facilities to accommodate creative art, handcrafts and artisan activities
- baseball and softball diamonds
- tennis courts
- multipurpose activity and meeting rooms

# Unmet and Growing Demand

For **63%** of household survey respondents, **only some of their leisure needs are being met within the Township.**

- only **2.7%** reported that **all of their household's needs are met.**
- **unavailable programs and facilities** were the main reasons for going elsewhere (**91%**).

**90%** of household survey respondents would like to see **parks and recreation services become a higher priority of the Municipality.**

**User groups** told us about the facilities they use and how much (Twp. and others), the positives and the challenges, and current and future demand. More will be learned in Phase Two.

# Recommended Categories of Parkland

It's recommended that **municipal parkland** be categorized as follows:

- **Natural Heritage Open Space** (limited public access, depending on 'sensitivity' of the lands – includes **natural heritage corridors**)
- **Community Parks** (mostly for high level/specialized culture and recreation facilities – includes **open space linkages and trails**)
- **Neighbourhood Parks** (lower scale development, less 'active', much smaller recreation spaces – includes **walkways** that provide access to and link some open spaces)

Some parks are a **combination** of two or three of these categories.

# Positive Attributes of Parks and Recreation

**New CMCC** – expanded and greatly improved quality of indoor facility offerings.

**Enhanced leisure services delivery** – The ability of the Municipality to deliver leisure services has improved recently with staff additions that are providing enhanced support to volunteers and introduction of a limited direct programming role to augment what community volunteers and others can provide.

**The trail system** is already extensive and will expand via some of the new residential communities.

# Positive Attributes of Parks and Recreation

The large amount of **Natural Heritage Open Space**.

The large amount of **Community-level parkland** - although a good deal of it is natural heritage in nature and therefore, not suitable for active recreation and facility development.

The **positive trend in new facilities and parkland development**, with all being high quality (e.g., CMCC, Highlands Park and the outdoor facilities located at the CMCC). They've 'raised the **quality** bar' for public spaces.

# Challenges

As the Township continues to **transition** from a small-population and largely rural municipality, **expectations for quantity, quality and type of facilities, parks and programming will continue to increase**, especially within the **Millbrook Settlement Area** - which is becoming more urban.

There is a significant **deficiency in Neighbourhood parkland** (quantity, quality and distribution) – especially within Millbrook.

# Challenges

**New residential developments** are not meeting widely accepted targets and benchmarks for quantity, location and sometimes configuration of **dedicated parkland**.

- partly because of weakened Planning Act requirements,
- the degree of desire of developers to create attractive neighbourhoods, and
- the declining degree of leverage that Municipalities have

There is or will be a **shortage of some types of existing facilities** to meet current and future needs (e.g., rectangular fields, indoor multipurpose space, an adequate indoor soccer facility, some adult-scale and older adult facilities).

# Challenges

**Some types of facilities that are in high and growing demand are not available in the Township** (e.g., aquatic facilities, gymnasium, fitness facility, various types of racquet sport courts, various adult and older adult facilities, creative and performing arts venues).

**Partnerships and shared use agreements** will be required to provide access to some types of facilities that are found nearby in larger communities (e.g., indoor aquatic facilities, indoor soccer facility, indoor fitness facilities, pump bike track, major skateboard facility, major indoor and outdoor performance venues).



# Challenges

Except for Highlands, Cedar Valley and the developed portion of the CMCC property, **other parks and most facilities would greatly benefit from improvement** – to meet today’s accessibility standards and increasing expectations for quality and useability.

Although there is a good deal of Community-level parkland, **not enough of it is table land** – the type, size and quality of parkland needed to accommodate current and future community-scale outdoor and indoor sport and other facilities. Think about Maple Leaf Park.

# Challenges

The ability of the Municipality **to acquire sufficient quality parkland** through development and redevelopment – and to **finance parks and recreation services** is greatly diminished by changes to the **Ontario Planning Act** as a result of **Bill 23**. These changes may impact smaller and rural communities the most.

For that and other reasons, there are a few **policies** and **planning tools** that the Municipality may want to either strengthen or adopt. Some will be provided in the Parks and Recreation Plan.

# Opportunities

There is potential to cultivate additional **partnerships/strategic alliances**.

There may be potential for federal and provincial **grants**.

There is potential to **improve** the quality and distribution of parkland that is **dedicated to the Municipality**.

The potential of the **remaining land at the CMCC**.

# Opportunities

There are opportunities to **augment parkland** in built-up and developing Neighbourhoods. (e.g., partnerships, conversion of municipal properties into parkland, conversion of some Community-level parkland into Neighbourhood parkland, etc.).

There is considerable **natural heritage open space land** throughout the Township and **potential trail linkages/corridors** that can be added and created. That will provide the opportunity for more trails, outdoor education and nature appreciation, and picnic areas.

# Opportunities

## The Millbrook Arena and Site

A recent engineering report estimated that **at least \$5.25 million** will be required to maintain this 72-year-old facility in a safe and accessible, but **status quo state** for another 25 years (with limited opportunity for additional uses).

In the **household survey**, respondents were asked about their degree of support for the following options re: the future the Millbrook Arena and site.

1. Invest at least \$5.25 million to increase accessibility, but otherwise maintain the building in status quo state.
2. Invest considerably more than \$5.25 million to increase useability and improve the interior and exterior appearance.
3. Replace the building with a signature downtown park, incorporating Needlers Lane and nearby open space.
4. Sell the property for commercial and residential development.

**82.5% of household survey respondents** would like to see the property **repurposed into a park** to complement the downtown and provide valuable culture and recreation opportunities for residents and visitors.

# Phase Two - Vision 2035 - The Parks and Recreation Plan (2023)

**Background Report** will be updated throughout Phase Two.

**Additional park assessment** and **community engagement** will be completed.

The recommendations will be founded on the **planning context** and **findings and conclusions (Background Report)**, a **Belief Statement, Guiding Principles and Vision 2035 ... the 'Big Picture' look ahead.**

A **Strategic Action Plan** (and mapping) will be prepared to provide direction to 2035 and beyond for:

- **Leisure services delivery,**
- **Culture and recreation facilities** (with particular focus on the Millbrook Arena and the remaining lands at the CMCC - as well as revitalization of older parks),
- **Parks and open space** (incl. planning and provision guidelines for parkland and facilities),
- **Programming,** and
- **Implementation** (timing, costing, funding/financing).

# Phase Two - Vision 2035 - The Parks and Recreation Plan

## Community Engagement (Phase Two):

- Additional communication and discussions with **interest and user groups** to learn more about needs - and to advance the recommendations
- A **Community Forum** – To provide input into the emerging Draft Plan (residents, stakeholders, municipal staff and Council)
- Feedback to what is posted on the **Township website** (e.g., summary of the **Background Report**, the **household survey** results and the **Draft Parks and Recreation Plan**)

# Proposed Phase Three Vision 2035 – The Parks and Recreation Plan (2024)

## Conceptual plans/designs for:

- The **Millbrook Arena and site.**
- The remaining lands at the **CMCC.**
- **Possibly other parks** (e.g., Maple Leaf, new sports park, Old Millbrook School, Edgewood)



# A Decision on the Future of the Millbrook Arena

Since the future of the **Millbrook Arena and property** will influence decisions about how best to provide and locate other culture and recreation facilities (including how best to develop the remaining lands at the CMCC and pursue opportunities for facility partnerships), Council direction about the future of the Millbrook Arena will clarify how we proceed with Phase Two.

# Direction on the Future of the Millbrook Arena

## Information to Consider:

- The poor and deteriorating physical condition of the 72-year-old building
- Accessibility deficiencies (Accessibility for Ontarians with Disabilities Act)
- Under-sized playing surface (75' x 175' – the standard is 100' x 200')
- Facility is underutilized and there are inaccessible components
- Very limited on-site parking and location in a floodplain
- Estimated \$5.25+ million to retain the building as status quo for 25 years
- Much more investment will be required to increase useability and appeal
- The minimum investment would support many other types of facilities
- The annual operating deficit (\$30,000 and increasing)
- Strong community support for the 'downtown park' option
- A better option for indoor soccer may be available for one-tenth the cost

# Next Steps

1. Provide Council with the opportunity to review the Background Report (Phase One).
2. Report back to Council in May for further discussion and direction regarding the future of the Millbrook Arena – within the context of the entire Parks and Recreation Plan.
3. The direction provided by Council will determine now the Parks and Recreation Plan will take shape, especially how the remaining lands at the CMCC will be utilized, but also the resources that will be available to invest in other facilities and parks.



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

**Monday March 6, 2023  
1:00 p.m.  
Council Chambers**

**Those members in attendance were:**

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor

Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Karlie Cornish-Tkalec	Deputy Clerk/Corporate Services Administrator
	Karen Ellis	Director of Planning
	Konner Mitchener	Heritage Coordinator
	Wayne Hancock	Director of Public Works
	Jessica Fradley	Water Wastewater Technician
	Drew Hutchison	Engineering Technician

**1. Call to Order**

Mayor Graham called the meeting to order at 1:00 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the Land Acknowledgement.

**3. Approval of the Agenda**

R-2023-056

Moved: Byrne

Seconded: Huntley

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

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

There is no closed session.

**6. Public Meeting**

**6.1 Resolution to open the Public Meeting**

R-2023-057

Moved: Huntley

Seconded: Byrne

That the Public Meeting be opened.

**Carried**

**6.2 Konner Mitchener, Heritage Coordinator - Heritage By-law Update Presentation**

Konner Mitchener, Heritage Coordinator presented the process to date on updating the Heritage By-laws noting the intention to repeal and replace sections of the Village of Millbrook By-laws Designating Properties under Part IV of the Ontario Heritage Act due to the updated legislative requirements.

**6.3 Report - PEB 2023-07 Intention to Repeal and Replace sections of Village of Millbrook By-laws Designating Properties under Part IV of the Ontario Heritage Act**

Konner Mitchener, Heritage Coordinator reviewed Report PEB-2023-07 Intention to Repeal and Replace sections of the Village of Millbrook By-laws Designating Properties under Part IV of the Ontario Heritage Act.

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

Councillor Byrne questioned if a new owner acquired a Heritage Designated property could they request to repeal the designation.

Councillor Byrne asked if a fire destroyed a Heritage Home if the legal implications required it to be rebuilt the same.

Deputy Mayor Huntley asked if Section 4 was the reason for the property's designation and if a property could be designated without discussions with the property owners.

Councillor Nachoff asked how often the Township has enacted one of the property designation by-laws.

**6.5 Questions/Comments from members of the Public**

There were no questions/comments from members of the Public.

**6.6 Consideration of the Report**

R-2023-058

Moved by: Huntley

Seconded by: Nachoff

That Council review and consider all comments received during the public consultation process; and

That, should no objections be received during the mandatory 30-day public objection period following publication of the Notices of Intention to Repeal and Replace, the By-laws listed in this Report be presented to Council for approval.

**Carried**

**6.7 Resolution to close the Public Meeting**

R-2023-059

Moved by: Huntley

Seconded by: Byrne

That the Public Meeting be closed.

**Carried**

**7. Minutes**

**7.1 Minutes of the Regular Meeting held February 21, 2023**

R-2023-060

Moved by: Huntley

Seconded by: Edgerton

That the minutes of the Regular Council Meeting held February 21, 2023 be approved as presented.

**Carried**

**8. Minutes from Committees and Boards**

**8.1 Cavan Monaghan Public Library Board Meeting Minutes of January 17, 2023**

**8.2 Cavan Monaghan Public Library Board Meeting Minutes of January 26, 2023**

R-2023-061

Moved by: Nachoff

Seconded by: Edgerton

That the minutes of the Cavan Monaghan Public Library Board meetings held January 17, 2023 and January 26, 2023 be received for information.

**Carried**

**9. Reports**

**9.1 Report - PEB 2023-08 Mount Pleasant Country Estates (Barchard) Subdivision Agreement (15T-17002)**

R-2023-062

Moved by: Huntley

Seconded by: Nachoff

That Council recognize Gwendolyn Court and Meadow Lane East as the street names for Streets A and B respectively in Subdivision Application 15T-17002; and

That By-law No. 2023-11 be approved to authorize the Mayor and Clerk to sign the Subdivision Agreement between Mount Pleasant Country Estates Inc. and the Corporation of the Township of Cavan Monaghan with the insertion of final financial numbers and other minor edits authorized by the Township Solicitor and/or C.A.O.

**Carried**

**9.2 Report - PEB 2023-09 Springville Heights (Davenport) – Zoning By-law Amendment Application ZBA-07-21**

R-2023-063

Moved by: Nachoff

Seconded by: Edgerton

That By-law No. 2023-12 be approved to amend By-law No. 2018-58, as amended, with regard to the lands subject to Draft Approved Plan of Subdivision 15T-21003 (Springville Heights) in part of Lot 23, Concession 11 (Cavan).

**Carried**

**9.3 Report - Public Works 2023-03 Emergency Repair Work on Well No. 3**

R-2023-064

Moved by: Nachoff

Seconded by: Byrne

That Council receive for information that staff proceeded with the emergency realigning & rehabilitation works for Well No. 3 at the Municipal Well Site on King Street as per Section 5.7 Emergency and Time Sensitive Purchase of the Township Purchasing By-law No. 2020-22, by Lotowater Technical Services Inc., Paris, Ontario in the amount of \$136,350.00 net Municipal H.S.T. in the amount of \$2,399.76 for a total amount of \$138,749.76; and

That funds were approved in the 2023 Capital Budget under Water Wastewater (04-4831-3911) with an estimate of \$150,000.00.

**Carried**

**9.4 Report - Public Works 2023-04 Tandem Truck Tender T-PW-23-02**

R-2023-065

Moved by: Nachoff

Seconded by: Edgerton

That Council award the Tandem Truck Tender T-PW-23-02 to Winslow

Gerolamy Motors Limited at the lowest tender amount of \$358,818.00 with H.S.T. in the amount of \$46,646.34 for a total amount of \$405,464.34. The total tender amount with net municipal H.S.T. is \$365,133.20; and That Council approve an over expenditure of \$ 7,133.20 to be pre-approved in the 2024 Capital Budget to fund the purchase.

**Carried**

## **9.5 Council/Committee Verbal Reports**

Councillor Nachoff spoke to his attendance at the first Millbrook Valley Trails Advisory Committee meeting on February 27, 2023 noting the appointment of the Chair and Vice Chair and the works being completed on the replacement of the bridge.

Councillor Byrne spoke to his attendance in Lakefield with the roll-out of two Mental Health Mobile Units, noting he would like Staff to give consideration during the repurposing of Fire Hall - Station 1 to consider the option of housing the Mental Health Mobile Units during the winter months as they are seeking a location.

Mayor Graham spoke to the great event by Mr. Winslow, 4<sup>th</sup> Line Theater and the Historical Society.

R-2023-066

Moved by: Nachoff

Seconded by: Byrne

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

**Carried**

## **10. General Business**

### **10.1 2023 Council Meeting Schedule Amendment**

R-2023-067

Moved by: Nachoff

Seconded by: Byrne

That the 2023 Council Meeting Schedule be amended to remove the Regular Council Meeting of April 17, 2023 and to add the meeting date of May 4, 2023 for the Municipal Roads Tour starting at 9:00 a.m.

**Carried**

## **11. Correspondence for Information**

### **11.1 Alcohol and Gaming Commission of Ontario Letter - February 8, 2023 Re: Proposal to Open Bingo Hall – Three or less events per week - Kawartha Downs**

R-2023-068

Moved by: Huntley

Seconded by: Nachoff



That Council receives the letter from the Alcohol and Gaming Commission of Ontario dated February 8, 2023 Re: Proposal to Open Bingo Hall – Three or less events per week - Kawartha Downs for information.

**Carried**

**12. Correspondence for Action**

**12.1 Town of Petrolia - Ontario School Board Elections**

R-2023-069

Moved by: Huntley

Seconded by: Nachoff

That Council for the Township of Cavan Monaghan support the resolution from the Town of Petrolia regarding the Ontario School Board Elections and request that staff forward this motion to the Honourable Stephen Lecce, Minister of Education and to Laurie Scott our MPP.

**Carried**

**13. By-laws**

**13.1 By-law No. 2023-11 being a by-law to authorize the execution of a Subdivision Agreement between Mount Pleasant Country Estates Inc. (Subdivider) and the Corporation of the Township of Cavan Monaghan (Municipality)**

**13.2 By-law No. 2023-12 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as “The Township of Cavan Monaghan Zoning By-law” (Springville Heights)**

R-2023-070

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2023-11 being a by-law to authorize the execution of a Subdivision Agreement between Mount Pleasant Country Estates Inc. (Subdivider) and the Corporation of the Township of Cavan Monaghan (Municipality) be read a first, second and third time and passed this 6th day of March signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

R-2023-071

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2023-12 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as “The Township of Cavan Monaghan Zoning By-law” (Springville Heights) be read a first, second and third time and passed this 6th day of March signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**14. Unfinished Business**

There was no unfinished business.

**15. Notice of Motion**

There were no notices of motion.

**16. Confirming By-law**

**16.1 By-law No. 2023-13 being a by-law to confirm the proceedings of the meeting held March 6, 2023**

R-2023-072

Moved by: Huntley

Seconded by: Nachoff

By-law No. 2023-13 being a by-law to confirm the proceedings of the meeting held March 6, 2023 a first, second and third time and passed this 6th day of March signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**17. Adjournment**

R-2023-073

Moved by: Nachoff

Seconded by: Edgerton

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:37 p.m.

**Carried**

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**



### Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Chris Allison, Parks and Facilities Manager
<b>Report Number:</b>	Parks and Facilities 2023-01
<b>Subject:</b>	Parks and Recreation Plan Background Report (Phase One)

#### Recommendation:

1. That Council receive Parks and Facilities Report 2023-01 Parks and Recreation Plan Background Report (Phase One) for information; and
2. That staff report back in May 2023 Regular Council meeting on Phase One.

---

#### Overview:

During the budget meeting of January 20, 2022 Council directed Staff to work with Robert Lockhart of the Rethink Group to consider the options if the Township was to identify short-term recreational uses for the remaining Cavan Monaghan Community Centre lands and the long term Parks and Recreational Plan for the future given that the current plan is dated May 2011.

In March 2022, Robert Lockhart of the Rethink Group began a two-year phasing project to update the 2011 Parks and Recreation Master Plan and consider recreational uses for the remaining Cavan Monaghan Community Centre (CMCC) lands and the Millbrook Arena facility. Phase One is what is before you today “Background Report Parks and Recreation Plan – Vision 2035. Phase Two will include long-term vision and goals for the plan, additional public consultation, facility recommendations, including open space, implementation strategies and the fundamental short and long-term plans for parkland, facilities, programming and service delivery in the community.

Phase Three of the project not yet approved by Council would include a final Parks and Recreation document that will guide parkland development including conceptual designs as per Council’s direction for future parkland development.

It is important to note that in 2019, Council stated that there would be public engagement on the Millbrook Arena and the remaining lands of the CMCC. In 2021, we were advised that an ICIP: Community, Culture and Recreation Stream - Rehabilitation and Renovation Intake grant be received in the amount of \$966,000.00 for renovating the Millbrook Arena, should Council wish to carry out a renovation of the aging facility only after public engagement was received on the future use.

**ICIP Contribution Funding Sources**

Federal	40%	\$386,400.00
Provincial	33.33%	\$321,967.80
Ultimate Recipient	26.67%	<u>\$257,632.20</u>
<b>Total</b>		<b>\$966,000.00</b>

This grant is still identified under our Capital projects until the Plan is finalized and Council provides direction.

As directed by Council Staff are committed to operating the Millbrook Arena status quo seasonally from September through May. This will also be dependent upon the operations and building conditions being consistently reviewed and monitored for fiscal responsibility and community safety given the condition of the facility.

Phase One of the Parks and Recreation Plan consists of a Working Draft Background Report Parks and Recreation Plan – Vision 2035 (Attachment No. 1). It is intended to provide background context, strategic analysis, and conclusions to inform and support Phase Two of the parks and recreation planning process. This report is a living document that will continue to be edited as new information becomes available throughout the process (red). Peterborough County is in the process of producing a detailed map of parks and open space to accompany the Background Report and support recommendations for Phase Two. Some of the missing data will be augmented through the mapping process. (Figure 1.)

**Phase One: Background Report – research, analysis and conclusions (early 2023)**

**Task 1:** Getting started.

**Task 2:** Community profile.

**Task 3:** Strategic assessment of leisure services delivery, culture and recreation facilities, and parks and open space. Include a map of parks and open space.

**Task 4:** Update the 2019 Structural Investigation Report of the former Millbrook Arena.

**Task 5:** Assess leisure demand (current and future).

**Task 6:** Identify key findings and conclusions – including community opinion about options for the former Millbrook Arena and the new community centre.

**Task 7:** Present the key findings and conclusions to Township Council.

**Task 8:** Council to decide on the future of the former Millbrook Arena and site.

Much of Phase One was focused on research, gathering information and public opinion in support of the Township's Parks and Recreation Plan – Vision 2035. The survey was designed to gather information from households rather than individual residents. The survey was designed at a very high level interest so that we can filter the information received by each Phase. Based on the average household size of 2.8 persons, the 319 responses to the survey represented approximately 900 residents. The survey was open from June 20 to August 8, 2022. The survey was advertised on the township website, social media, The Millbrook Times and on the T.V. display screens at the CMCC. The responses to survey questions and analysis are reported in Appendix A: Parks and Recreation Household Survey, within the Background Report.

User Group Surveys were sent out on June 13<sup>th</sup>, 2022 to be returned by June 30<sup>th</sup>, 2022. Twenty-nine surveys were sent out with 20 completed. On June 29<sup>th</sup> a second reminder was sent out to the unanswered groups. A total of 25 responded, the 4 who did not respond were no longer user groups within township facilities.


Part of Phase One review of the Millbrook Arena was the hiring of Barry Bryan Associates (BBA) to provide an updated review of the Millbrook Arena building condition assessment report dated August 2019 (BBA Project No. 19167) and the revised report is dated September 2022 outlining observations and recommendations for the Millbrook Arena located at 4 Needlers Lane Millbrook Ontario. (Attachment No. 2)

Kirkland Engineering LTD. Completed an Electrical Site Condition Assessment Report dated September 6, 2019 (Attachment No. 3) and a Mechanical Site Assessment Report dated September 3, 2019 (Attachment No. 4) as part of the (BBA) Millbrook Arena Building Assessment Report in 2019.

One of the purposes of the Parks and Recreation Plan is to determine the future of the 72-year-old former Millbrook arena and property. Currently, the building does not meet accessibility standards of the Province of Ontario for community buildings. This includes an accessible route of travel to all public/staff locations within the building. It is assumed that the building should meet a modern standard to serve the public currently and in the future. The total Construction budget 2022 estimate would be approximately \$4.45M of hard construction cost, and \$5.25M with modest contingencies to maintain it in status quo (indoor facility) condition for 25 years.

The purpose of this review and report was to revisit the previous report and current site conditions in order to provide recommendations regarding the potential future use as a current municipal public facility as part of the project. Please note BBA did not undertake a full inspection, nor did they request mechanical or electrical engineers to revisit the site to review any specific equipment.

The Millbrook Arena consists of a single pad arena, an ice re-surfacing room, change rooms, washrooms, furnace room, a foyer, and a compressor room. The second story consists of a community gathering room, storage rooms, washrooms, a kitchen area and a small gathering room. The original arena was constructed circa 1950's. In the mid-1970s, there was an explosion in Millbrook which damaged one of the exterior walls and required that portion of the facility to be rebuilt.

<b>Order of Magnitude Budget</b>				
<b>Millbrook Arena State of Good Repair</b>			Barry Bryan Associates	
September 15, 2022			Architects, Engineers, Project Managers	
<b>Gross Floor Area:</b>			<b>25000 SF</b>	
				<b>Unit Cost</b>
<b>Building Shell</b>			<b>\$ 1,250,000.00</b>	<b>\$ 50.00</b>
Roofing	\$ 450,000.00			\$ 18.00
Exterior Enclosure	\$ 800,000.00			\$ 32.00
<b>Building Interiors</b>			<b>\$ 950,000.00</b>	<b>\$ 38.00</b>
Interior Repairs	\$ 200,000.00			\$ 8.00
Accessibility Upgrades	\$ 750,000.00			\$ 30.00
<b>Mechanical</b>			<b>\$ 1,125,000.00</b>	<b>\$ 45.00</b>
Plumbing and Fixtures	\$ 250,000.00			\$ 10.00
HVAC and Controls	\$ 800,000.00			\$ 32.00
Life Safety	\$ 75,000.00			\$ 3.00
<b>Electrical</b>			<b>\$ 500,000.00</b>	<b>\$ 20.00</b>
Lighting, Devices and Fire Alarm	\$ 500,000.00			\$ 20.00
<b>Site Work Allowance</b>			<b>\$ 200,000.00</b>	<b>\$ 8.00</b>
<b>Ancillary Work</b>			<b>\$ 50,000.00</b>	<b>\$ 2.00</b>
Demolition	\$ 50,000.00			\$ 2.00
<b>Subtotal</b>			<b>\$ 4,075,000.00</b>	<b>\$ 163.00</b>
<b>General Requirements</b>			<b>\$ 366,750.00</b>	<b>\$ 14.67</b>
Contractor's General Requirements	6% \$ 244,500.00			\$ 9.78
Contractor's Fees	3% \$ 122,250.00			\$ 4.89
<b>Subtotal (Hard Construction)</b>			<b>\$ 4,441,750.00</b>	<b>\$ 177.67</b>
<b>Construction Allowances</b>			<b>\$ 799,515.00</b>	<b>\$ 31.98</b>
Escalation	8.0% \$ 355,340.00			\$ 14.21
Design Contingency	5.0% \$ 222,087.50			\$ 8.88
Construction Contingency	5.0% \$ 222,087.50			\$ 8.88
<b>Total Construction Cost Incl. Allowances</b>			<b>\$ 5,241,265.00</b>	<b>\$ 209.65</b>

**Kirkland Engineering LTD. Electrical Site Condition Assessment Report  
September 6, 2019.**

A visual review of the electrical systems at the Millbrook Arena was conducted for inspection of equipment conditional and standards of good practice. The facility is powered by two separate utility services. The 120/240V 200A service that supplies the front of the building (Front Service) and the 600V/347V 400A service that supplies the rear of the building and ice plant (Rear Service).

The 600V equipment appears to be all original and is all very dated with signs of many years of wear. The splitter is completely covered in rust caused by the high humidity in the area where the equipment is installed.

The ice surface lighting is 400W 347V Metal halide. It is recommended to replace the existing metal halide fixtures with LED. Most of the existing 120V lighting fixtures are tubular florescent fixtures. It is recommended to replace the existing fluorescent fixtures with LED. Existing emergency lights and battery packs appear at end of life. They should be replaced with new battery packs and LED lamps.

The electrical systems (power, lighting, emergency lighting) installed at the Millbrook Arena are mostly original, >30 years old. The electrical systems are presently in good working condition. If the facility will continue to operate as a non-ice arena, in the short term (5 years) the electrical systems are acceptable and should only require ongoing maintenance to maintain.

### **Kirkland Engineering LTD. Mechanical Site Condition Assessment Report September 3, 2019**

A visual review of the Mechanical systems at the Millbrook Arena was conducted for inspection of equipment conditional and standards of good practice. The building has no ventilation, no heat recovery or energy recovery units, no ventilation ducts and no exhaust duct from the ducting system. The diffusers are in bad condition; there is very poor air and temperature distribution in the second floor. There is no heating, ventilation and cooling in the rink lobby as required by codes and standards. The whole corridor in the first floor had no diffusers or grills, which means no heating, cooling or ventilation.

The incoming main domestic water pipe, valves and the meter are old, no back-flow meter was noticed. No insulation on hot water pipes noticed in the whole building except some pipes in the mechanical room. No ventilation in the mechanical room and no recirculating pump. The exhaust air systems from washrooms, change rooms were not provided with exhaust fans or ducts as required by codes. The building roof is in bad condition with many leaks so that the mechanical system cannot work efficiently. The building has no fire suppression system. There are many spaces in the building that have no heating, cooling or ventilation.

With the exception of the furnaces, which appear to have been recently upgraded the mechanical systems (Heating, Ventilation, Fresh Air, Plumbing) installed at the Millbrook Arena are mostly original, >30 years old. The mechanical systems are presently in

substandard condition and some work should be done to improve these systems in the short term.

Beyond immediate repairs, the facility also requires modifications as well as some elements of life cycle renewal to function as a community facility with a reasonable level of standard and state of good repair. Currently, the building does not meet accessibility standards of the Province of Ontario for community buildings. The total Construction Budget would be approximately \$4.45M of hard construction cost, and \$5.25M with modest contingencies. The developed budgets are for funding recommend for a life cycle replacement for a service life of an additional 25 years for the facility to act as a Public Community building. Due to the age and conditions of the existing facility, the upgrades would be considered major.

Phase Two of the Parks and Recreation Plan (2023) consists of continuing to update the background report as required. A more detailed assessment will be undertaken of all parks and indoor and outdoor facilities. A strategic Action plan (and mapping) will be prepared to provide direction to 2035 and beyond. Provide general overview of the current condition and functionality of indoor and outdoor facilities. Additional communication with interest and user groups and a Community Forum to learn more about needs to provide input into the recommendations. (Figure 2.)

### **Phase Two: Develop the Parks and Recreation Plan – Vision 2035 (2023)**

**Task 1:** Update the Background Report – ongoing throughout Phase Two

**Task 2:** Prepare the long-term Vision and Goals for the Plan.

**Task 3:** Leisure services delivery - recommendations.

**Task 4:** Culture and recreation facilities - recommendations.

**Task 5:** Parks and open space – recommendations.

**Task 6:** Prepare the implementation strategy.

**Task 7:** Prepare the Draft Parks and Recreation Plan – Vision 2035.

**Task 8:** Review the Draft Parks and Recreation Plan – Vision 2035.

**Task 9:** Edit the Parks and Recreation Plan – Vision 2035.

**Task 10:** Present the Draft Parks and Recreation Plan – Vision 2035 to Township Council.

Given that, this is a multi-year project driven by the outcomes of each phase. Staff are recommending that Council review all documentation presented regarding the findings of the Background Report, Phase One over the next few weeks and Staff will report back on May 1, 2023 with recommendations for Council's consideration. The consultant will continue to work on Phase Two as directed.

### **Financial Impact:**

The funds for Phase Two of this project are identified and approved in the 2023 Capital Budget.



**Attachments:**

Attachment 1. Working Draft Background Report Parks and Recreation Plan – Vision 2035

Attachment 2. Barry Bryan Associates (BBA) Updated review of Millbrook Arena Building Condition Assessment Report, June 2022

Attachment 3. Kirkland Engineering LTD. Electrical Site Condition Assessment Report September 6, 2019

Attachment 4. Kirkland Engineering LTD. Mechanical Site Condition Assessment Report September 3, 2019.

Respectfully submitted by,

Reviewed by,

Chris Allison  
Parks and Facilities Manager

Yvette Hurley  
Chief Administrative Officer

**Working Draft**

**Parks and Recreation Plan – Vision 2035**

**Background Report**

**Township of Cavan Monaghan**

**Prepared by The Rethink Group  
Leisure Services Planning and Management**

1205 Connaught Drive  
Selwyn, Ontario  
K0L 1T0

**March  
2023**



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# Chapter One: Introduction

## 1.1 Project Purpose, Scope and Approach

In March 2022, the Township of Cavan Monaghan embarked on a process to update the 2011 Parks and Recreation Master Plan. The planning process also identified and reviewed options for the future of the Millbrook Arena and property, as well as the remaining lands at the new Cavan Monaghan Community Centre.

Vision 2035 will be completed in two phases, with this Background Report of findings and conclusions being Phase One. The Plan's recommendations will be the focus of Phase Two. Although not approved by Township Council, it is proposed that a third phase would include the conceptual designs for the Millbrook Arena and site, as well as the remaining lands at the CMCC.

### **Phase One: Background Report – research, analysis and conclusions (early 2023)**

**Task 1:** Getting started.

**Task 2:** Community profile.

**Task 3:** Strategic assessment of leisure services delivery, culture and recreation facilities, and parks and open space. Include a map of parks and open space.

**Task 4:** Update the 2019 Structural Investigation Report of the Millbrook Arena.

**Task 5:** Assess leisure demand (current and future).

**Task 6:** Identify key findings and conclusions – including community opinion about options for the Millbrook Arena and the new community centre.

**Task 7:** Present the key findings and conclusions to Township Council.

**Task 8:** Council to decide on the future of the Millbrook Arena and site.

### **Phase Two: Develop the Parks and Recreation Plan – Vision 2035 (2023)**

**Task 1:** Update the Background Report – ongoing throughout Phase Two

**Task 2:** Prepare the long-term Vision and Goals for the Plan.

**Task 3:** Leisure services delivery - recommendations.

**Task 4:** Culture and recreation facilities - recommendations.

**Task 5:** Parks and open space – recommendations.

**Task 6:** Prepare the implementation strategy.

**Task 7:** Prepare the Draft Parks and Recreation Plan – Vision 2035.

**Task 8:** Review the Draft Parks and Recreation Plan – Vision 2035.

**Task 9:** Edit the Parks and Recreation Plan – Vision 2035.

**Task 10:** Present the Draft Parks and Recreation Plan – Vision 2035 to Township Council.

**Task 11:** Prepare the final version of the Parks and Recreation Plan – Vision 2035, as well as the Background Report and Executive Summary.

## 1.2 Format and Content of the Background Report

This report is intended to provide background, context, strategic analysis, and conclusions to inform and support Phase Two of the parks and recreation planning process.

This report is structured as follows.

- Table of Contents
- Chapter One: Introduction
- Chapter Two: Community Profile
- Chapter Three: Strategic Assessment of Service Delivery, Parks and Open Space, and Culture and Recreation Facilities
- Chapter Four: Demand for Leisure Services
- Chapter Five: Key Findings and Conclusions
- Appendix A: Parks and Recreation Household Survey
- Appendix B: Requests for Additional Ice Time at the CMCC from the User Group Survey
- Appendix C: Inventory of Parks, and Other Public and Publicly Available Open Space
- Appendix D: Information and Resources

## 1.3 Sources of Information for the Background Report

The sources of information for this Background Report include census data, facility utilization and program statistics, municipal plans and other reports, household survey, user group surveys, correspondence with community stakeholders, leisure trends (from the Rethink Group files), and reports and information from various stakeholder groups. Please refer to **Appendix D** for a complete list.

# Chapter Two: Community Profile

## 2.1 Introduction

In this chapter, the current population of the Township is examined, based on the 2021 Census. Available population growth projections and other indicators of change have been utilized to paint a picture of what the municipality could be like in 2035 and beyond.

## 2.2 Regional Context

The Township of Cavan Monaghan is located in the southwest corner of the County of Peterborough, and adjacent to the south-western boundary of the City of Peterborough. Future population growth will be largely driven by the Township’s proximity to Peterborough and the Greater Toronto Area, as well as Highway 407 and the proposed future commuter train to Toronto, all of which will increase accessibility to employment in GTA communities. See **Figure 1** below.

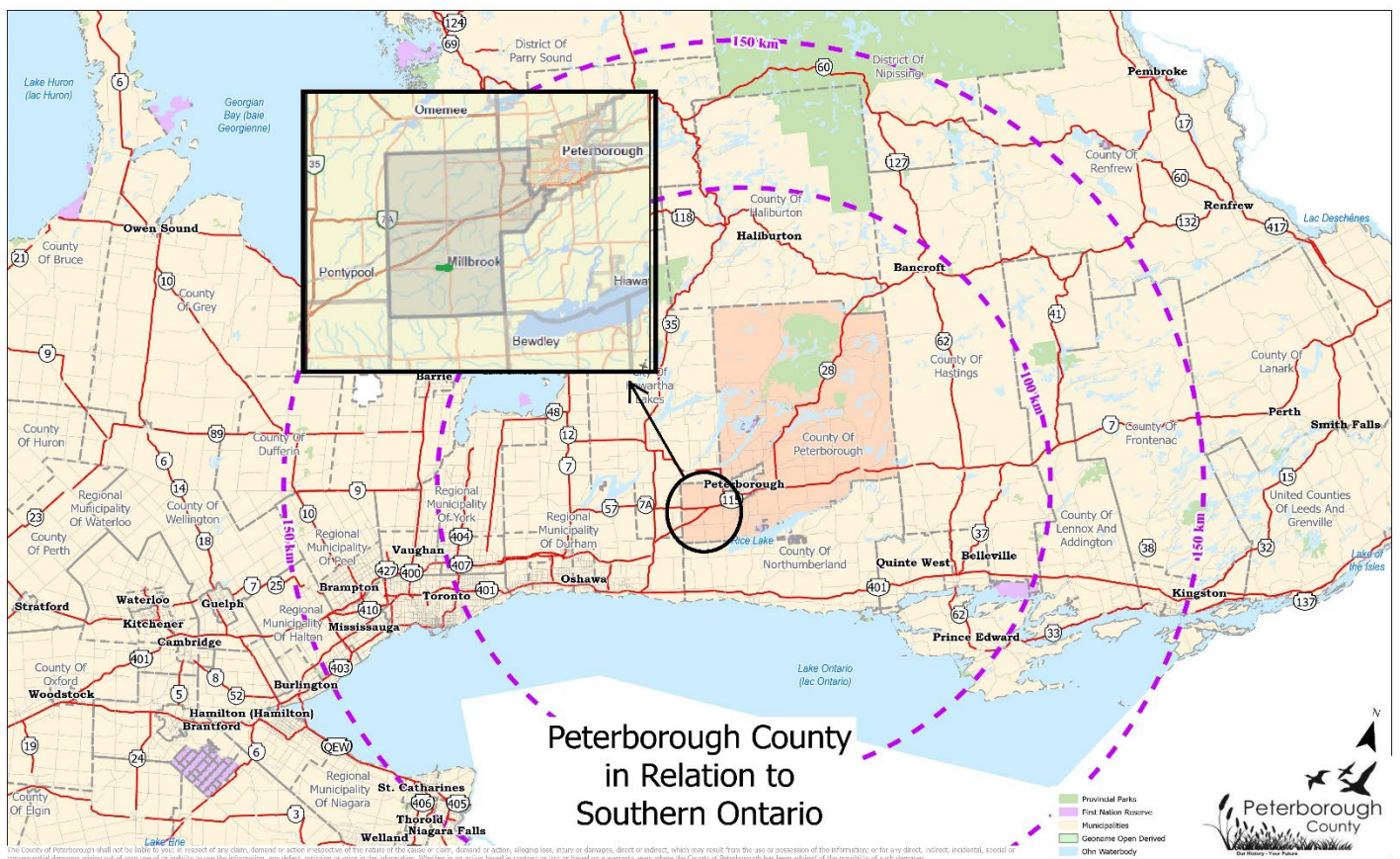


Figure 1 Cavan Monaghan Township in Relation to Peterborough County and Southern Ontario



## 2.3 Community Profile

The community profile of the Township will influence demand for culture and recreation services, especially the age, ethnicity, income and educational attainment profiles. For example, an older than average age profile will reduce demand for rigorous recreation activities and increase demand for activities such as wellness, nature appreciation, walking and cycling, pickleball, and arts and culture. Above average disposable household income will influence the ability to participate in more expensive activities. Above average educational attainment is usually associated with above average income and higher demand for the arts and more costly leisure pursuits. Ethnicity may increase local demand for activities of interest to certain cultural backgrounds. Examples include bocce, cricket and swimming lessons. As the population increases and changes, so will demand for leisure activities across the spectrum.

## 2.4 The Current Population

The 2021 national census reported a Township population of 10,016 which represents an increase of 13.4% from 2016 (average of 2.7% per year). That is well above the five-year Ontario average population increase of 5.8% or 1.16% per year. It is also much higher than the historical growth rate of the Township (refer to **Section 2.5**).

The census figure does not account for the population undercount which is typically around 2.5%. If that figure is applied, the 2021 population of the Township would be 10,266. Since June of 2021 (census date), the population of the Township has increased, but the amount is unknown.

### 2.4.1 Age Profile

**Figure 2** reports on the 2021 national census population by age for the Township of Cavan Monaghan, the Peterborough Census Metropolitan Area and the Province of Ontario. Also included is the 2011 age profile for Cavan Monaghan to illustrate trends over the past decade.

The 2021 age profile of Cavan Monaghan is **considerably older** than the Ontario profile, as noted by the average and median age of the population.

- Average age: 43.2 in Cavan Monaghan, compared to 41.8 for Ontario
- Median age: 44.8 in Cavan Monaghan, compared to 41.6 for Ontario

Another indicator of the older than average age profile of the Township is the age profile of the Echo/Millennial generation. They're roughly represented by the age 25-44 cohort and are a considerably smaller cohort in Cavan Monaghan, compared to the Ontario average (23.21% in Cavan Monaghan compared to 26.67% for Ontario).

A final indicator of the older than average age profile of the Township is the age profile of the Baby Boom Generation, roughly represented by the age 55-74 cohort. The Baby

Boom generation is a considerably larger cohort in Cavan Monaghan than the Ontario average (29.26% in Cavan Monaghan compared to 24.69% for Ontario).

However, it should be noted that in 2021 the age 0-14 cohort represented a larger percentage of the Township population than the provincial average (17.82% in Cavan Monaghan, compared to 15.84% for Ontario), with the 0-9 age cohort particularly larger than the Ontario average at 11.88% compared to 10.19% for Ontario. It is likely that this above average percentage of children is a result of the number of young families who have recently moved into the Township.

**Figure 2: Age Profile of the Township of Cavan Monaghan (2011 and 2021) with Comparison to Peterborough Census Metropolitan Area (CMA) and Ontario, 2021**

Age Cohort	Township of Cavan Monaghan 2011 Census	Township of Cavan Monaghan 2021 Census		Peterborough CMA 2021 Census	Ontario 2021 Census
	Percent	Number	Percent	Percent	Percent
0-4	4.24	585	5.84	4.44	4.82
5-9	4.71	605	6.04	5.16	5.37
10-14	6.57	595	5.94	5.12	5.65
15-19	7.44	495	4.94	4.98	5.63
20-24	6.10	440	4.03	6.20	6.29
25-29	4.07	465	4.64	6.25	6.86
30-34	4.36	635	6.34	6.13	6.89
35-39	5.06	650	6.49	6.06	6.66
40-44	6.22	575	5.74	5.27	6.26
45-49	9.24	575	5.74	5.27	6.29
50-54	9.77	595	5.94	5.69	6.62
55-59	8.90	820	8.19	7.18	7.31
60-64	7.79	870	8.69	7.74	6.80
65-69	5.35	640	6.39	7.19	5.72
70-74	3.49	600	5.99	6.42	4.86
75-79	2.85	365	3.64	4.48	3.30
80-84	1.85	230	2.30	3.01	2.29
85-89	(85+) 2.15	130	1.30	2.00	1.44
90-94		95	0.95	1.03	0.71
95-99		35	0.35	0.35	0.20
100+		5	0.05	0.05	0.03
<b>Total</b>	<b>(8,600) 100.0</b>	<b>10,015</b>	<b>100.0</b>	<b>(128,624)</b>	<b>100.0</b>
Average Age	N/A	43.2		44.6	41.8
Median Age	45.0	44.8		45.2	41.6
0-14	15.7	1,780	17.8	15.6	15.8
15-64	68.95	6,125	61.2	61.4	65.6
65+	15.69	2,110	21.1	23.0	18.5
85+	2.15	265	2.6	3.4	2.4

**Note:** In 2022, the Baby Boom is age 57-76, the Echo Generation is age 28-43 and Millennials are age 22-42. As closely as possible, all three are highlighted above in blue, with the Echo Generation and Millennials overlapping. These generations are similarly illustrated for 2011.

## Comparison to the Peterborough Census Metropolitan Area

In 2021, the Township of Cavan Monaghan had a younger age profile than the Peterborough Census Metropolitan Area (see **Figure 2**). With a population of 128,624, the Peterborough CMA comprises the City of Peterborough, the four surrounding townships, as well as Curve Lake and Hiawatha First Nations.

- In Cavan Monaghan, the 0-14 age group comprised a considerably larger percentage of the population than in the Peterborough CMA.
- The age 15-64 demographic was almost identical in the two jurisdictions.
- In Cavan Monaghan, the age 65+ and 85+ age demographics both represented a significantly smaller percentage of the population than in the Peterborough CMA.

The slightly younger age profile of Cavan Monaghan reflects the well above average population growth rate over the past ten years compared to the Peterborough CMA and especially the City of Peterborough. Significant in-migration of young adults and families almost always aligns with above average population growth. Please refer to **Figure 2** for more information.

**The Ten-Year Trend:** Over the past decade (2011 to 2021), the median age of Cavan Monaghan residents became slightly younger (45.0 to 44.8). Even though the age 65+ population increased in percentage over that period of time, so did the younger age groups. And the 40-59 age cohort declined in percentage, which counterbalanced the increase in the size of the 65+ age group.

In part, this shift over the past decade has been influenced by the influx of new residents who are predominantly in their family-forming years. Other factors include the aging of the Echo/Millennial and Baby Boom generations. See below and **Figure 2** for details.

- an increasing percentage of age 0-14 residents in 2021 (15.7% to 17.8%),
- an increasing percentage of age 25-39 residents in 2021 (24.12% to 32.08%),
- a declining percentage of age 40-59 residents in 2021 (34.13% to 25.61%), and
- an increasing percentage of age 65+ residents in 2021 (15.69% to 21.1%).

### 2.4.2 Income Profile

The 2020 median and average total incomes of Cavan Monaghan households were both considerably higher than the Ontario average, as noted below.

- 2020 **median** total income of Cavan Monaghan households was \$110,000 (Ontario \$91,000).
- 2020 **average** total income of Cavan Monaghan households was \$130,200 (Ontario \$116,000).
- In 2020, 55.5% of Cavan Monaghan households reported a **total before tax income of \$100,000 and over** – well above the Ontario average of 44.7% for that income category.

At \$110,000 and \$130,200 respectively, the 2020 median and average household incomes in Cavan Monaghan were both much higher than the Peterborough Census Metropolitan Area and the City of Peterborough (\$79,000 and \$97,800 respectively for the Peterborough CMA, \$71,500 and \$87,800 respectively for the City of Peterborough).

At 55%, the percentage of households with a before tax income of \$100,000 and above was much higher in Cavan Monaghan than in the Peterborough CMA (37%), the City of Peterborough (31.7%) and Ontario (44.7%).

### 2.4.3 Education Profile

Educational attainment of Cavan Monaghan residents is similar to Ontario, as noted below (Provincial percentage in brackets)

▪ No certificate, diploma or degree	15.48% (15.28%)
▪ Secondary school diploma or equivalency certificate	26.44% (27.19%)
▪ Post-secondary certificate, diploma or degree	58.08% (57.53%)

### 2.4.4 Ethnicity Profile

The following characteristics of the population provide insights into the ethnicity profile of the Cavan Monaghan community (2021 census). Note the strong connection to the United Kingdom and Europe. There is a very small visible minority population in the Township (well below the provincial average). There is a very strong affiliation with the English language. Over three quarters of the population is third generation, with 92.2% identifying as non-immigrant and 98.8% identifying as a Canadian citizen.

#### Visible Minority

The visible minority population in Cavan Monaghan comprised 5.32% (Ontario average: 34.33%). Origins as defined in the Census were:

▪ Black	35.58%
▪ South Asian	33.65%
▪ Filipino	7.7%
▪ Chinese	4.81%
▪ Arab	1.92%
▪ Latin America	1.92%
▪ Multiple visible minorities	3.85%

#### Ethnic or Cultural Origin (Top 10)

▪ English	34.87%
▪ Irish	29.03%
▪ Scottish	26.22%
▪ Canadian	17.26%
▪ German	9.68%
▪ French	8.5%
▪ Dutch	8.24%

- British Isles 4.51%
- Italian 4.25%
- Polish 3.48%

#### **Place of Birth of Immigrant Population**

- Europe 56.95%
- Asia 21.85%
- Americas 15.23%
- Africa 4.64%

#### **Non-Immigrants**

- 92.17%

#### **Generation Status**

- First generation 8.4%
- Second generation 15.1%
- Third generation 76.5%

#### **Indigenous Ancestry**

- 0.82%

#### **Canadian Citizenship**

- 98.77%

#### **Mother Tongue**

- English 93.5%
- French 0.92%
- Non-official language 4.25%

#### **Language Most Often Spoken at Home**

- English 97.8%
- French 0.36%
- Non-official language 1.28%

#### **Knowledge of Languages**

- English 100%
- French 6.25%
- Non-official language 7.13%

## 2.5 Anticipated Population Growth and Change – and Changes to the Settlement Pattern of the Township

### 2.5.1 Population Growth Trend

Until recently, the population of the Township had been growing slowly as noted below. However, between 2016 and 2021, the population increased 13.4% - driven by the completion of two new residential neighbourhoods within the Millbrook Settlement Area.

▪ 1991	8,155	▪ 2011	8,601 (-2.6%)
▪ 1996	8,252 (+1.2%)	▪ 2016	8,829 (+2.7%)
▪ 2001	8,453 (+2.4%)	▪ 2021	10,016 (+13.4%)
▪ 2006	8,828 (+4.4%)		

Between 2016 and 2021, 370 housing units were created, which was well above the average annual figure of 36 between 2001 and 2021.

### 2.5.2 Planned Settlement Pattern

The Township's Official Plan (February 25, 2021), identified the following settlement areas, with Millbrook being the largest:

1. Millbrook
2. Mount Pleasant
3. Five Mile Turn and Springville
4. Ida
5. Cavan
6. South Monaghan
7. Bailieboro
8. Frasersville

The Official Plan notes that the focus of most of the new development will be in these eight settlement areas, with most of the additional residential, industrial and commercial development allocated to Millbrook.

In 2021, a Growth Management Strategy (GMS) was completed for the Municipality. In 2022, that Strategy was amended via an Addendum Report. The 2022 amendment recommended a significant expansion of the boundary of the Millbrook Settlement Area, particularly north from Larmer Line to Highway 115, northeast of the current eastern boundary, and west on both sides of Fallis Line. The amendment also recommended reallocation of 37.7 ha of urban employment lands to residential, the creation of 79.1 ha of new employment lands north of Larmer Line, as well as the creation of 38.2 additional ha of residential lands. Another 50+ ha of residential lands were added to the Millbrook Settlement Area in 2022 via three Minister's Zoning Orders (MZOs).

The amended GMS also recommended the following:

- A maximum/full-build-out population of 17,600 to 2051 (allocated by Peterborough County). That equates to an annual average growth rate of 2.37%. The 2020 GMP only looked out to 2041.
- 94% of the additional population is to be allocated to the expanded Millbrook Settlement Area.

- All additional residential growth will be within the eight defined settlement areas (no additional estate residential developments as per the Provincial Growth Plan).
- The Natural Core and Linkage Areas that comprise the Natural Heritage System as defined in the current Official Plan (including the Oak Ridges Moraine) are protected from development. The largest concentration of these lands in and around Millbrook helped to define the limits of the recommended expansion of the Millbrook Settlement Area, especially to the south, east and northwest.

Refer to **Figures 3, 4 and 5**.

The Township of Cavan Monaghan Official Plan will be updated, beginning in 2023. The new OP will be informed by the Growth Management Plan and other plans, studies and information, including this Parks and Recreation Plan and Provincial Bill 23 (More Homes Built Faster Act) that was signed into law in December 2022.

**2.5.3 Projected Population Growth to 2051**

The Amended Growth Management Plan (GMP) forecasts the following population growth scenario to 2051 (including the estimated Census undercount). The forecast predicts a slightly reduced level of growth in each of the five-year time periods (compared to the 2016-2021 period). The 2021 to 2026 period is projected to generate the largest population increase (1,630). However, market forces will strongly influence the amount and rate of growth that will actually be achieved within each time period.

▪ Mid-2016	9,020	▪ Mid-2036	14,390 (+1,190)
▪ Mid-2021	10,260 (+1,240)	▪ Mid 2041	15,510 (+1,120)
▪ Mid-2026	11,890 (+1,630)	▪ Mid-2046	16,550 (+1,040)
▪ Mid-2031	13,200 (+1,310)	▪ Mid-2051	17,570 (+1,020)

The projected net increase in population from mid-2021 to mid-2051 is projected to be 7,310. That represents a 71.24% increase in population, compared to 2021.

The GMP projects that by 2051, the Millbrook Settlement Area will receive a net population increase of 7,515, including institutional housing (long term care). It is further projected that infill within the existing Millbrook built-up area will generate an increase of 117 people by 2051. The GMP predicts that by 2051, the rural area will experience a net loss of 578 people.

**2.5.4 Projected Changes in the Age Profile to 2051**

The addendum to the 2020 Growth Management Plan provided a population by age forecast to 2051. Assuming that annual growth is as forecast, the following changes in the age profile are projected (2021 to 2051).

- 0-19 age cohort decline from 23% to 14%
- 20-34 age cohort decline from 15% to 13%
- 35-44 age cohort decline from 11% to 9%

- 45-54 age cohort            decline from 19% to 11%
  - 55-64 age cohort            decline from 16% to 14%
- 
- 65-74 age cohort            increase from 12% to 15%
  - 75+ age cohort                increase from 9% to 25%

The GMP states that “over the forecast period, the Township’s population base is expected to age significantly. Most notably, the percentage of the population in the 75+ age group (older seniors) is forecast to almost triple from 9% to 25%. The percentage of the population’s largest age cohort, 20-54 years of age, is forecast to decline considerably from 41% in 2021 to 33% by 2051.”

The rate of residential growth is projected to be highest during the 2021 to 2031 period with 1,510 new housing units created. The number of housing units per year is projected to decline steadily from 2021 to 2051.

Over the forecast period, the percentage of high-density housing is projected to gradually increase from 12% in the 2021-2026 period to 24% by 2051. The percentage of low-density housing is projected to decline from 66% to 46%. The percentage of medium-density housing is projected to increase steady during the 30-year period.

**Note:** Bill 23 will reduce by half, the amount of parkland (and cash-in-lieu of parkland) to be dedicated from medium- and high-density residential development.

The aging of the population and other factors will result in a steady reduction in the number of persons per housing unit (ppu). The GMP projects a decline from 2.89 ppu in 2021 to 2.51 ppu by 2051. Note that the surge in completed housing units between 2016 and 2021 generated an increase in ppu from 2.84 to 2.89.

## 2.6 Implications for Demand for Culture and Recreation Services

Given that there will be an increase in the population through all age groups (even as the percentage declines in the younger and mid-age age cohorts), anticipate that demand for culture and recreation activities from young, mid-age and older residents will increase over the next decade and beyond. Given that the percentage of older adults age 65+ is projected to increase from 21% in 2021 to 40% by 2051 (2022 Growth Management Strategy), demand for the types of leisure experiences of interest to older residents will increase the most (especially age 75+).

Over the next decade or so, when residential development is projected to be at its peak, demand for family-oriented leisure activities should increase noticeably. This increasing demand will be generated by the number of new residents moving into the Millbrook community, the majority of which are expected to be families. However, as noted below, when most of the residential development is completed, this family-forming age



demographic will begin to significantly decline as a percentage of the population (2022 Growth Management Strategy).

- 0-19 age cohort (23% in 2021 to 14% by 2051), and
- 45-54 age cohort (19% in 2021 to 11% by 2051)

To respond, increased investment will be required in the types of culture and recreation facilities, programming and parkland that appeal to all age groups, especially adult and older adult. To date, the Township has focused most of its investment in the types of indoor and outdoor facilities of interest to children and youth (e.g., arena, ball diamonds, soccer fields, playgrounds, outdoor exercise gyms, indoor multipurpose programming space, an indoor walking track, picnic areas and trails) – to the exclusion of facilities and programming of interest to many young, mid-age and older adults. The exception is the investment in trails and the natural heritage and other open spaces that support them. Except for the CMCC with its the indoor walking track and program rooms, indoor facilities to support older adult programming are scarce.

Other than the arena and the indoor walking track, facilities to support young and mid-age adults are also scarce or aren't available (e.g., under-sized soccer pitches and ball diamonds, few multipurpose program rooms - and no beach volleyball courts, tennis courts, skateboard facility, disk golf facility, and indoor and outdoor performance facilities).

Another implication of the influx of young families to the Township is rising expectations for a wider range of programming and facilities, as well as higher quality facilities, parkland and programming. Many of the new residents will be coming from larger, more developed communities where culture and recreation programming, facilities and parkland are more fully developed and of higher quality.

In terms of specific types of facilities and programming, the following is anticipated:

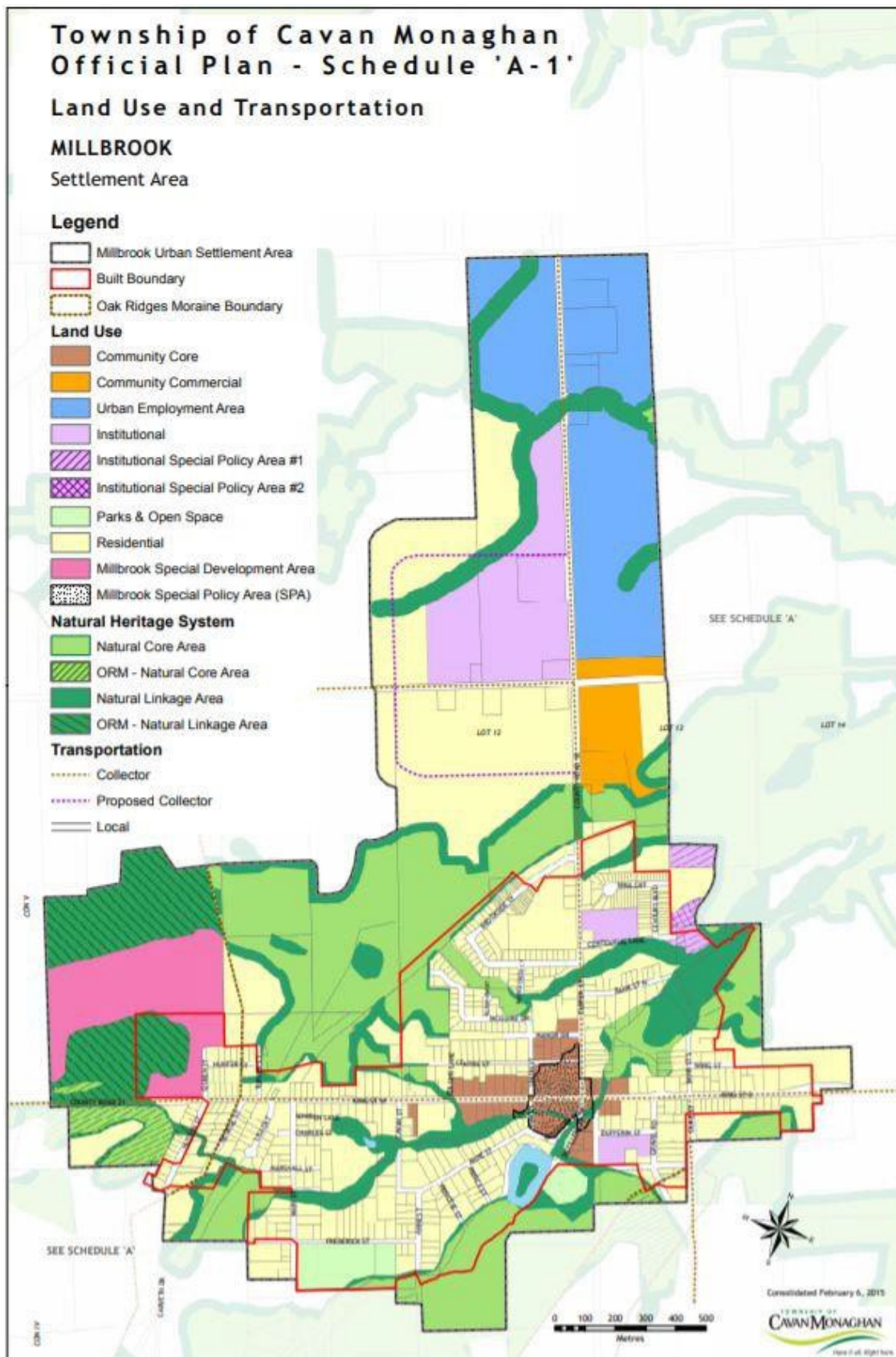
- Increasing demand for leisure activities that appeal to the above average in proportion 0-14 age group including pre-school and after-school programming, day camps, introduction to team sports, swimming lessons, and arts programming – especially over the next decade. As this 0-14 age cohort ages over the next decade, there will be increasing demand for leisure activities of interest to youth and young adults who are currently significantly under-represented in the local population (e.g., increasing demand for rigorous recreation and sport activities such as fitness programming, swimming, ice sports, tennis, baseball, soccer, basketball, volleyball, specialized cycling, etc.).
- Increasing interest in low impact recreation and sport activities such as fitness/wellness programming for mid-age and older adults, aquafit programs, indoor outdoor and walking and hiking, cycling (including use of e-bikes), pickleball, recreational skating, social activities for adults and older adults, etc.
- Increasing interest in all types of arts and culture activities of interest to young, mid-age and older adults.

All of these facilities and programming do not have to be provided by the Municipality or by others within the Township. Since the Township is located within the Peterborough region, many of the in-demand facilities and programming will be provided by others, especially within Peterborough where culture and recreation services are more fully developed to serve a much larger population.

Examples of facilities provided within the City of Peterborough include indoor aquatic facilities and aquatic programming (expansion planned), high quality indoor and outdoor performing arts facilities and performances, art galleries, museums, outdoor artificial turf rectangular fields, clusters of ball diamonds, a cricket pitch, an outdoor and indoor pickleball centre (in the research and planning stage), clusters of lit tennis courts, skateboard facilities, a pump bike track (in the research and planning stage), gymnastics facilities, dance studios, full-service fitness centres, and an indoor artificial turf facility (in the research and planning stage).

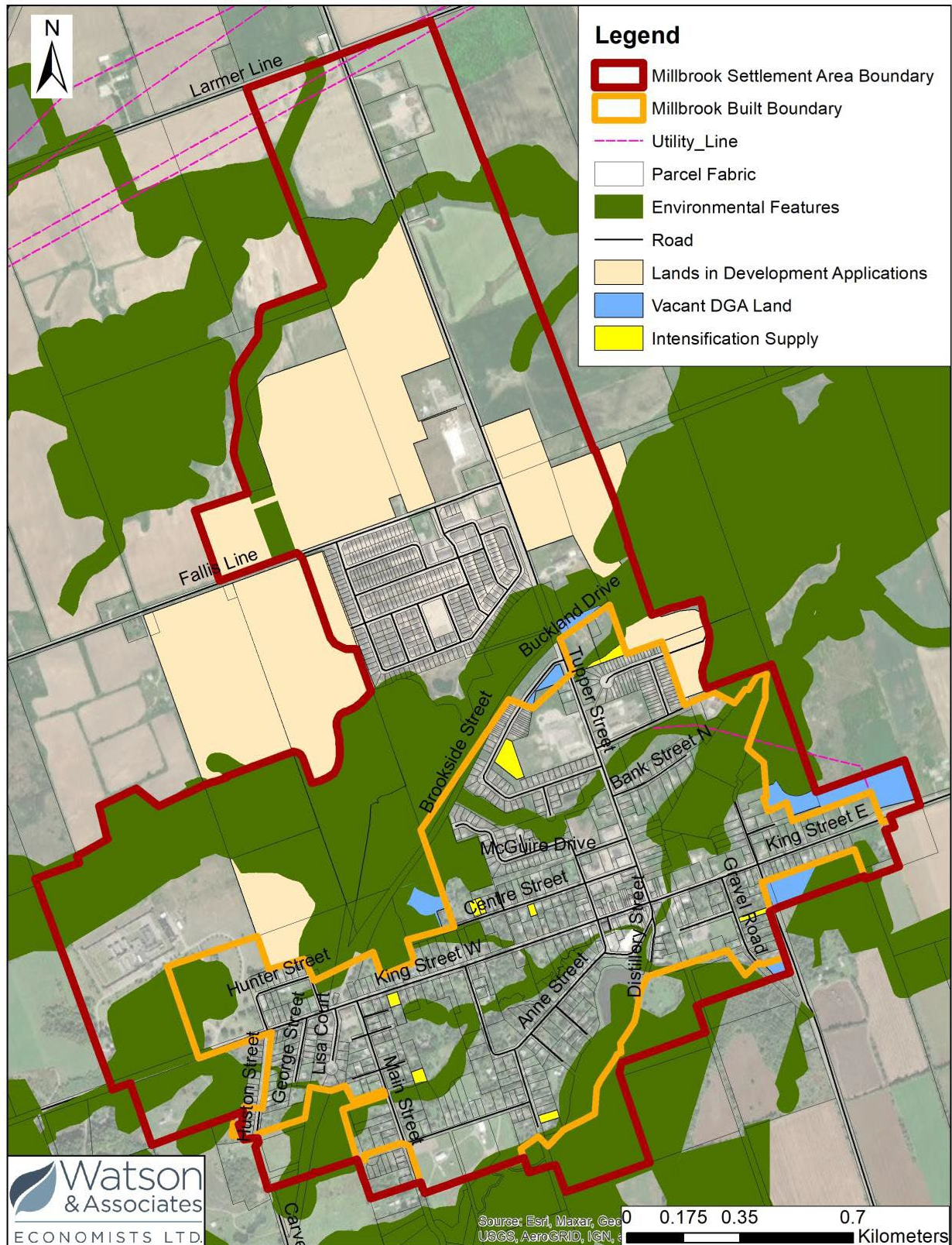
Given the close proximity of the City of Peterborough, there should be opportunities for joint ventures in facility development and programming.

**Figure 3: Township of Cavan Monaghan Official Plan – Schedule “A-1”  
Land Use and Transportation – Millbrook Settlement Area**



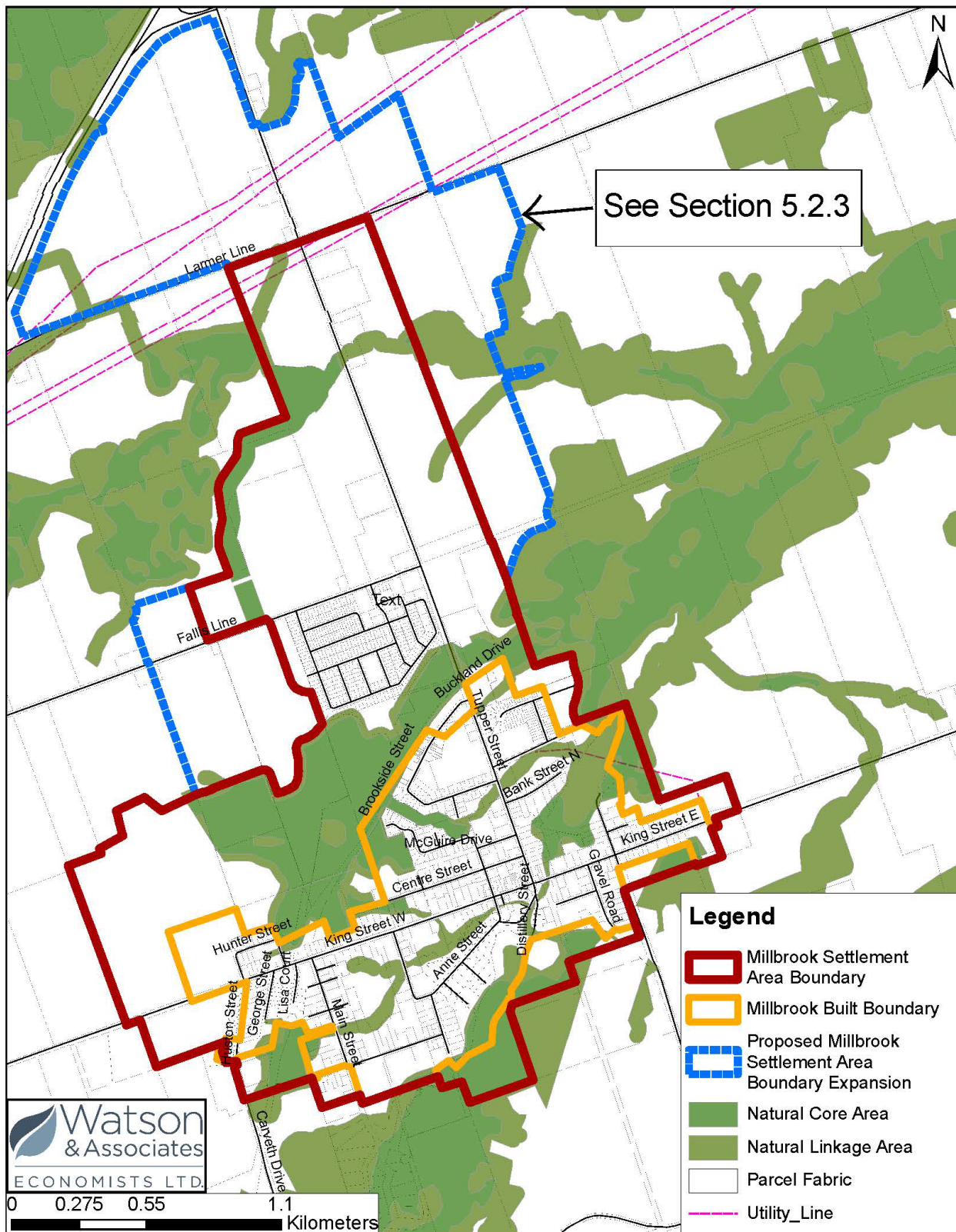
Source: Township of Cavan Monaghan Official Plan (January 2021 Office Consolidation)

**Figure 4: Residential Supply Opportunities in Millbrook by Type of Opportunity as of May, 2022**



**Source:** Growth Management Strategy Final Addendum Report, 2022, Township of Cavan Monaghan

**Figure 5: Township of Cavan Monaghan – Proposed Millbrook Settlement Area Boundary Expansion (2051)**



# Chapter Three: Strategic Assessment of Service Delivery, Parks and Open Space, and Culture and Recreation Facilities

## 3.1 Introduction

In this chapter, a high-level strategic assessment of service delivery, parks and open space, and culture and recreation facilities will be provided. Recommendations will be provided in the Phase Two Report, informed by additional research, community engagement and assessment where required.

## 3.2 Leisure Services Delivery

The leisure services delivery model in Cavan Monaghan has evolved over the past few years, with the most significant change being the introduction of the functions of direct programming and volunteer development. In part, that was influenced by the opening of the Cavan Monaghan Community Centre (CMCC) in 2019 and the influx of new and younger families into the Township, many of whom are from larger municipalities with more fully developed culture and recreation services. Although still limited in facility components, the CMCC provides increased opportunity to offer a wider variety of quality culture and recreation programming. There is also the need to optimize the facility through increased marketing and direct programming. A 15% increase in the population since 2016 has increased demand for facilities and programming, especially from young families with young children.

### 3.2.1 Organizational Structure

The role of **Director of Parks and Recreation** rests with the C.A.O.

Under the Parks and Recreation Director is the **Manager of Parks and Facilities** who is responsible for management and maintenance of parks and indoor and outdoor facilities. Supporting this function are 3 full time operators, 4 part time operators and 8 part time attendants.

Also working under the Manager of Parks and Facilities is the **Recreation Coordinator** who is responsible for direct programming and community development. A **Recreation Assistant and Customer Services Administrator** reports to the Manager of Parks and Facilities.

### 3.2.2 Other Public Organizations

Other public organizations provide indoor venues and publicly available open spaces in support of community culture, recreation, health/wellness and social activities. They include:

- Cavan Monaghan Public Library (Old Millbrook School and Bruce Johnston branches) – offers social and recreation programming for young and old at their branches
- Kawartha Pine Ridge District School Board
- Otonabee Region Conservation Authority
- Ganaraska Region Conservation Authority
- Provincial Ministry of Natural Resources and Forestry

### 3.2.3 Community Volunteers

Community volunteers play a large role in organizing, marketing, administering and delivering a wide range of sport, recreation, fitness and outdoor recreation programming – from minor sports and gardening groups to natural heritage organizations. Examples include:

- Millbrook Minor Hockey
- Millbrook Figure Skating Club
- Maple Leaf-Cavan FC (soccer)
- Millbrook Walking Club
- Mount Pleasant Women’s Institute
- Millbrook and Area Garden Club
- Millbrook Community Garden
- Millbrook Farmer’s Market
- Millbrook Community Care – offering a variety of social and recreation programs at the CMCC
- Millbrook Valley Trails Advisory Committee
- Cavan Monaghan Library – offers social and recreation programming for young and old at their branches
- Peterborough New Canadian Center – offering a wide range of language programs at the CMCC
- The Cookbook Book Club
- Millbrook Valley Council for the Arts
- Municipal Revitalization and Heritage Advisory Committee
- Community Choir
- Joyful Noise Millbrook Children’s Choir
- Baxter Creek Watershed Alliance
- Old Millbrook Jail Lands Association (investigating the acquisition of this site from the Provincial government - to secure the lands to protect the natural heritage attributes, protect source water, and support nature appreciation and low impact recreation uses)

### 3.2.4 Non-Profit Groups

In addition, there are many non-profit groups that provide venues and programming in support of leisure services. They include:

- Cavan Monaghan Barn Quilts Trail (a walking trail within Millbrook that highlights quilts painted on barns, other buildings and signs associated with heritage buildings – each with a story)
- Millbrook and District Lions Club (Lion’s Community Centre leased from the Municipality)
- Royal Canadian Legion Branch 402 (facility located in downtown Millbrook)
- Fraserville Loyal Orange Lodge (facility located in Fraserville)
- Millbrook Agricultural Society (Millbrook Fairground)
- Millbrook Farmers Market (sets up in the parking lot of Old Millbrook School Park)
- Millbrook and Cavan Historical Society – Needlers Mill building
- Peterborough and the Kawarthas Classics – promotes on-road cycling routes throughout Peterborough County (two of the six routes are in Cavan Monaghan)
- Firefighter’s Association Museum - Millbrook
- Churches – providing multipurpose halls of various sizes and quality throughout the Township

### 3.2.5 Commercial Entities

Throughout the Township, there are commercial entities that provide a wide range of leisure opportunities, services and facilities that are beyond the current core role and financial ability of the Municipality.

- 4<sup>th</sup> Line Theatre
- Peterborough Speedway
- Kawartha Downs (harness racing, slots casino, infield sport and cultural events)
- Century Barn (weddings and social event venue)
- Champions Gymnastics
- Peterborough Curling Club
- Heron Landing Golf Club
- Keystone Links Golf and Country Club
- Baxter Creek Golf and Country Club
- The Millbrook Gallery
- Millbrook Wado Kai Karate
- Rolling Hills Studio
- Numerous commercial arts and culture groups and individual artists provide programming and instruction in performing arts, visual arts and design, dance, music, photography, crafts, literary arts, etc.

### 3.2.6 Direct Programming

Because the Cavan Monaghan Community Centre opened as the Covid 19 shutdowns and restrictions limited facility availability through 2020 and 2021 - and some residents



were slow to return to group activities in 2022, very little direct programming by the Municipality could be organized from 2019 to 2022. More is expected in 2023.

A good deal of what is offered and the location of many of the leisure service providers is Millbrook-centered.

### 3.2.7 Gaps

Given the characteristics of the population, as well as what has been learned about current unmet and under-met demand, and leisure trends, there are several sectors of the community and a number of leisure interests that are not represented or well represented by the above leisure service providers, and culture and facilities and programming, including what the Municipality directly provides.

The following are areas for the Municipality to consider increased nurturing through direct programming and community development – as well as facility and parkland development and enhancement – to strengthen organizations, expand programs and attract more participants, especially adults for some activities.

- Pre-school groups and programming (this age cohort is currently above average as a percentage of the population)
- Children’s groups and programming, including summer and other camps (this age cohort is currently above average as a percentage of the population)
- Aquatic groups, programming and facilities (likely have to be accommodated through cooperation with facility and program providers in nearby communities)
- Fitness/wellness groups, programming and facilities (acknowledging that it is challenging to offer many types of fitness/wellness programming without a fitness centre, gymnasium and indoor swimming pool)
- Gym sport groups, programming and facilities (acknowledging that it is challenging to offer many types of gym sports without a gymnasium)
- Rectangular field groups, programming and facilities (children, youth and especially adults)
- Ball diamond groups, programming and facilities (children, youth and especially adults)
- Creative arts groups, programming and facilities (especially introductory and intermediate level for all ages)
- Performance arts groups, programming and facilities (music, drama, dance)
- Racquet sport groups, programming and facilities (especially pickleball, tennis and beach volleyball - demand is increasing and there are no facilities)
- Cycling groups, programming and facilities (trails, on-road cycling routes, pump bike track – demand is increasing and there are insufficient or no facilities)
- Skateboarding groups and facility (demand is increasing and there are no facilities)

When survey respondents were asked about desired programming, the top activities were aquatic programs, gym sports, arts and culture activities, and fitness programming.

## 3.3 Parks and Open Space

### 3.3.1 Introduction

This section provides a strategic overview and assessment of parks and open space lands that are available and planned, as well as relevant policies.

Parks and other publicly available open spaces provide the land base to support municipal and other publicly available indoor and outdoor culture and recreation facilities, programming and events.

Open space can also comprise natural heritage lands, including hazard lands, environmentally sensitive lands, buffers to protect sensitive lands, forests and natural heritage linkages that tie natural heritage lands together and provide wildlife corridors. In most municipalities, a good deal of the land that is designated as natural heritage open space is privately owned. That is the case in Cavan Monaghan. However, within the Township, the Otonabee Region Conservation Authority, the Ontario Ministry of Natural Resources and Forestry, the Municipality, the Ganaraska Region Conservation Authority and groups like the Kawartha Land Trust are (or will likely be) stewards of many of these lands.

In Cavan Monaghan, open space lands include municipal parkland, educational properties, conservation authority lands, provincial open space lands, non-profit open space lands (service clubs, Millbrook Agricultural Society, churches, etc.) and commercial recreation lands (e.g., golf courses, curling rinks, gymnastics centre, etc.).

Before information and analysis is provided about parks and open space resources in the Township, it is important to review the parks and open space policies contained in the current Township Official Plan (2021 consolidated version) and the 2011 Parks and Recreation Master Plan. The policies to be included in the new Parks and Recreation Plan – Vision 2035 should be in alignment with the new Official Plan.

### 3.3.2 The Township Official Plan

In the current Township Official Plan – updated to February 2021 (OP), Parks and Open Space is a “designated land use”. Objectives, permitted uses, and general development policies are provided for parks and open space in “Settlement Areas” and “Countryside Areas”.

The focus of the parks and open space policies for the “Settlement Areas” is on Millbrook as the primary urban settlement and growth area. There is no mention of if and how those policies apply to the hamlets which are also “Settlement Areas”.

The “Objectives” of the Parks and Open Space land use designation within Settlement Areas (principally Millbrook) speak to:

- Connecting parkland to the Natural Heritage System (as defined in the OP).
- Providing a continuous trail system and integrated park system through Millbrook with an emphasis on utilizing natural features.
- Providing sufficient lands to meet the recreational needs of the population.
- Protecting sensitive environments.
- Ensuring that the impacts of park and open space uses on adjacent land uses and the character of the surrounding neighbourhood are minimized.

Under “Permitted (open space) Uses”, the OP recognizes waterfront parks, neighbourhood parks, parkettes, and open space linkages and trails as types of parkland and open space. The OP notes that Parks and Open Space shall be primarily used for active and passive recreational purposes and accessory uses. Facilities such as public cemeteries; public community centres; and stormwater management facilities, infrastructure and utilities are permitted within the Parks and Open Space designation. Mention is made about protecting and enhancing adjacent natural features and functions. It is noted that the scale of development of Parks and Open Space should be compatible with the character of adjacent development.

**Note:** This speaks to the need for a hierarchy of parkland and open space that designates the type and scale of recreation facilities for each category of open space within the hierarchy. However, a parkland and open space hierarchy is not included in the Official Plan.

The “General Development Policies” in the Official Plan provide direction for the following:

- The intent of the Parks and Open Space designation is to establish an identifiable and continuous open space network through Millbrook – and to integrate environmental features and stormwater management facilities with parks to provide opportunities for active and passive recreation.
- Lands included in this designation are shown schematically in Schedule A-1 (Land Use and Transportation). Refer to **Figure 3**.
- The only hint of a hierarch for parks and open space is the mention of Community Parks, Neighbourhood Parks, Parkettes and open space linkages.
- The following parkland acquisition techniques are noted: parkland dedication pursuant to the Planning Act, purchase, donations/gifts/bequests, and funding by any authority having jurisdiction.
- Conditions for conveyance of dedicated parkland to the Township, including open watercourses are described.
- Detail is provided about how parks or portions of parkland may be designated to include stormwater quantity/quality control features, but these lands cannot be considered part of parkland dedication pursuant to the Planning Act unless they are “useable for required park purposes”.
- Hazard lands are not to be included as part of parkland dedication pursuant to the Planning Act.

- The Township will continue to upgrade recreation facilities within parkland and elsewhere to meet the needs of a growing and changing community.
- The OP states that it should not be construed that Parks and Open Space designated in the OP that is in private ownership can be used by the public, or that such lands will be acquired by the Township or any other authority.
- In the OP, it states that Neighbourhood Parks should be at least two hectares (five acres) in size. They are expected to provide a mix of active and passive recreational activities and may incorporate a community recreation centre. Neighbourhood Parks are to be located adjacent to schools, natural areas and/or environmental features wherever possible. Neighbourhood parks must have significant frontage on a public road.
- Open space linkages, which are not specifically identified on Schedule A-1, are intended to provide greater connection among other parks and open space components. Linkages may be required as part of the parkland dedication process.

Parks and Open Space policies associated with “Countryside Areas” focus mainly on larger parcels of Recreational Lands to be used for such purpose as golf courses, racetracks, casinos, campgrounds, ski hills and major sport parks. Currently, there are six such properties located in the Township, including Maple Leaf Park near Cavan (but outside of the Cavan Settlement area boundary). The Official Plan policies for “Countryside Areas” follow the same format as for “Settlement Areas”.

The Official Plan also contains extensive policies pertaining to the Natural Heritage System, which includes:

- Natural Core Areas,
- Natural Linkage Areas.
- Oak Ridges Moraine Core Areas, and
- Oak Ridges Moraine Linkage Areas.

Close to half of land area of the Township is contained within the Natural Heritage System designation. The Oak Ridges Moraine comprises about one quarter of the land area of the Township, predominantly in the southwest corner, but extending north to Sharpe Line, just west of Ida. The Natural Heritage System comprises significant woodlands, hazard lands, floodplain areas, wetlands, the Oak Ridges Moraine, Baxter Creek, Jackson Creek, Squirrel Creek, Cavan Creek, the Cavan Swamp Wildlife Area, and part of the Ganaraska Forest.

Within the current and proposed larger Millbrook Settlement Area boundary, the Natural Heritage System is dominant - incorporating significant woodlands, hazard lands, floodplain areas, wetlands, Baxter Creek and a portion of the Oak ridges Moraine.

### **Reflection on Parks and Open Space Policies in the Township Official Plan**

Although the Parks and Open Space policies that relate to “Settlement Areas” provide some limited guidance to the Municipality and the development industry for planning of new residential, commercial and industrial development and redevelopment, they are too

general, some are not aligned with contemporary parks and open space planning, and are overall deficient. They appear to mimic current conditions, rather being based on established parks and open space planning principles.

However, the “objectives” are in line with good parks and open space planning principles.

“Permitted Uses” are not sufficiently detailed about uses - and include commentary about types of open space and acceptable facilities – including public cemeteries; public community centres; and stormwater management facilities, infrastructure and utilities. The discussion about permitted uses does not differentiate between the different types of parks and open space. For example, it is not acceptable to locate a community centre or lit outdoor sports facilities within a neighbourhood park – as suggested in the Official Plan.

Although some are adequate, some of the “General Development Policies” will not likely be in sync with the new Parks and Recreation Plan or they will require significant improvement, especially the following:

- the requirement for a hierarchy of parkland and open space.
- the role of the Municipality and other providers and public and publicly available open space.
- enhanced parkland acquisition techniques.
- conditions for conveyance of parkland to the Township.
- acceptable conditions for the use of payment-in-lieu of parkland dedication.
- the need for more detail about the nature of each category of parkland (e.g., size range for each category of parkland, shape/configuration, site conditions, minimum percentage of street frontage, connectivity, allowable types and scale of facilities for each category of parkland, etc.).
- the Official Plan allows lands required for stormwater management facilities to be considered as parkland dedication pursuant to the Planning Act, as long as they are “useable for required park purposes” (page 74).

### **3.3.3 The 2011 Parks and Recreation Master Plan**

The 2011 Parks and Recreation Master Plan speaks to the parkland hierarchy contained in the 2005 and 2010 Township Official Plans – and underscores the weakness in this regard in the 2010 Plan (similar to what is noted above regarding the assessment of the current OP).

However, the 2011 Parks and Recreation Master Plan does not recommend a park and open space hierarchy. It does recommend a municipal parkland provision target of at least 3 hectares (7.4 acres) per 1,000 residents. It was recommended that this policy be included in the Township Official Plan.

The Parks and Recreation Master Plan notes that municipal parkland can be acquired through various means, including dedication pursuant to the Ontario Planning Act, donation/bequeath and lease.

In the Master Plan, it was recognized that parkland acquired through dedication pursuant to the Planning Act (R.S.O., 1990) will not meet the provision target of at least three hectares of parkland per 1,000 residents. Therefore, the Municipality will have to use other means to assemble sufficient parkland to meet current and future needs.

The Planning Act requires parkland conveyance as a condition of planning approval for residential and industrial development and redevelopment. Parkland dedication includes 5% of the land area being developed or redeveloped or one hectare per 300 dwelling units for medium- and high-density residential development. For industrial development, 2% of the land area is to be dedicated for park purposes. For mixed use development, parkland dedication will be at the rate of one hectare per 300 dwelling units, but not less than 2% of the land area being developed.

Parkland conveyed to the Municipality is to be free of encumbrances, is not to include hazard lands and shall not be contaminated. Valley lands, lands required for drainage and stormwater management, lands susceptible to flooding and lands otherwise unsuitable for development should not be accepted a statutory parkland dedication. The Master Plan states that land dedicated for parkland should be predominantly table land that is suitable for development of outdoor sports facilities. It was noted in the Master Plan that the 2013 Official Plan allows lands required for stormwater management facilities to be considered as parkland dedication pursuant to the Planning Act, as long as they are “useable for required park purposes” (page 74).

The 2011 Master Plan speaks to parkland acquisition techniques and policies that the Municipality should adopt via the Official Plan and the development and redevelopment approval process. That includes when payment-in-lieu of parkland dedication should be accepted.

The Master Plan also notes a change in the Planning Act that encourages dedication of land for pedestrian pathways, bicycle pathways and public transit rights-of-way as a condition of plan of subdivision approval (Subsection 51 (25) (b)). It was recommended that this provision be included in the Township Official Plan.

### **3.3.4 Analysis of Parks and Open Space in the Township**

#### **Municipal Parkland**

For analysis and future planning purposes, it is recommended that municipal parkland be categorized as follows:

1. **Natural Heritage Open Space** (limited to no public access, depending on ‘sensitivity’ of the lands – includes natural heritage corridors)

2. **Community Parks** (mostly for high level/specialized culture and recreation facilities – includes open space/trail linkages)
3. **Neighbourhood Parks** (lower scale development, less ‘active’ smaller recreation spaces – includes walkways and open space/trail linkages)

There are other public and publicly available/accessible open space lands throughout the Township that are owned by the Municipality and other public jurisdictions, non-profit entities and commercial enterprises. That will be discussed later.

**Community Parks** comprise properties that draw visitors from either across the Township or beyond the neighbourhood in which the park is located. Community parks are typically larger than Neighbourhood parks and usually contain specialized and or higher-level, often lit sports facilities, as well as facilities and features that support less rigorous leisure activities such as a picnic area, a trail, a small performance venue, a farmer’s market, gardens, a boat launch, etc. They can also accommodate buildings that provide various indoor facilities.



Old Millbrook School Park

An example of three very different Community parks are Maple Leaf Park, Old Millbrook School Park and Peace Park. Some Community parks contain facilities and features that mirror what would be contained in a Neighbourhood park. If they are located in a residential area that is deficient in Neighbourhood parkland, those Community parks will be considered dual-purpose parks (a Community park with an imbedded Neighbourhood park function). Old Millbrook School Park is a good example.

Community parkland can also be linear in configuration, functioning as an open space linkage between two parks or complimentary areas. These types of Community parks can also support walking and cycling trails – and can act as wildlife corridors.

**Neighbourhood Parks** comprise properties that are intended to be used primarily by nearby residents and should be within easy walking distance of the residents who live within the neighbourhood in which the park is located. Facilities typically contained in Neighbourhood parks include a children’s playground, benches, a small gazebo or shade shelter, treed areas, walking paths, small-scale (often unscheduled) sports facilities, etc. Example of Neighbourhood parks are Cedar Valley,



Cedar Valley Park

Highlands and Edgewood. Any walkway connections within neighbourhoods should be designated as Neighbourhood parkland.

**Natural Heritage Open Space** lands are properties that contain natural attributes such as a watercourse and associated valley land, a wetland (sometimes Provincially Significant), hazard lands (e.g., a steep slope), and/or a wooded area. These lands are often called ‘natural protection areas’ or ‘environmentally sensitive areas’. An example of this type of open space are the lands containing a branch of Baxter Creek and associated valley land and wetlands (south of the Towerhill South neighbourhood, behind the homes on Brookside Street, McGuire Drive, Baxter Creek Court and Manor Drive, and extending west to County Road 10).



Natural Heritage Open Space in the Brookside Community

As more residential areas are planned and approved, a good deal more Natural Heritage Open Space will become part of the public open space system.

**Quantity of Municipal Parkland** - The Township has **60.34 ha/149.11 ac** of parkland, **54.25 ha/134.05 ac** of which is Community parkland. There are **1.91 ha/4.72 ac** of Neighbourhood parkland. There are **4.2 ha+/10.34+ ac** of Natural Heritage Open Space that is owned by the Municipality.



Natural Heritage Open Space in the Brookside Community

That does not include parkland and Natural Heritage Open Space that will be acquired via future development. There are currently eight plans of subdivision either approved or being processed. Four are located within the Millbrook Settlement Area and four in the rural area.

Refer Figures **C-1**, **C-2** and **C-3** in **Appendix C** for the inventory of parks and publicly available open space.

The following are ratios of parkland to population (based on the 2021 census pop.):

- **Natural Heritage Open Space** **0.42 ha (1.03 ac)/1,000 pop.**
- **Community parkland** **5.42 ha (13.39 ac)/1,000 pop.**
- **Neighbourhood parkland** **0.19 ha (0.47 ac)/1,000 pop.**
- **Total Municipal parkland** **6.02 ha (14.89 ac)/1,000 pop.**
- **Neighbourhood and Community Parkland** **5.61 ha (13.85 ac)/1,000 pop.**



**Note:** Not included in the above calculation is any parkland that will be acquired through future residential development (see below).

**Quantity of Community Parkland** - At **5.42 ha (13.39 ac)**/1,000 population, the current ratio of Community parkland to population is well above the norm for most communities. That ratio is buoyed by the Millbrook Valley Trails properties, Maple Leaf Park, and the Cavan Monaghan Community Centre site. The favourable ratio of Community parkland will diminish somewhat when new residential development increases the population without adding much additional Community parkland – unless more is acquired.

**Quantity of Neighbourhood Parkland** - At **0.19 ha (0.47 ac)**/1,000 population the current ratio of Neighbourhood parkland to population is well below the norm of 1.0 ha (2.5 ac)/1,000 population. Since Peace Park and Old Millbrook School Park serve dual purposes as Community and Neighbourhood parkland, an arbitrary portion of each could be allocated to the Neighbourhood parkland total – for the purposes of analysis. Therefore, if 1.5 ha. of Peace Park and 0.3 ha. of Old Millbrook School Park were added to the Neighbourhood parkland inventory, the ratio would improve to **0.37 ha (0.92 ac)**/1,000 population. However, even with those allowances, the ratio for Neighbourhood parkland remains well below the norm.

When the Millbrook Settlement Area, where most of the Township’s population resides, is considered on its own, the ratio of Neighbourhood parkland to population is considerably lower than the average for the Township. That is because there is only one 0.75 ha/1.86 ac Neighbourhood park located in the Millbrook Settlement Area (Highlands Park). As noted above, several other properties augment that situation, but don’t overcome the deficiency of Neighbourhood parkland.

**Quantity of All Parkland** - At **5.0 ha (13.84 ac)**/1,000 population the ratio of Neighbourhood and Community parkland to population is slightly above the norm for urban areas of around 5.0 ha (12.5 ac)/1,000 population. That does not include the significant amount of Natural Heritage Open Space. However, as noted above, that robust ratio for all parkland belies the very small amount and ratio of Neighbourhood parkland. Moving toward achieving the norm for Neighbourhood parkland will be important, especially within the Millbrook Settlement Area where there will be an expectation of a more typical supply of this level of parkland.

Future planned intensification within the Millbrook Settlement Area will add population without any corresponding parkland within the current built-up area. That will further increase the deficiency of Neighbourhood parkland.

### **Other Public and Publicly Available Open Space**

Other types of open space include:

- Education lands
- Otonabee Conservation lands (Millbrook Conservation Area and Cavan Swamp Wildlife Area)

- Ganaraska Region Conservation Authority lands
- Ontario Ministry of Natural Resources and Forestry lands
- Millbrook Fairground
- Township-owned open space beside and to the south of the Millbrook Fairground
- Township-owned open space that is deemed surplus and may have value to be converted to parkland
- Lion’s County Park
- Site of the Township Municipal Building (if any of the site is available for recreational use after the new fire hall is built)
- Four golf courses
- Site of the 4<sup>th</sup> Line Theatre
- Site of the Peterborough Speedway
- Site of Century Barn
- Kawartha Downs
- Site of the Former Millbrook Jail (Ontario Government)
- Numerous properties containing small publicly accessible facilities (Royal Canadian Legion Br. 402, Champions Gymnastics Club, etc.)

Total quantity of other public open space lands: – ha/-- ac (TBD)  
 Total quantity of non-profit open space lands: – ha/-- ac (TBD)  
 Total quantity of commercial recreation/open space lands: – ha/-- ac (TBD)

Refer to **Figures C-1, C-2 and C-3** in **Appendix C** for more detail.

**Education Lands**

Within the Township, there are three elementary schools comprising 21.74 ha/53.62 ac of land (TBD). Millbrook South Monaghan School is located within the Millbrook Settlement Area, North Cavan School is located in the northwest of the Township just north of Ida, and James Strath School is located in the northeast of the Township off Sherbrooke Street. Although most of the property containing James Strath school is located within the Township, this school is considered a City of Peterborough facility, and is therefore not accessible to Township students. For that reason, the facilities at James Strath School have not been included in the inventory of facilities available to Township residents. Crestwood Secondary School, which is located directly adjacent to James Strath Elementary School on the west, is located entirely within the Township and is accessible to Township residents.

As noted in **Figure C-2**, all of the schools accessible to Township residents provide typical indoor and outdoor sport and recreation facilities. Because of its location with the Millbrook Settlement Area, Millbrook South Monaghan Elementary School helps to off-set some of the Neighbourhood parkland deficiency within the new residential community that surrounds it, west of County Road 10. Although the school only has street frontage on County Road 10, it can be accessed via a walkway from Brookside Street. There is an undeveloped property to the west of the school, fronting on Brookside Street.

## **Otonabee Region Conservation Authority Lands**

The Otonabee Region Conservation Authority has two large natural heritage properties within the Township.

The largest is the Cavan Swamp Wildlife Area, comprising 782.5 ha/1,933.6 ac of land located east and south of Mount Pleasant. The Cavan Swamp Wildlife Area is comprised of half a dozen properties that are part of the larger Cavan Swamp natural heritage complex. This is a sensitive natural heritage area where public use is discouraged.

Located within the Millbrook Settlement Area, the best known and most accessible property is the 21.91 ha/54.15 ac Millbrook Conservation Area (also known as Medd's Mountain). Being classified as a 'Conservation Area', this property is intended to support low impact recreation uses. The property comprises a tributary of Baxter Creek, the Mill Pond and dam, Needler's Mill historic building and a portion of the Millbrook Valley Trail network (Medd's Mountain Trail and Baxter Creek Trail) and an area known locally as Medd's Mountain.

## **Ganaraska Region Conservation Authority**

The Ganaraska Forest extends east into the southwest corner of the Township. These properties comprise 682.99 ha/1,687.7 ac. The Ganaraska Forest contains many kms of trails that support walking, hiking bicycling, mountain biking, snowshoeing and cross-country skiing.

## **Ontario Ministry of Natural Resources and Forestry Property**

The Ontario Ministry of Natural Resources and Forestry owns a large tract of land (-- ha/- ac - TBD) south of Zion Line, abutting 4th Line Theatre on the east and a residential area on the west, and extending south to Deyell Line. The property, which is called Millbrook Provincial Fishing Area contains two small ponds, a parking lot, a viewing deck and portion of Baxter Creek Trail, all of Grand Trunk Trail, all of Cedar Trail, a portion of Meadow Trail and all of Railbed Trail. This property contains almost half of the Millbrook Valley Trail network.

On December 16, 2021, the MNRF and the Township signed a management agreement that identified responsibility for planning (MNRF); shared maintenance; ownership of the lands and various assets like bridges, culverts and structures; permits and approvals; responsibility to conform to all laws and regulations; insurance and indemnity; amendment/termination; and the opportunity to renew for another five years on December 31, 2026.

## **Parkland and Other Public Open Space to be Provided by Future Development**

The seven current plans of subdivision (not including plans for Kawartha Downs which are in an early stage of development) will contribute in the order of 4,866 people to the Township population (1,738 units times an average of 2.8 persons per unit). Four of the development areas are located within the Millbrook Settlement Area and three are in the

rural area. Approximately 4,750 of the estimated 4,866 residents will be added to the Millbrook Settlement Area.

**Figure 6** reports on the amount of municipal parkland, Natural Heritage Open Space (also municipal lands), stormwater management properties and schools to be provided within the plans of subdivision as currently configured. It also estimates population for each plan of subdivision by multiplying the number of proposed residential units by the average persons per unit as reported in the 2021 census (2.8 ppu). It is projected that the average ppu will slowly reduce over time, as the population of the Township ages. If that happens, the population generated by these developments will be a little less than estimated.

**Figure 6: Parkland and Other Public Open Space Allocated within Current Plans of Subdivision (to February 2023)**

Plan of Subdivision	Est. Pop.	N Park	C Park	NHOS	SWM	ES Site
<b>Within the Millbrook Settlement Area</b>						
<b>Towerhill North (15T-18002)</b> NW corner of Fallis Line and County Rd 10	720 units 2,016	0.56 ha/ 1.4 ac	1.11 ha/ 2.74 ac	12.04 ha/ 26.71 ac	1.85 ha/ 4.56 ac	2.15 ha/ 5.5 ac
<b>CS4 Developments (15T-21007)</b> South of Fallis Line and west of County Road 10	669 units 1,873	2.06 ha/ 5.09 ac		16.31 ha/ 40.3 ac	2.39 ha/ 5.91 ac	
<b>Vargas Properties (15T-21006)</b> Part Lot 13, Concession 5 SE corner of Fallis Line and County Road 10	220 units 616	0.33 ha/ 0.82 ac		15.46 ha/ 38.2 ac	1.62 ha/ 4.0 ac	
<b>Veltri Group (15T-19002)</b> Part Lot 11, Concession 5 Extension of Turner Street – north	85 units 238			5.76 ha/ 14.23 ac	0.4 ha/ 1.0 ac	
<b>Totals</b>	<b>1,694 units 4,743</b>	<b>2.95 ha/ 7.31 ac</b>	<b>1.11 ha/ 2.74 ac</b>	<b>39.38 ha/ 119.44 ac</b>	<b>6.26 ha/ 15.47 ac</b>	<b>2.15 ha/ 5.5 ac</b>
<b>Within the Rural Area</b>						
<b>Ian Cameron Rural Subdivision in Ida (15T-15001)</b> County Road 10 and Sharpe Line Approved	15 units 42					
<b>Mount Pleasant Country Estates (15T-17002)</b> Part Lot 13 Concession 13 Approved	19 units 53	0.26 ha/ 0.72 ac		11.36 ha/ 28.07 ac	0.37 ha/ 0.92 ac	
<b>Springville Heights (15T-21003)</b> NW corner of Highway 7 and Sharpe Line	24 units 67	0.63 ha/ 1.56 ac		0.25 ha/ 0.62 ac	0.61 ha/ 1.51 ac	
<b>Totals</b>	<b>44 units 123</b>	<b>0.89 ha/ 2.28 ac</b>		<b>11.61 ha/ 28.69 ac</b>	<b>0.98 ha/ 2.43 ac</b>	
<b>Grand Totals</b>	<b>1,738 units 4,866</b>	<b>3.84 ha/ 9.59 ac</b>	<b>1.11 ha/ 2.74 ac</b>	<b>50.99 ha/ 148.13 ac</b>	<b>7.24 ha/ 32.45 ac</b>	<b>2.15 ha/ 5.5 ac</b>

**Estimated Population** calculated at 2.8 persons per unit (2021 census)

**N Park:** Neighbourhood parkland; **C Park:** Community Parkland; **NHOS:** Natural Heritage Open Space; **SWM:** Storm Water Management facility/site; **ES School:** Elementary School site

4.95 ha/12.33 ac of Municipal parkland will be contributed through the seven plans of subdivision (3.84 ha/9.59 ac of Neighbourhood parkland and 1.11 ha/2.74 ac of Community parkland). When these new developments are fully populated, the total population of the Township will be approximately 14,800. Additional residential development will follow.

Based on a population of 14,800 and the additional parkland contributed by the seven plans of subdivision, the resulting parkland ratios for the entire Township will be:

Total parkland: **4.12 ha (9.5 ac)/1,000 population**

Community parkland: **3.74 ha (8.57 ac)/1,000 population**

Neighbourhood parkland: **0.39 ha (0.97 ac)/1,000 population**

Although an improvement over the current Neighbourhood parkland ratio of **0.19 ha (0.47 ac)**/1,000, the above ratio for Neighbourhood parkland of **0.39 ha/0.97 ac**/1,000 population is still well below the norm of 1.0 ha (2.47 ac)/1,000 population for urban areas.

As was noted above, elementary school properties and other open spaces have the potential to augment Neighbourhood parkland, especially in park-deficient areas. However, it has been shown that schools can be closed and sold, and they are seldom designed to provide the same quality of experience as is typically provided by a Neighbourhood park.

### **Towerhill North**

This development is located in the northwest corner of Fallis Line and County Road 10. The Cavan Monaghan Community Centre (CMCC) and the lands containing the Township Municipal Office are located southeast of this development at the corner of Fallis Line and County Road 10.

If the estimated population of around 2,000 is achieved for this development, the ratio of Neighbourhood parkland to population will be 0.27 ha/0.69 ac per 1,000 (about one quarter of the recommended quantity and ratio). There are two small Neighbourhood park sites, both in the northern half of the development (0.3 ha/0.73 ac and 0.26 ha/0.67 ac). Both provide adequate street frontage. One of the Neighbourhood parks backs onto another larger block of parkland to the north. That site has been classified as Community parkland because its larger than required for a Neighbourhood park, its partially within the defined Regional Flood Line and it will provide access to the Natural Heritage Open Space to the north. Of concern is the southern portion of this development, which will provide the highest residential density and contains no parkland.

If the grounds of the 2.15 ha/5.5 ac elementary school that has been identified within this plan of subdivision can be developed into a park-like setting, that will help to augment the deficiency of Neighbourhood parkland in this community. The CMCC, with its playground and possible future waterplay facility will contribute some additional relief, especially for the medium and high-density residential components that will be located to the west of the community centre. There may be opportunities to create one or two additional Neighbourhood parks from the undeveloped lands behind the CMCC and any unused lands at the municipal office site. Both opportunities will be assessed during Phase Two of the planning process and recommendations provided.

The 39.38 ha/119.44 ac of Natural Heritage Open Space that borders the development on the west and north will create a natural linkage, can accommodate a recreational trail and will provide some open space relief. Three walkway linkage/trail connections are provided to these lands. A tributary of the Baxter Creek traverses the northern portion of the development which is in a floodplain. These lands are part of the Natural Linkage component of the Natural Heritage System, as defined in the Township Official Plan.

## **CSU Development**

This plan of subdivision is located south of Fallis Line and southwest of the Towerhill North development. Neighbourhood parkland has been located in a linear fashion along the eastern edge of the development and may incorporate part of the old railway bed. Almost no frontage and visual access has been created to these two linear properties, which will be difficult to develop into quality Neighbourhood parkland. They align with the open space corridor that borders the western edge of the Towerhill North community, thus creating an opportunity to extend a recreational trail south to intersect with Station Trail (part of the Millbrook Valley Trails network).

If the estimated 1,873 residents are achieved, the ratio of Neighbourhood parkland in this subdivision will be 1.1 ha/2.72 ac/1,000 population. That quantity slightly exceeds the recommended standard for Neighbourhood parkland in urban areas. However, the poor quality and layout of most of these lands greatly diminishes the adequate quantity. The location of the Neighbourhood parkland along the eastern edge of the development creates significant inequity for most of the development area.

The large amount of Natural Heritage Open Space that borders the south of the development will provide some open space relief. Unfortunately, other than a walkway, no frontage to and visibility of these lands has been created.

## **Vargas Development**

This plan of subdivision is located in the southeast corner of Fallis Line and County Road 10. A large portion of the development area will be Natural Heritage Open Space. The southern portion of the subdivision is within the Natural Core Area and Natural Linkage Area of the Township's designated Natural Heritage System. The 220 units will yield a population of 616, based 2.8 persons per unit.

A small 0.33 ha/0.82 ac Neighbourhood park will be provided. It backs onto the largest portion of Natural Heritage Open Space and land to the northeast that is designated for 'future development'. If that 'future' area is developed, there is the potential to enlarge this small park. The location is relatively central to where most people will live and is adjacent to what will be the highest density area. However, the ratio of Neighbourhood parkland to population is only 0.53 ha (1.33 ac)/1,000 population, which is half of what is considered to be the norm for urban areas.

## **Veltri Development (Turner Street)**

This plan of subdivision is located north of King Street and east of the former Millbrook Correctional Facility. An extension of Hunter Street will provide vehicular access from King Street. The 85-unit single-family home development will yield a population of approximately 238 (at 2.8 ppu). Although 5.76 ha/14.23 ac of Natural Heritage Open Space will be provided, no Neighbourhood or Community parkland has been allocated. Given that the oldest part of the Millbrook Settlement Area is severely deficient in Neighbourhood parkland, this new development will increase that deficiency.

### **Ian Cameron Subdivision in Ida**

This plan of subdivision is located on the west side of County Road 10, just south of Sharpe Line in the Hamlet of Ida. The 15 single family home lots will yield a population of approximately 42 (at 2.8 ppu). With access off County Road 10, the development comprises an L-shaped street configuration that infills an area behind existing homes along County Road 10, Sharpe Line and Coral Drive. The lots are large (0.3 to 0.82 ha), as are the other residential properties in Ida. No parkland is provided.

### **Mount Pleasant Country Estates**

This in-fill plan of subdivision is accessed off County Road 9 (Mount Pleasant Road) in the southeast quadrant of the Hamlet of Mount Pleasant. Kennedy Drive and existing homes border the development on the east. The 15 single family units should yield a population of approximately 53 (at 2.8 ppu).

Approximately half of the development property is identified as Provincially Significant Wetland, the wetland buffer and other Natural Heritage Open Space. Those lands totalling 11.36 ha/28.07ac will be dedicated to the Township as Natural Heritage Open Space. A small (0.26 ha/0.72 ac) Neighbourhood park is also provided. It is located at the end of Street 'B', with pedestrian access to Meadow Lane. A Hydro easement runs diagonally across the property. When developed, this will be the only Neighbourhood park in Mount Pleasant and will be a valuable addition to the community. At the end of Street 'A' and abutting the Natural Heritage Open Space is a storm water management site (0/37 ha/0.92 ac).

### **Springville Heights**

This plan of subdivision is located west of Highway 7. Cathcart Crescent and Ashley Crescent provide access. The 24 single family units should yield a population of approximately 67 (at 2.8 ppu). A small Neighbourhood park (0.62 ha/1.56 ac) has been dedicated. The property is heavily vegetated with scrub tree growth and provides only a 'sliver' of frontage (56.8 metres) onto Ashley Crescent. Physical access to and visibility of the park will be very limited and its value as a Neighbourhood park is also limited. Block 29 comprises part of a small wetland (0.25 ha/0.62 ac) that fronts onto Cathcart Crescent and Ashley Crescent – and abuts the parkland block for a short distance at the point where the park meets Ashley Crescent. Along most of the southern boundary of the development is an elongated 0.61 ha/1.5 ac stormwater management area that fronts onto Ashley Crescent.

### **Kawartha Downs Raceway and Shoreline Slots Casino Re-development**

This property is located in the southwest corner of County Road 28 and Moore Drive, north of the Hamlet of Fraserville. Although plans are preliminary, some combination of entertainment and residential development is likely.

## Distribution of Existing Municipal Parkland

### Community Parkland

Community parks are pretty well distributed throughout the Township, with one in the residential area of Preston Road (Peace Park/Bruce Johnson Brach Library), one near the Hamlet of Cavan (Maple Leaf Park), four in Millbrook (Old Millbrook School Park, Station Park, the Cavan Monaghan Community Centre site, the former Millbrook Arena site) and one on the Otonabee River at Whitfield Landing). The 36 municipal properties containing the Millbrook Valley Trails have been classified as Community parkland. Those lands comprise **20.18 ha/49.86 ac (add Station Trail ROW)**.

However, the northwest, central north and southern parts of the Township are currently deficient in Community parkland.

### Neighbourhood Parkland

There are only three Neighbourhood parks for over 10,000 residents in Cavan Monaghan. As was introduced earlier, with only one Neighbourhood park located within the Millbrook Settlement Area (Highlands Park), the amount and distribution of Neighbourhood parkland within the most populated and urban part of the Township is very poor. Harvest Park (provided by Millbrook Christian Assembly Church on their property) provides some relief for the west end of Millbrook, as does Millbrook/South Cavan Elementary School and Old Millbrook School Community Park (with its imbedded Neighbourhood park function).

When the current plans of subdivision within the Millbrook Settlement Area are approved, it is anticipated that three additional Neighbourhood parks will be provided, bringing the total to four. The four parks will comprise **3.67 ha/9.07 ac.**, which is about half of the quantity of Neighbourhood parkland that is considered acceptable in an urban community of the size that the Millbrook Settlement Area will be when the proposed new developments are fully occupied.

Within the rural area, the amount and distribution of Neighbourhood parkland is inconsistent among the various hamlets and rural subdivisions. There are only two Neighbourhood parks (Cedar Valley in the northeast and Edgewood – northeast of Millbrook). None of the other rural subdivisions or hamlets have a Neighbourhood park, except for the community called 'Five Mile Turn and Springville' which contains a residential area along Preston Road where Peace Park and the Bruce Johnson Library are located. That Community-scale park contains an imbedded Neighbourhood park function.

When the current plans of subdivision are approved, two additional Neighbourhood parks are anticipated to be provided within the rural area. That will bring the total of Neighbourhood parkland within the rural area to 2.05 ha/5.14 ac.



## Natural Heritage Open Space

The Municipality currently owns five properties that have been identified as ‘parkland’ under the Natural Heritage Open Space category. All are all located within the Millbrook Settlement Area. The current plans of subdivision propose to provide 39.38 ha/119.44 ac of additional Natural Heritage Open Space within the Millbrook Settlement Area and 11.61 ha/28.69 ac in the three hamlets within the rural area. Based on land use designation in the Official Plan, additional Natural Heritage Open Space will be provided when the remaining lands are developed.

Numerous undeveloped Township-owned properties have been identified. However, it has not been determined which, if any will be officially designated as ‘parkland’ under the Natural Heritage Open Space category. **(This paragraph will be amended when those decisions are made.)**

## Quality of Municipal Parkland

The quality of municipal Community and Neighbourhood parkland varies a great deal. In this high-level strategic assessment, ‘quality’ is assessed by size, shape, frontage, amount of tableland, the quality of facilities, the degree of physical accessibility within the park and of the facilities, the availability of shade features (natural and/or built), the overall adequacy of the layout and development of the park, park signage and entrance features. Parks are rated on a scale of 1-5, where one is the lowest quality score. In Phase Two of this planning exercise, each park will be evaluated in more detail and the score may be adjusted after that assessment.

**Figure 7: High Level Assessment of the Quality of Municipal Parks**

Parkland	High-Level Assessment	Notes
Maple Leaf Park	2	This Community park and its facilities have potential for upgrade to improve functionality and optimize facility utilization of this high profile and important recreation asset.
The site of the Cavan Monaghan Community Centre (developed portion)	4	Approximately half of this Community park comprises the Cavan Monaghan Community Centre and associated parking and vehicular circulation. Approximately half of the property is undeveloped. Directly north of the CMCC, a high-quality playground and future waterplay facility is proposed. These features enhance the function of the CMCC and provide a valuable imbedded Neighbourhood park for nearby current and future residential communities. There is potential to expand the neighbourhood park component to the north and west into the undeveloped portion of the CMCC property and an undeveloped portion of the municipal office property.

Former Millbrook Arena and site	1	This property (and the former arena structure) is located within a floodplain. The property has greater potential for another use.
Whitfield Landing	2	Because of annual severe flooding, this Community park has little potential for further upgrade.
Station Park	2	The main function of this small Community park is a trail head for Station Trail. The park could be further enhanced to better support this function as well as picnicking, and to become a more prominent and attractive feature announcing the entrance to the Village of Millbrook.
Peace Park (and Bruce Johnson Branch Library)	2	The northern portion of this Community Park comprises natural heritage features. Part of the developed southern portion of the property has drainage limitations. However, the developed portion could be upgraded to improve its function and the overall quality as a Community park with an imbedded neighbourhood park function. As more people move into this area, its Neighbourhood park function will become more important
Old Millbrook School Park	2	Given that this property is a former elementary school, it was not designed to be a park. As a result, the current layout is not ideal, and functionality is limited. A large portion of the park is an undeveloped, turfed open space. The community garden is a particular asset. Unopened road allowances abut this Community park on the west and south. The site of the Deyell Monument is located west of one of the unopened road allowances. This park and adjacent properties have considerable potential to be developed into a larger and higher quality Community park with an imbedded Neighbourhood park function. The park also functions as a trail head (with parking) for the 0.6 km Medd's Mountain Trail.
Millbrook Valley Trails (35 properties)	3-4	Eight trail segments make up the Millbrook Valley Trails, seven of which comprise a network of trails extending from the Mill Pond and Old Millbrook School Park south to Deyell Line and west to the Ganaraska Forest trails. The eighth trail segment is the 1.5 km Station Trail that links Station Park north to County Road 10 north of Brookside Street. County Road 10 and Main Street have been designated as road links between Station Trail and the other components of the Millbrook Valley Trails. On the MNR property, there is a 1.2 km trail called 'Railbed'. It is not part of the MVT network.

Highlands Park	4	This newest Neighbourhood park is located within a new residential subdivision within the Millbrook Settlement Area (Towerhill South). The park contains contemporary play and outdoor exercise equipment, a basketball court and a shade shelter. The design of the park and the quality of the facilities establishes a much higher standard for Neighbourhood parkland.
Cedar Valley Park	3	A pleasant rural Neighbourhood park with a mix of older and newer play equipment.
Edgewood Park	3	A rural Neighbourhood park with a mix of older and newer play equipment. A large portion of the park has not been developed beyond grass cover. There is potential to locate additional facilities in this park. However, to optimize the park, some existing facilities may have to be relocated to provide additional parking to support an expanded function.

### 3.4 Culture and Recreation Facilities

Public and publicly available culture and recreation facilities are provided by the Township of Cavan Monaghan; the Kawartha, Pine Ridge District School Board; the Otonabee Region Conservation Authority; the Ganaraska Region Conservation Authority; the Ontario Ministry of Natural Resources and Forestry; many non-profit groups; and the commercial sector. **Figure 8** lists facilities and providers.

#### 3.4.1 Overview

**Figure 8: Overview of Culture and Recreation Facilities, Township of Cavan Monaghan, 2023** (as of February 2023 - continue to update as required)

Type of Facility and Provider	Quantity
<b>Children’s playgrounds</b> – municipal parks and schools	<ul style="list-style-type: none"> <li>10 (7 in parks and 3 at schools)</li> </ul>
<b>Soccer pitches</b> – municipal parks and schools	<ul style="list-style-type: none"> <li>1 slightly under-sized senior (60 m x 93 m) lit pitch (Maple Leaf Park)</li> <li>1 slightly under-sized senior (54 m x 96 m) lit pitch (Maple Leaf Park)</li> <li>4 intermediate unlit pitches (2 at Crestwood SS, 1 at Millbrook/South Cavan ES, 1 at North Cavan ES)</li> <li>5 stand-alone poor quality junior pitches (1 at Crestwood SS, 3 at Millbrook/South Cavan ES, 1 at North Cavan ES)</li> <li><b>Note:</b> The 5 junior pitches overlap intermediate pitches</li> </ul>
<b>Football fields</b> – schools	<ul style="list-style-type: none"> <li>1 full-size unlit football field (Crestwood SS)</li> <li>Proposal for artificial turf on this field and a winter dome</li> </ul>
<b>Ball diamonds</b> – municipal parks and schools	<ul style="list-style-type: none"> <li>2 intermediate lit diamonds (Maple Leaf Park), no outfield fence</li> </ul>

	<ul style="list-style-type: none"> <li>1 junior/minor diamond (Millbrook/South Cavan ES,) well defined infield, short outfield</li> <li>5 backstops with undefined infields and outfields</li> </ul>
<b>Indoor ice arena</b> - municipal	<ul style="list-style-type: none"> <li>1 NHL-size ice surface at the CMCC</li> </ul>
<b>Indoor turf facility</b> - municipal	<ul style="list-style-type: none"> <li>1 (Millbrook Arena – under-sized playing surface)</li> </ul>
<b>Multipurpose activity program rooms</b> – municipal and commercial	<ul style="list-style-type: none"> <li>5 (the Studio at the CMCC, 4 at Peterborough Curling Club)</li> </ul>
<b>Meeting rooms</b> - municipal	<ul style="list-style-type: none"> <li>1 (CMCC)</li> </ul>
<b>Assembly and banquet halls</b> (cap. 75-250) - Municipal, non-profit and commercial	<ul style="list-style-type: none"> <li>9 (the Community Hall at the CMCC, 1 at the Lion’s Den CC, 1 at Keystone G &amp; CC, 1 at Heron Landing GC, 1 at Baxter Creek Golf Club, 1 at the Peterborough Curling Club, 2 at the Royal Canadian Legion, 1 at Century Wedding Barn)</li> </ul>
<b>Community access warm-up kitchen</b> - municipal	<ul style="list-style-type: none"> <li>2 (1 at the CMCC and 1 at the Lion’s Den)</li> </ul>
<b>Gymnasias</b> - schools	<ul style="list-style-type: none"> <li>3+ (Crestwood SS, Millbrook/South Cavan ES, North Cavan ES has a half gym) – need to further research the school inventory</li> </ul>
<b>Indoor walking track</b> - municipal	<ul style="list-style-type: none"> <li>1 (CMCC)</li> </ul>
<b>Outdoor running track with jumping pits</b> - schools	<ul style="list-style-type: none"> <li>1 (Crestwood SS)</li> </ul>
<b>Outdoor fitness gyms</b> – municipal and church	<ul style="list-style-type: none"> <li>3 (Highlands Park, CMCC and Harvest Community Park at Millbrook Christian Assembly church)</li> </ul>
<b>Trails</b> – municipal, ORCA, MNRF, GRCA	<ul style="list-style-type: none"> <li>Walking, cycling, snowshoeing, cross-country skiing</li> <li>Millbrook Valley Trails (8 interconnected trails and Station Trail)</li> <li>Deyell Detour Trail connects the Meadow Trail to the Ganny Transit Trail which connects to the Ganaraska Trail network</li> <li>Expansion and enhancement guided by the 2010 Trail Master Plan</li> </ul>
<b>Boat launch and dock</b> - municipal	<ul style="list-style-type: none"> <li>1 (Whitfield Landing)</li> </ul>
<b>Community garden</b> - municipal	<ul style="list-style-type: none"> <li>1 (Old Millbrook School Park)</li> </ul>
<b>Outdoor basketball courts</b> – municipal parks and schools	<ul style="list-style-type: none"> <li>3 full courts (1 at Highlands Park, 1 at Millbrook/South Cavan ES, 1 at North Cavan ES)</li> <li>1 half court (Cedar Valley Park)</li> </ul>
<b>Tennis courts</b> - school	<ul style="list-style-type: none"> <li>2 lit and in very poor condition (Crestwood SS)</li> </ul>
<b>Multipurpose play court</b> - municipal	<ul style="list-style-type: none"> <li>1 concrete pad (Old Millbrook School Community Park)</li> </ul>
<b>Conservation/recreation ponds</b> – ORCA and MNRF	<ul style="list-style-type: none"> <li>3 (1 at the Millbrook Conservation Area/Medd’s Mountain and 2 at the NMRF Fishing and Recreation Area)</li> </ul>
<b>Picnic areas</b> – municipal and ORCA	<ul style="list-style-type: none"> <li>6 (Edgewood Park small sunshade, Whitfield Landing, Station Park gazebo, Lion’s Park gazebo, Medd’s Mountain, Mill Pond)</li> </ul>
<b>Fairground</b> – non-profit	<ul style="list-style-type: none"> <li>1 (Millbrook &amp; District Fair Board)</li> </ul>
<b>Golf courses</b> - commercial	<ul style="list-style-type: none"> <li>three 18-hole,</li> <li>one 9-hole</li> </ul>
<b>Historic sites</b> - municipal	<ul style="list-style-type: none"> <li>2 (Old Millbrook School, Needler’s Mill)</li> </ul>

<b>Auto racetrack</b> - commercial	▪ 1 (Peterborough Speedway)
<b>Slots casino</b> - commercial	▪ 1 (Kawartha Downs)
<b>Curling rink</b> - commercial	▪ 1 (Peterborough Curling Club – 6 sheets of ice)
<b>Gymnastic facility</b> - commercial	▪ 1 (Champion's)
<b>Outdoor theatre</b> - commercial	▪ 1 (4 <sup>th</sup> Line Theatre)
<b>Outdoor large event space</b> - commercial	▪ 1 (Kawartha Downs)

**Notes:**

As noted above, both of the senior soccer pitches at Maple Leaf Park are slightly under-sized and can accommodate up to U13+ play, but not adult. Minimum requirements for U13+ are 45 m x 90 m. There are four intermediate unlit soccer pitches located at schools. The two fields at Crestwood SS and the field at Millbrook South Cavan ES are programed by Maple Leaf Cavan FC.

The ball diamonds at Maple Leaf Park support play for up to U12 male and female play, but not U14, U16 and U23 male and female or adult male and female play (although a local recreational adult ball group uses one of diamonds one night per week). Only one diamond is lit which further limits their use for later evening time slots. The small diamond at Millbrook/South Cavan ES will support younger age groups, if needed. Demand from current users and the small size of the facility does not warrant adding lighting to the second Maple Leaf Park diamond - at this time. However, outfield fencing may be feasible.

### 3.4.2 Distribution of Culture and Recreation Facilities

Most of municipal culture and recreation facilities are concentrated within the Millbrook Settlement Area, near the Hamlet of Cavan, and in the northeast corner of the Township, adjacent to the City of Peterborough. There are no facilities located in the quadrants that are southeast and southwest of Millbrook. Other than the Century Wedding Barn, there are no facilities in the northwest quadrant (north of Highway 115 and County Road 10). Most of the rural residential communities do not have any parkland or recreation facilities, with the exception of Cedar Valley, Edgewood and Davis Road communities. Ganaraska Region Conservation Authority lands are located in the extreme southwest corner of the Township. Those lands abut the Ganaraska Forest with its Forest Centre and extensive trail network.

This facility (and parkland) distribution patten is not surprising, given the nature and history of settlement of the Township, and the past, current and future distribution and concentration of population. Within the current configuration of the Township, the Millbrook Settlement Area has always been the main centre of commerce and population. Being closest to Peterborough, North Monaghan Ward became the location for a number of commercial recreation facilities (Heron Landing Golf Club, Keystone Links Golf and Country Club, Peterborough Curling Club, Champions Gymnastics, Peterborough Speedway). The largest concentration of outdoor facilities is in Maple Leaf Park, just south of the hamlet of Cavan off County Road 10. The largest concentration of indoor facilities is in the new Cavan Monaghan Community Centre.

### 3.4.3 Utilization of Municipal Facilities

For the municipal facilities that are scheduled by community groups and programmed by the Municipality, data is available to shed some light on utilization. For some types of facilities, scheduling is less refined and therefore, the calculation of utilization is less detailed.

**Figure 9** below provides a high-level indication of utilization of scheduled municipal facilities. For 2020 and 2021- and to a lesser extent, 2022, Covid-19 restricted use of all scheduled facilities. Utilization of most of the components within the Cavan Monaghan Community Centre was impacted by Covid-19 restrictions from March of 2020 to early 2022. Since the facility opened just before the pandemic took hold, utilization of the facility was also low in 2019.

**Figure 9: Utilization of Scheduled Municipal Facilities, Township of Cavan Monaghan, 2022**

Type of Facility	Utilization
Indoor ice surface (CMCC) <ul style="list-style-type: none"> <li>▪ arena floor ice-out: 470 cap. (with the large roll-up door open)</li> <li>▪ arena floor ice-in: 196 skaters</li> <li>▪ arena spectator stands: 226 cap.</li> <li>▪ Main lobby: fixed seating: 80; standing: 150 cap.</li> <li>▪ accessible seating: 4 cap.</li> </ul>	<b>Ice-in</b> <ul style="list-style-type: none"> <li>▪ 2022/23 Prime Time: 92.5% regularly booked</li> <li>▪ 2022/23 Non-Prime Time: 20% regularly booked + some one-off rentals &amp; public skating during Christmas &amp; March Break</li> </ul> <b>Ice-out</b> <ul style="list-style-type: none"> <li>▪ Ball hockey: 15-week program from early April to end of June (Monday-Friday)</li> <li>▪ Pickleball: 4-week program (Mon. - Fri. weekday drop-in and evening scheduled program – two 45 min time slots/evening)</li> <li>▪ 2023 Summer Camps: (will be updated when info. is avail.)</li> </ul>
Indoor walking track (CMCC)	Light use to date – impacted by restricted availability due to Covid-19 and insufficient time to promote since opening the CMCC
Community hall (CMCC) (100-280 cap., depending on set-up)	Light use to date – impacted by restricted availability due to Covid-19 and insufficient time to promote since opening the CMCC
Studio (CMCC) (90-250 cap.)	Light use to date – impacted by restricted availability due to Covid-19 and insufficient time to promote since opening the CMCC
Meeting room (CMCC) (30 cap.)	Light use to date – impacted by restricted availability due to Covid-19 and insufficient time to promote since opening the CMCC
Overlook room (24-72 cap.)	Light use to date – impacted by restricted availability due to Covid-19 and insufficient time to promote
Lobby (CMCC) (80 cap.)	No scheduled use to date
Warming kitchen (CMCC) (4 cap.)	No utilization yet for catering to in-house social events or for community programming. Since this is a warm-p kitchen, culinary classes are not possible.
Millbrook Arena (the artificial turf floor is the only component of the facility available for public use) <ul style="list-style-type: none"> <li>▪ fixed seating (110 cap.)</li> <li>▪ lobby (183 cap. - 33 fixed)</li> <li>▪ arena floor (280 cap. in winter &amp; 848 in summer with roll-up door open)</li> </ul>	Playing surface only used in Prime Time (fall/winter/spring) for lacrosse and soccer. There is no summer use. The artificial turf was installed in 2021. Overall, this facility is under-utilized. <ul style="list-style-type: none"> <li>▪ PT weekday evenings: 67% in 2021 &amp; 2022</li> <li>▪ PT weekends: 55% of open hours in 2022 and 37% in 2021</li> <li>▪ PT: Monday to Friday from 5:00 pm to 11:00 pm and Sat. and Sun. from 9:00 am to 11:00 pm</li> <li>▪ NPT: Mon. to Fri. from 8:00 am to 5:00 pm (the facility is not operation during these traditional NPT hours)</li> </ul>
Soccer pitches – Maple Leaf Park	The Maple Leaf Cavan FC is the principal user group. They book the 2 fields Monday to Friday evenings, Saturday daytime and evenings and Sunday evenings from May to October. For the 2 pitches, average weekly utilization is 66 of 106 available PT hours.

	The Club reported total hours booked for 2022 to be 1,302, which equates to 64.7% prime time utilization over their 19-week season. <b>Conclusion:</b> These pitches could be used more.
Ball diamonds – Maple Leaf Park	The Cavan Youth Softball Association is the principal user group. They book the 2 diamonds for 2 hours/evening, Monday to Thursday and some weekend tournament time from Victoria Day until the end of August (14 weeks and 158 hours in total for 2022). Total PT hours available for the 20 weeks from Victoria Day to Thanksgiving = 1,700 hours. If utilization was based on only their 14-week season, that would equate to 13.3% of available prime time. However, if it was based on the 20 weeks that are available, utilization would only be 9.3%. A League of Their Own adult baseball group use the diamonds Thursdays from 5:30-7:30. <b>Conclusion:</b> These diamonds are greatly under-utilized.
Picnic areas	There have been few rental inquiries.

### 3.4.4 General Condition and Functionality of Municipal Facilities

The general condition of municipal culture and recreation facilities varies from excellent to very poor. Not surprisingly, the newest indoor and outdoor facilities are of the highest quality. The facility in the poorest condition is the former Millbrook Arena building, which was decommissioned as an ice facility in 2019 and, with a used artificial turf floor, is being used for indoor soccer and box lacrosse during the winter season.

**Note:** In Phase Two of the planning process, a more detailed assessment will be undertaken of all parks and facilities. Therefore, some of the following high-level assessment of condition and functionality may change.

**Figure 10** provides a general overview of the current condition and functionality of indoor and outdoor facilities. A photo array of municipal parkland follows the discussion of the former Millbrook Arena.

**Figure 10: High-Level Assessment of the General Condition and Functionality of Municipal Recreation Facilities, Township of Cavan Monaghan, 2023**

Facility	Condition
Cavan Monaghan Community Centre	<ul style="list-style-type: none"> <li>▪ New facility.</li> <li>▪ All indoor and outdoor components are in excellent condition.</li> <li>▪ AODA compliant.</li> </ul>
Millbrook Arena (now a turf floor facility)	<ul style="list-style-type: none"> <li>▪ The facility is in very poor condition (indoor and exterior).</li> <li>▪ Facility design provides for limited functionality.</li> <li>▪ The facility is located in a floodplain.</li> <li>▪ There is very limited on-site parking.</li> <li>▪ The facility is not AODA compliant.</li> <li>▪ A recent engineering/condition analysis estimated that an investment of at least \$5.25 million will be required to meet AODA requirements, to decommission the refrigeration system, and maintain the building’s envelop, interiors, mechanical and electrical systems to effectively serve the community as a public building for another 25 years. The glycol and ammonia has been removed.</li> <li>▪ That investment would not include any investment to improve the functionality and attractiveness of the interior and exterior of the facility.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Due to the age of the building, any modifications and upgrades would be considered 'major' and would require substantial additional investment to achieve.</li> <li>▪ <b>Additional information is provided below.</b></li> </ul>
Soccer Pitches	<ul style="list-style-type: none"> <li>▪ Maple Leaf Park – two lit senior pitches – good condition</li> </ul>
Ball Diamonds	<ul style="list-style-type: none"> <li>▪ Maple Leaf Park lit intermediate diamond – medium condition</li> <li>▪ Maple Leaf Park unlit intermediate diamond – medium condition</li> </ul>
Community Garden	<ul style="list-style-type: none"> <li>▪ Old Millbrook School – excellent condition</li> </ul>
Outdoor Fitness Gym	<ul style="list-style-type: none"> <li>▪ Highlands Park – new/excellent condition</li> <li>▪ CMCC – new/excellent condition</li> </ul>
Basketball Courts	<ul style="list-style-type: none"> <li>▪ Half court at Cedar Valley Park – good condition</li> <li>▪ Full court at Highlands Park – new/excellent condition</li> </ul>
Children’s Playgrounds	<ul style="list-style-type: none"> <li>▪ Maple Leaf Park – excellent condition</li> <li>▪ Cavan Monaghan Community Centre –new/ excellent condition</li> <li>▪ Peace Park – medium condition</li> <li>▪ Old Millbrook School – medium condition</li> <li>▪ Cedar Valley Park – medium condition</li> <li>▪ Edgewood Park – good condition</li> <li>▪ Highlands Park – new/excellent condition</li> </ul>
Millbrook Valley Trails	<ul style="list-style-type: none"> <li>▪ Fair to good condition</li> </ul>
Boat Launch and Dock	<ul style="list-style-type: none"> <li>▪ Whitfield Landing – poor condition, with limited opportunity for upgrade due to seasonal flooding</li> </ul>
Picnic Areas	<ul style="list-style-type: none"> <li>▪ Maple Leaf Park – medium condition</li> <li>▪ Station Park gazebo – medium condition</li> <li>▪ Whitfield Landing – poor condition</li> </ul>

**AODA compliant** means ensuring the facility is accessible and usable by everyone, including people with disabilities, in line with Ontario's latest regulations and standards - as defined by the **Accessibility for Ontarions with Disabilities Act**.

### 3.4.5 The Millbrook Arena

In 2022, the 2019 Structural Investigation Report that was completed by Barry Bryan Associates (BBA) was updated to determine how much more the building had deteriorated since 2019 and to estimate the investment required to maintain this community use facility in a 'status quo' state for another 25 years. That would not include any major renovations and upgrades to change the interior layout and functionality of the building or the appeal of the interior and exterior. Depending on what was feasible and undertaken, those renovations and upgrades would be considered 'major' and would require substantial capital investment beyond the minimum of





\$5.25 million that is estimated to maintain the facility in a 'status quo' state for the next 25 years.



Update of  
Structural Investigat

The building requires remediation and repairs to remain as a serviceable facility that is fit for public use over the long-term, specifically intervention of the main building envelop and structure. Examples include:

- cracked concrete slabs;
- damaged siding and concrete block;
- wet, mouldy insulation;
- damaged ceilings/liners; and
- deteriorated mortar joints.

Beyond immediate repairs, the facility also requires modifications as well as some elements of the life cycle renewal so it can function as a serviceable community facility with a reasonable level of standard and state of repair.

The building does not meet provincial accessibility standards for community buildings. This includes an accessible route of travel to all public and staff locations within the building. It is assumed that the building should meet a modern standard to serve the public currently and into the future. Accessibility upgrades required to meet this standard include the following:

- parking;
- ramps;
- door, frames and hardware;
- signage;
- elevators/lifts;
- clear aisles; and
- universal and/or barrier-free washrooms.

The total construction budget is estimated to be approximately \$4.45 million of hard construction and \$5.25 million with modest contingencies. Depending on when the upgrades are completed, the estimated cost could be considerably higher, due to worsening building conditions and current high inflation.



The BBA report provides a budget breakdown, the highlights of which are provided below.

▪ Building Shell	\$1,250,000
▪ Building interiors	\$ 950,000
▪ Mechanical	\$1,125,000
▪ Electrical	\$ 500,000
▪ Site work allowance	\$ 200,000
▪ Ancillary work	\$ 50,000
▪ General requirements	\$ 366,750
▪ Contingencies	<u>\$ 799,515</u>
▪ <b>Total</b>	<b>\$5,241,265</b>

In addition to the remedial and life cycle repairs and accessibility upgrades, it should be noted that the facility is located in a floodplain and there is minimal on-site parking. It should also be noted that a better and much more cost-effective opportunity for indoor soccer may become available via the KPRD School Board proposal to provide artificial turf at Crestwood Secondary School, to cover the field year-round and offer significant time on the field for Cavan Monaghan programming. If the Timbermen lacrosse team finds a better location or disbands, the only other use of the former Millbrook Arena will be lost.

### **3.4.6 Downtown Millbrook Revitalization Strategy**

In 2013, a comprehensive strategy for the revitalization of downtown Millbrook was completed. At the time, it was received by Township Council, but not approved as an official course of action.

One of the cornerstones of the revitalization strategy is the creation of what is called “**Needlers Green**”, a signature community park located where the Old Millbrook Arena now stands. Needlers Green would incorporate Needlers Lane and be integrated into the surrounding parkland and trails associated with the Mill Pond, creek and dam. Strong pedestrian links would be created between Needlers Common and King, Hay and Tupper streets. A strong formal link would also be established to the public library and Old Millbrook School Park. The revitalization of this area would also involve creating a stronger visual connection to the creek that flows under Hay Street and behind the old arena to the stream that flows from the Mill Pond.

Refer to **Figure 11** on the next page.

Figure 11: Millbrook Downtown and Streetscape Revitalization, 2013



## Cedar Valley Park



## Edgewood Park



**Edgewood Park** (illustrating large undeveloped portion of the park)



**Whitfield Landing**



# Maple Leaf Park



## Peace Park (includes Bruce Johnson Branch Library)



## Station Park



# Highlands Park





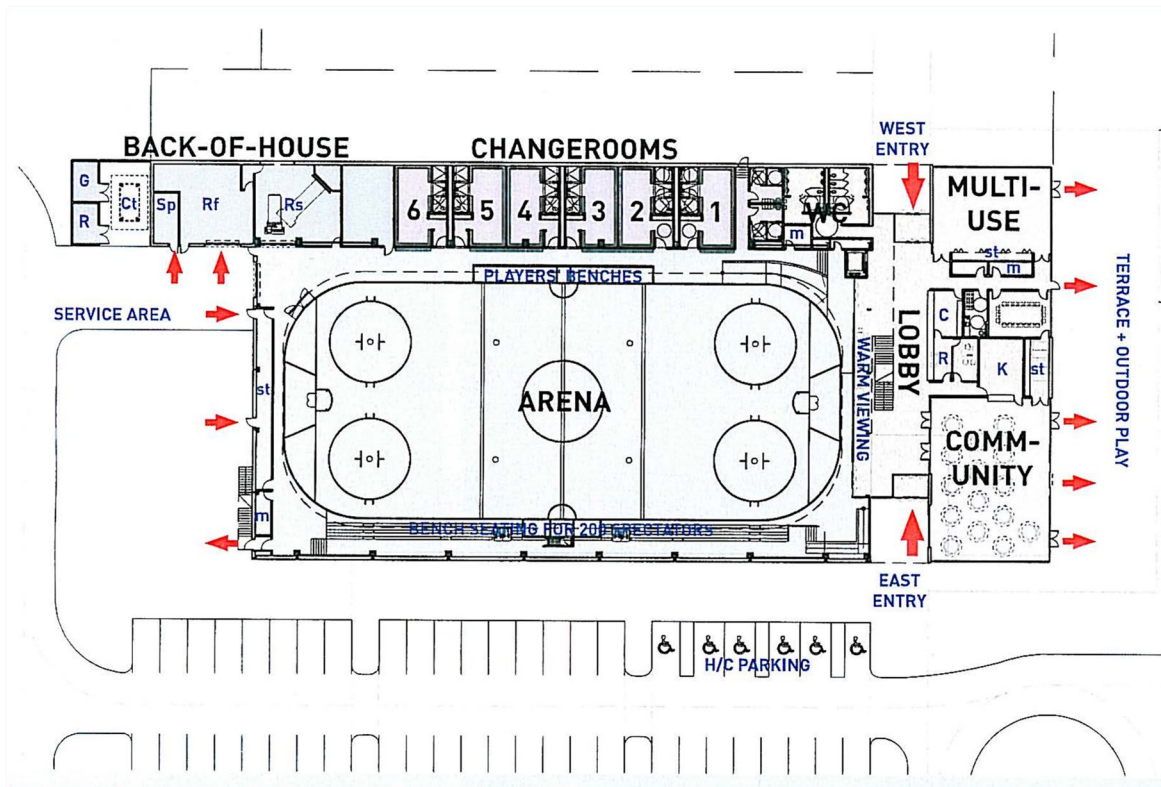
## Old Millbrook School Park



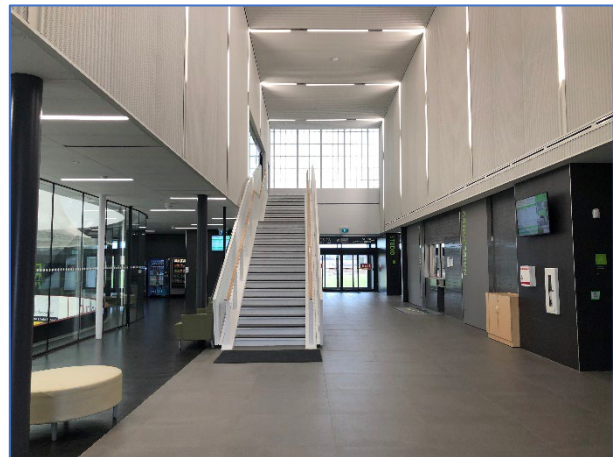
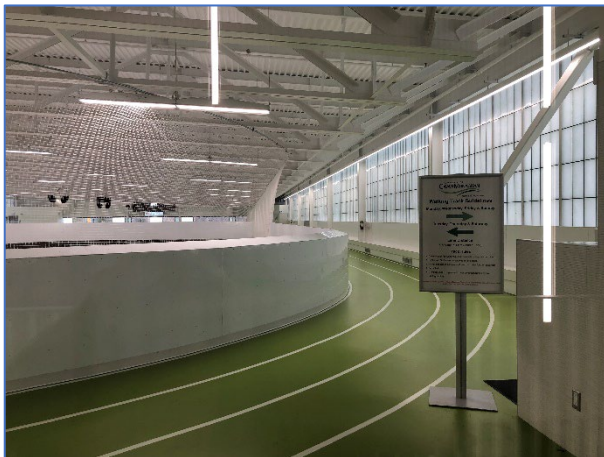
## Millbrook Conservation Area and Needler's Mill (ORCA)



# Cavan Monaghan Community Centre



## Cavan Monaghan Community Centre



**Cavan Monaghan Community Centre  
Playground, Fitness Equipment and Undeveloped Lands (west and north)**



# Millbrook Valley Trails

## Millbrook Valley Trails

**Station Trail 1.5 km**

The development of the Station Trail is a partnership between the Township of Cavan Monaghan, the Federal Economic Development Agency and the Millbrook Valley Trails Committee in celebration of Canada's 150th birthday. The trail utilizes a portion of the abandoned Grand Trunk Rail Bed south of Falls Line with entrances off County Road 10 (Tupper Street) and County Road 21 (King Street – Station Park). The Grand Trunk Railway was a railway system that operated in the Canadian provinces of Quebec and Ontario and in the parts of the United States starting in the mid to late 1800's. Many residents of Millbrook and the surrounding area remember the days when the Millbrook Junction was a busy stop on the railway. Today, this lovely urban trail connects residents and visitors to Downtown Millbrook, Medd's Mountain/Millpond Park and the Millbrook Valley Trails System (Baxter Creek Trail) at the Millbrook Fairgrounds.

**Medd's Mountain Trail 0.6 km**

The Medd's Mountain Trail begins beside the Millbrook Millpond. The trail follows the shores of the pond and Baxter Creek before keeping through the surrounding forest. Experience magnificent old-growth deciduous and coniferous trees, large decaying deadfalls, and cross over springs and streams.

**Baxter Creek Trail 2 km**

The Baxter Creek Trail begins beside the Millbrook Millpond. It follows the pond and Baxter Creek through cedar forests, crosses a boardwalk over a wetland, and through meadow. The trail ends at Zion 14th Line, near the MNR Provincial Fishing and Recreation Area.

**Grand Trunk Pathway 1.4 km**

The Grand Trunk Pathway begins at the MNR Provincial Fishing and Recreation Area parking lot, south of the Zion 14th Line. The trail is accessed between the two fishing ponds and continues along the edge of the fishing and nature area. This trail features a view of the historic railway bridge over Baxter Creek, built circa 1865.

**Cedar Trail 0.7 km**

The Cedar Trail begins at the MNR Provincial Fishing and Recreation Area parking lot and continues to the south (left). This trail provides a connection to the old Grand Trunk railway line, crosses a bridge over a tributary of Baxter Creek and a boardwalk over a wetland. A right (west) turn onto the Grand Trunk Pathway then a right (north) turn on the first trail returns you past the fishing ponds to the parking lot.

**Meadow Trail 0.9 km**

The Meadow Trail begins on the Grand Trunk Pathway across from the end of Cedar Trail and travels south through meadow and spruce and red pine. The trail moves along the Dreyell Line road allowance connecting to Eiger Drive. The return trip follows the same path back to the Grand Trunk Trail.

**LEGEND**

- Access Point
- Boardwalk
- Parking
- School
- Station Park
- Wood Bridge

Logos: CAVAN MONAGHAN, Otonabee Conservation, Ontario, pbs, Canada



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# Chapter Four: Demand for Leisure Services

## 4.1 Introduction

Current demand for leisure services has been informed by the integration of the results of the household survey, the user group surveys, consultation with other stakeholders, municipal staff perspectives, and unsolicited requests for service. See below and **Appendix A** and **Appendix B** for details.

## 4.2 Current Demand

- Household survey (June/July 2022)
- User group surveys (to all of the groups that the Township relates to) (June/July 2022)
- Questions to other stakeholders (2023)
- Municipal staff perspective (throughout)
- Unsolicited responses, inquiries and input (throughout)

### 4.2.1 Household Survey

The household survey was designed to gather pertinent information from residents about their leisure activities/interests, where they participate, barriers to participation, desired leisure programs, degree of importance of various recreation facilities, satisfaction with parks and recreation facilities, priorities for ongoing investment in culture and recreation facilities, degree of agreement about a number of statements about parks and recreation, and opinion about options for the future of the former Millbrook Arena and property.

**Appendix A** reports in detail on the results of the household survey. Below are the key messages.

The top leisure activities of survey respondents were:

1. walking and/or hiking
2. swimming for pleasure and/or fitness
3. attend festivals, parades and seasonal events
4. use playground equipment
5. use library services
6. attend theatre and concerts (including outdoor events)
7. tobogganing
8. reading
9. casual/recreational skating
10. camping



Only about 17% of residents have all or most of their leisure interests met within the Township.

The top three reasons for survey respondents traveling outside of the Township to participate in their favourite leisure activities were:

1. Facilities and programs are not available in the Township (91%)
2. Facilities and programs are not available in the Township when we are available (20%)
3. The quality of facilities or programs are better elsewhere (18%)

The top five requested leisure programs were:

1. Swimming
2. Swimming lessons
3. Day camps
4. Group fitness classes/aerobic fitness
5. Outdoor concerts/music festivals/Summerfest

Although all types of parks and recreation facilities were reported to be important, trails and natural heritage open space are reported to be the most important, followed by passive parkland that contains facilities such as picnic areas, playgrounds, fishing ponds and community gardens.

Satisfaction was reported to be very high for trails and pathways, followed by natural heritage open space. Satisfaction was lowest for outdoor sports facilities and indoor recreation facilities.

Although half of the 36 types of facilities or facility groupings scored 2.5/5.0 and higher, the top five types of facilities in which respondents would like municipal investment are:

1. indoor swimming pool (3.93)
2. outdoor waterplay facility (3.85)
3. trails (3.75)
4. nature parks (3.65)
5. playgrounds (3.62)

Five statements were offered about:

1. the priority of parks and recreation for the Municipality,
2. degree of awareness of leisure opportunities,
3. degree of support for partnering with others,
4. the potential shift toward more direct programming, and
5. increasing taxes to improve parks and recreation facilities.

There was strong support for the first four statements. Raising taxes to improve parks and recreation services was supported by almost half of respondents, which is relatively strong for that question.

Four options were provided for the future of the Millbrook Arena and property.

1. Invest \$4.2 million in the facility to maintain it pretty much as is for the next 25 years (the figure was later revised to \$5.25 million via a second estimate by engineers).
2. Invest considerably more to improve the functionality and appeal of the facility and keep it safe and operational for another 25 years. The intent of this option is to investigate if the interior of the building could be reconfigured and repurposed to create more useable spaces for community programming (including the second floor hall, lengthening the former ice surface, and repurposing spaces currently occupied by refrigeration equipment, the ice making machine, etc.). This option would also improve the look/appeal of the interior and exterior of the building. Until this investigation is completed, the capital cost cannot be estimated.
3. Replace the facility with a high-quality downtown community park that incorporates Needlers Lane and adjacent parkland and may accommodate some combination of facilities such as a farmer's market, an outdoor stage or gazebo, pathways, gardens, trees, an area for quiet reflection, a picnic area, an outdoor exercise gym, a waterplay facility, an unstructured grass area, etc.
4. Sell the property for redevelopment into commercial and/or residential uses.

**Option 3** was the overwhelming top choice with 82.5% 'agreeing' and 'strongly agreeing' (combined). Strong agreement and agreement for the other options ranged from 17.9% to 29.2%.

## 4.2.2 User Group Surveys

A survey was sent to 29 groups with whom the Municipality regularly relates. 21 surveys were completed. 18 of the groups use the Cavan Monaghan Community Centre ice surface for winter ice and summer floor (e.g., the Peterborough Minor Ball Hockey League). The remaining three surveys were from the Maple Leaf Cavan Football Club (soccer), Cavan Youth Softball Association and Premier School of Dance. Additional groups will be consulted as part of Phase Two work.

### Groups Who Use the CMCC

- Of the 18 groups who responded to the survey, about half a dozen are Peterborough-based groups who are looking for additional ice time and an appealing facility. Those groups currently utilize 11.5 hours of ice time per week.
- Half of the groups who responded to the survey are content with the ice time they've been allocated.
- The remaining groups requested between 105 and 120 additional hours.
- Some groups were non-specific about their additional ice time requirements (e.g., "will rent as many prime time hours as possible"; "would use more hours to grow our current program").

- From the household survey, there was strong demand for additional hours to support recreational skating, especially in prime time.
- If the Peterborough-based groups are not included, local groups requested between 29 and 44 additional hours (prime and non-prime time). Currently, 62 hours/week of prime ice time is made available at the CMCC. **Note:** A few more hours/week of less attractive prime time is available. The bulk of the prime time hours used (28-38) are from Millbrook District Minor Hockey Association.

Looking to the future, some groups anticipate their membership growing as the population increases, with no specific number of hours projected. Some groups anticipate status quo, even as the population increases. Sunday Night Men's Hockey anticipated their group doubling in 10 years, requiring 4 more hours/week.

**Appendix B** consolidated the response to the survey from ice users and provides considerable detail by group.

During the summer 'ice-out' season, the main uses were ball hockey and pickleball. See below for information on summer use.

The **Peterborough Minor Ball Hockey League** (associated with the Ontario Ball Hockey Association) uses the CMCC floor for 15 hours/week, five evenings per week for 12 weeks (early April to the end of June). The League requested the following as additional services:

- storage space for program equipment,
- open the snack bar (makes the facility user friendly for players and their families), and
- be able to use the community room.

If demand increases, there may be sufficient interest from ball hockey in a fall season (late summer up to the ice-in date).

**Pickleball** was introduced to the Cavan Monaghan community in the summer of 2022 by municipal staff who working with a local enthusiast. Three temporary courts were taped onto the arena floor and portable nets were set up. The program, which ran for four weeks from June 20<sup>th</sup> to July 14<sup>th</sup> was drop-in in nature and focused on an introduction to the sport. The day-time program attracted about a dozen regular players. The evening 'family' program was full and was organized around two 45-minute time slots per evening. This program initiative will be offered once again in the spring/summer 2023.

### **Maple Leaf Cavan FC (soccer club)**

**Purpose:** To provide an affordable recreational house league soccer program for youth and adults (age 3 - 60). Also, to provide a competitive and developmental soccer Rep program for youth and adults (age 7 - 40).

**Figure 12: Facilities Utilized by Maple Leaf Cavan FC**

Facilities	Season	Average/Typical Hours/Week
Maple Leaf Park pitches (2 lit pitches)	May to Sept.	18
Millbrook South Cavan E S field	May to August	8 (House League games and Rep League practices)
Crestwood Secondary School fields (2 Intermediate pitches)	May to August	18 (House League games and Rep League practices)
Fleming College artificial turf fields (2 full-size pitches)	April to October	8 (Rep games for older age youth and adult teams)
Playground East fields (2 Intermediate pitches) located just south of Fowlers Corners	May to Sept.	12+ (Rep practices)
Millbrook Arena indoor turf facility (under-sized ice surface)	October to May	25
School gyms	fall, winter, spring	Utilization in the 2022/23 season will be 'team determined' (teams could not access these facilities during the pandemic, but it's anticipated that teams will book again for additional training if sufficient hours are not available at the former Millbrook Arena artificial turf facility)

The fields at Maple Leaf Park are not large enough for adult competitive soccer and lack change rooms which are a requirement of the Ontario Soccer League.

The Club books the 2 fields at Maple Leaf Park Monday to Friday evenings, Saturday daytime and evenings and Sunday evenings from May to October. Average weekly utilization of the 2 pitches is 66 of 106 available PT hours. The Club reported total hours booked for 2022 to be 1,302, which equates to 64.7% prime time utilization over their 19-week season.

### Current and Future Demand

The Club reported the following:

- Current facilities are insufficient to meet demand. For ten years, the Club has had to cap registration in the Recreational House League due to insufficient time available within the Township. Hundreds of players are reported to be turned away each year.
- If additional facilities were available, the Club could offer new programs (e.g., indoor winter soccer leagues for children and adults, after school indoor recreational soccer programs during the week, and Christmas and March Break soccer camps in an indoor facility)
- **Note:** As the population of the Township increases and if the population ages as predicted, demand for soccer will likely continue to increase, but at a slower pace.

## **Adequacy of Existing Facilities**

The Club reported that the fields at Maple Leaf Park are of average to good quality, but that additional effort and investment will be required to maintain and improve field quality (e.g., overseeding, core aeration, thatch and clippings removal, top dressing, fertilization, consistent irrigation and weed treatment). Since the fields were refurbished in 2014, the Club reports that in their view, there has not been consistent investment to maintain the fields, resulting in a decline in field quality.

## **Desired/Required Support Facilities**

The Club suggested the following:

- The need for change rooms – to meet Ontario Soccer League requirements and possibly a future requirement of Ontario Soccer for more age groups (suggested adding them to the canteen/washroom building)
- Accessible washrooms
- Expanded parking with improved surface condition and improved lighting
- Pathway lighting to both pitches
- Permanent shade structures
- Storage space (environmentally controlled)
- A clubhouse

In response to the above suggestions/requests, municipal staff reported that:

- Overseeding and top dressing takes place annually in high-traffic areas such as the goal creases.
- Plug-aeration is completed several times per season.
- Thatch clippings are not removed from the fields.
- Fertilizer is applied in the spring and fall.
- Field irrigation runs daily unless there is a long stretch of rain.
- Weeds are not treated.
- The washroom facility was not open in 2022 due to repair (portable toilets were provided).
- Parking lot lighting has been installed.
- There is no lighting on the pathway.
- The soccer club was given permission to install two storage bunkers.
- Soccer field lighting is excellent.

## **Cavan Youth Softball Association**

**Purpose:** Provide softball for local children and youth (age 4-19).

### **Facility Utilization**

The Club books the 2 diamonds at Maple Leaf Park for 2 hours/evening, Monday to Wednesday and some weekend tournament time from Victoria Day until the end of August (14 weeks and 158 hours in total for 2022).

There is a men's league (A League of Their Own) that has booked Thursday from 5:30 pm until 7:30 pm. There are also a few one-off bookings for different events.

## **Facility Adequacy/Current and Future Demand**

The Club reported the following:

- The number of facilities at Maple Leaf Park meet the group's current needs.
- The club anticipates an increase in registration in the younger age groups like T-ball as more people move to the community and more parents become comfortable with team sports post-Covid.
- The structure of the program will not likely change with increased registration.

The Club reported that Maple Leaf Park diamonds should be better maintained and upgraded. The following specific comments and suggestions were offered.

- The main diamond backstop is too deep and overhangs too far forward. Also, the backstop fence needs to be moved closer to the back of home plate and the front section that directly overhangs home plate needs to be removed.
- Weeds are growing in the infield of both diamonds - more so in the northeast diamond.
- The batter's boxes at both diamonds are severely sunken and need to be filled and leveled.
- The type of infield surface material is out-of-date and too course/rough for sliding safely into bases and home plate.

## **Desired/Required Support Facilities**

The Club suggested the following:

- Covered dugouts (like the ones in Bethany and Pontypool) would shield players from the sun.
- Fenced outfielders would define and safely separate the two facilities. Older youth can hit the ball into the opposite outfield. This upgrade would also support any adult play that may be organized in future.

In response to the above requests and suggestions, municipal staff reported that:

- The backstop with the larger-than-typical overhang was designed years ago for fastball.
- The batter's boxes are filled in when the infields are dragged daily.
- The infield is aged ball field mix.
- Outfield fencing could be considered.
- The leaning light poles can be straightened.
- Ball diamond lighting is reasonable, but old.

## Premier Studio of Dance

**Purpose:** Provide various levels of recreational dance lessons for children and youth age 2-13.

### Facilities Utilization

During July and August of 2022, the group rented the Studio space at the Cavan Monaghan Community Centre for 3 hour per week. They have since moved their business to a store in downtown Millbrook (Tupper Street and King Street).

### Facility Adequacy/Current and Future Demand

- While they were there, the facility in the CMCC fully met the group's needs.
- Membership/registration is increasing with the growing population of the Township.
- It is anticipated that the nature of the program will remain largely the same, with the exception of offering higher level/caliber of dance lessons as participants improve their skill and repertoire.

## 4.3 Leisure Trends

### 4.3.1 Introduction

Until recently, the population of the Township had been growing slowly. Between 1991 and 2016, the five-year growth rate ranged from -2.6% and 4.4%. However, between 2016 and 2021, the growth rate surged to 13.4% (average of 2.7% per year). Over the past decade and influenced by more rapid growth, the age profile of the Township has become a little younger. However, even with that younger trend, the 2021 age profile of the Township remains older than the provincial average, but younger than the Peterborough Census Metropolitan Area (CMA).

As reported earlier, at 5.3%, the visible minority population in the Township is very low. The population has a strong connection to the United Kingdom and Europe. The education profile of the Township is similar to Ontario. The average and median household income is considerably higher than the provincial average, as well the City of Peterborough and the Peterborough CMA.

Looking ahead to 2051, the 2022 Growth Management Strategy completed for the Township predicts that the population will increase at an average annual rate of 2.37% to 2051, at which time the population will reach approximately 17,600 (an increase of 7,300 from 2021). That annual rate of growth is slightly lower than what was experienced between 2016 and 2021 (2.7%). Those figures do not include what the development of Kawartha Downs could generate.

**Ageing Population** - The Growth Management Strategy predicted that the age profile of the population will age considerably over the next 30 years, with all cohorts under age 55 declining in percentage and the age 65+ population increasing in percentage. The age

65+ population is predicted to double as a percentage of the population from 21% in 2021 to 40% by 2051 (a three and a half fold increase in number from 2,101 to 7,040). The age 75+ cohort is predicted to increase the most (from 9% in 2021 to 25% by 2051). By 2051, the Baby Boom generation will be age 86-105 and the Echo/Millennial generation will be age 51-72. That is a very significant change in the age profile of the population, which will strongly influence the demand for leisure services over the next thirty years.

It is important to remember that the influence of the values and interests of the big Baby Boom generation (age 58-77 in 2023) and the smaller, but still quite influential Echo/Millennial generation (age 23-44 in 2023) will strongly influence demand for leisure by younger and older adults, as well as service expectations, and the way in which services are expected to be provided. As the Echo/Millennial generation ages over the next 30 years, it will first swell the mid-age and then the younger senior's populations.

This means that demand for leisure services of interest to mid-age and older adults will steadily and significantly increase, while demand from children, youth and young adults will increase more slowly.

Even though the percentage of children, youth and young adults is projected to decline, the overall growth of the population will increase their numbers over the next 30 years. Currently, the 0-34 age group represents 38% of the population and accounts for 3,820 people. By 2051, it is predicted that this age demographic will decline to 27% of the population but will increase in number to 4,750 (+900).

This will mean that the generic upward and downward trends in leisure interests will apply to Cavan Monaghan, but will not be quite as strong for children, youth and young adults (age 0-34). However, demand for leisure activities of interest to mid-age and older adults will be above average.

Since the age profile of Canadians is getting older, interest will continue to increase the most for:

- linear recreation activities,
- fitness/wellness pursuits,
- arts and culture,
- intellectually stimulating and learning-based activities,
- low impact physical activities (e.g., pickleball),
- life-long pursuits (e.g., swimming and walking), and
- a wide variety of nature-based pursuits.

Over the next thirty years, growth in demand for child and youth activities, as well as strenuous sports and recreation pursuits will grow much more slowly than the above list of activities.

To reinforce this shift in demand, the household survey conducted for this Plan reported that the top five leisure activities of residents are walking/hiking, swimming for fitness



and pleasure, attending festivals, attending theatre and concerts, and using library services. The top five types of facilities that residents would like municipal tax dollars invested in are trails, an outdoor waterplay facility, an indoor swimming pool, nature parks and playgrounds.

**Figure 13** provides a summary of the upward and downward trends in leisure activities that are expected over the next decade or two. Note that the number of types of activities that are increasing in popularity is greater than the number that are displaying declining interest.

Note that some of the leisure activities that are trending downward nationally may be in demand locally. However, that strong local demand may be a result of lack of or inadequate facilities and programs. Examples include beach volleyball, gym sports, soccer, swimming lessons and specialty biking.

### 4.3.2 Upward and Downward Generic Leisure Trends

**Figure 13: Upward and Downward Trends in Leisure Activities - based on: Provincial Trends and the Influences of the Current and Anticipated Future Characteristics and Growth Potential of the Local Population**

Leisure Activities Trending DOWNWARD	Leisure Activities Trending UPWARD
<ul style="list-style-type: none"> <li>▪ most arena activities - especially minor hockey and figure skating as the Echo/Millennial generation ages into their young adult years, and eventually into older adult hockey as the Baby Boom generation ages out – However, there should continue to be an increase in interest for girls hockey until the participation rate peaks (but the numbers will be relatively small compared to the decline in child and youth male participation) – and there should be an increase in young adult hockey as the Echo/Millennial generation ages – but their participation rate will be lower than for minor hockey</li> <li>▪ child and youth softball</li> <li>▪ hardball</li> <li>▪ children’s camps (except for specialty camps)</li> <li>▪ Scouting and Guiding</li> <li>▪ swimming lessons for children (except in younger and ethnically diverse communities)</li> <li>▪ racquetball and squash</li> <li>▪ badminton</li> <li>▪ volleyball and beach volleyball</li> <li>▪ basketball</li> <li>▪ curling</li> <li>▪ mountain biking</li> <li>▪ long distance bicycling</li> <li>▪ specialty bicycling (BMX, pump)</li> <li>▪ water skiing</li> <li>▪ tobogganing</li> <li>▪ snowmobiling (unless the sport can find ways to retain enough of the aging market through sled design and other attractions)</li> </ul>	<ul style="list-style-type: none"> <li>▪ nature appreciation/nature study activities, orienteering/adventure travel and eco-tourism</li> <li>▪ gardening</li> <li>▪ visiting botanical/display gardens and related facilities</li> <li>▪ reading</li> <li>▪ walking and hiking</li> <li>▪ tennis is making a resurgence across North America</li> <li>▪ golf (influenced recently by Covid-19, but may decline again)</li> <li>▪ cross-country skiing on shorter and gentler trails (influenced by an aging population)</li> <li>▪ alpine skiing (although the trend has been down for a decade or two, if the Echo/Millennial generation is encouraged to take up alpine skiing, demand could grow)</li> <li>▪ going on self-guided/directed tours (local and travel-oriented)</li> <li>▪ swimming for pleasure</li> <li>▪ therapeutic and health-related aquatic programs</li> <li>▪ lacrosse (varies by community and is influenced by recent increasing interest in professional lacrosse) Locally, lacrosse has had a strong following for a few decades.</li> <li>▪ fitness/wellness programs/activities for all ages that support health and holistic wellness – mental and physical well-being - influenced by the desire for improved health</li> <li>▪ outdoor soccer (across Canada, the participation rate is peaking – the youth</li> </ul>

Leisure Activities Trending DOWNWARD	Leisure Activities Trending UPWARD
<ul style="list-style-type: none"> <li>▪ hunting</li> <li>▪ attending sporting events (except for horse racing which will be driven by the growing appetite for gambling)</li> <li>▪ watching sporting events on TV</li> <li>▪ volunteering (the Baby Boom generation is less likely to participate in the way that the older adult market has in the past, and they will participate less than when they were younger – unless volunteer engagement practices improve dramatically to entice this and younger generations into sustained volunteering).</li> </ul>	<p>participation may be peaking, but there is still some growth in girls and women’s soccer and participation by men)</p> <ul style="list-style-type: none"> <li>▪ indoor soccer (demand is increasing dramatically from competitive youth and adults, house league children and youth, and adult recreational, especially women – demand will be driven by the availability of facilities)</li> <li>▪ Ultimate Frisbee (relatively new sport with growing interest – demand will be driven by the availability of indoor soccer facilities and excess time at suitable outdoor fields)</li> <li>▪ other Ultimate sports, especially Frisbee golf</li> <li>▪ skateboarding (increasing numbers across all market segments, including a notable increase in female participants and mid-age skaters)</li> <li>▪ recreational in-line skating (relatively new sport with growing interest)</li> <li>▪ in-line hockey (relatively new sport with growing interest)</li> <li>▪ attending theatre and concerts</li> <li>▪ participating in creative art and hand craft activities</li> <li>▪ attending multi-cultural events/festivals</li> <li>▪ attending handcraft exhibitions/shows</li> <li>▪ visiting art galleries/attending art shows</li> <li>▪ visiting museums and historic sites</li> <li>▪ attending historic re-enactments and heritage festivals</li> <li>▪ bowling (if up-scaled and packaged with other complimentary facilities/activities that also appeal to people in their 40s and 50s)</li> <li>▪ pickleball (relatively new sport of interest to all ages)</li> <li>▪ cricket (culturally based)</li> <li>▪ casual/recreational skating, especially in attractive, amenity-rich outdoor settings</li> <li>▪ dancing (ballroom, line, square, Scottish, etc.)</li> <li>▪ bicycling</li> <li>▪ fishing and fishing tournaments</li> <li>▪ camping</li> <li>▪ boating</li> <li>▪ eating out</li> <li>▪ driving for pleasure</li> <li>▪ computer and Internet use</li> <li>▪ gambling</li> </ul>

### 4.3.3 Other Related Trends

There are other trends in facility and open space planning, and service provision that are shaping the future of open space and facility provision, and leisure delivery systems in communities across Canada. These trends are responding to shifts in demand, the role of service providers, the economy, and community values and attitudes. They are also responding to the following:

- the desire for increased operational efficiency and revenues;

- the need for improved programmability and usability of facilities;
- increasing desire for one-stop-shopping for facilities, programming, information, registration, etc.;
- increasing understanding of the value of creating a higher physical profile for public leisure facilities (location, visibility and critical mass);
- increasing desire for extended season and year-round participation in some sports;
- heavy promotion to potential young participants for some sports (e.g., softball 'blast ball', baseball, slo-pitch, lacrosse, rugby, tennis, pickleball);
- increasing demand for activities that require large nature-oriented spaces;
- increasing desire to protect lands that are environmentally sensitive, and the trend toward ecosystem-based planning that acknowledges the link between natural systems, communities and people;
- the need to create open space networks and greenway corridors to support healthy ecosystems and low-impact linear recreation activities;
- increased understanding that integrated open space systems can provide essential environmental and health benefits; and
- increased understanding that park systems and other leisure services provide valuable personal benefits; are essential to a high quality of life; help to build strong, attractive communities; and help to grow and sustain the economy.

#### 4.3.4 Key Leisure Facility Trends

- Toward multi-purpose indoor leisure facilities and away from single-purpose indoor facilities.
- Toward the co-location of complementary facilities such as a library, health and public service centres within leisure-oriented complexes.
- Toward clustering similar major (often lighted) outdoor facilities into a multi-facility complex with appropriate support facilities (e.g., ball diamonds, soccer pitches, tennis courts, pickleball courts).
- Toward a greater percentage of natural turf outdoor sports facilities being irrigated and lighted to support increased frequency of use and to survive severe summer weather and the trend toward pesticide-free maintenance.
- Toward increasing use of artificial turf for playing fields to extend the playing season and allow various sports to utilize the facilities. **Caution:** Many minor sports groups cannot afford the associated higher rental fees.
- Since aquatic facilities continue to be one of the most requested facilities and it has become clear that most people like to swim for pleasure *and* fitness, pool designs have become more supportive of the wider range of swimming interests, including leisure swimming, health/wellness programs and the needs of the less mobile. Aquatic facilities that cater well to a wide range of needs generate more use and revenue than traditional designs. Another trend that will continue to gain momentum is the increasing demand for a well-designed therapeutic tank and associated rehabilitation and wellness programming within an aquatic facility.
- Interest in cultural facilities and spending on the arts has been growing, supported, in part by growing awareness, and an increasing adult market that is well educated and more affluent. Arts and culture have a positive impact on the economy of a community and help to increase the overall appeal of a community to business and residents. With the reduction of arts programming in schools, responsibility is shifting

to other public, community and commercial providers to ensure balance in the growth and development of children and youth.

- Gymnasiums are increasingly being provided by municipal leisure service agencies as part of multi-facility complexes. This has been influenced in part by continued difficulty in accessing school facilities in a way that is consistent and affordable. In addition, municipal leisure service agencies are appreciating the flexibility of a gymnasium to accommodate a wide variety of leisure and other activities, as well as the benefit of having programming control at all times, and being able to provide weekday, daytime availability for the increasing demand for older adult programming.
- Emerging sports are demanding more and different types of facilities. For example, sports such as Ultimate Frisbee, frisbee golf, organized ball hockey, in-line hockey, recreational in-line skating, floor ball, cricket, field hockey, pickleball, roller derby, rugby, and indoor soccer are gaining in popularity. Some of the emerging sports are able to utilize existing facilities in 'slow' or off-season times, while others are placing increased prime time pressure on already heavily utilized facilities (e.g., Ultimate Frisbee, field hockey, field lacrosse, rugby, roller derby, box lacrosse, indoor pickleball). In most communities, some activities require new types of facilities (e.g., outdoor pickleball, Frisbee golf, cricket).
- Toward an increasing number of revenue-generating ancillary spaces and services in public community centres (e.g., Wi-Fi, arcades, ATM machines, food and drink dispensers, enhanced food services, licensed food services and pro shops).
- Throughout Ontario, there are many leisure facilities that were built in the 1950s, 1960s and 1970s that are inaccessible or have limited accessibility, are outdated, are inefficient and large consumers of energy - and are in need of considerable repair and refurbishing or replacement (e.g., the former Millbrook Arena).

#### 4.3.5 Key Park and Open Space System Trends

- Toward increased linking of parks, other public open spaces and other complementary land uses to create open space networks and open space greenways – at the local, community and municipality-wide/regional levels.
- Increased desire to protect and enhance natural heritage resources such as wetlands, woodlots, valley lands, Environmentally Significant Areas, and Areas of Natural and Scientific Interest. There is an increasing desire to include/protect 'locally significant' natural heritage assets into the public open space system in urban areas.
- Toward increased habitat protection and naturalization of parkland.
- Increased desire to acquire and/or protect and restore as open space, waterfront lands along lakes, rivers and creeks in urban areas.
- The recent passing of provincial Bill 23 will make it increasingly difficult to protect some of these natural heritage assets – as well as to acquire an adequate amount of quality parkland.
- Toward locating major community leisure facilities and sports-oriented parks on high profile, visible sites with good frontage, rather than hiding them away on lower cost, less visible properties, sometimes with little street frontage and profile.
- Toward creating large sports parks that can accommodate clusters of high quality, lit outdoor and indoor facilities – supported by ample parking, a service building(s) and amenities (e.g., picnic area, playground, water play facility, walkways, ponds).

- Changing role for neighbourhood parks with less emphasis on junior/minor sports facilities and tennis courts – leading to smaller Neighbourhood parks and more parkland allocated to larger Community and higher-level parks to accommodate high-level active recreation facilities and associated support facilities and features.

# Chapter Five: Key Findings and Conclusions

## 5.1 Introduction

This chapter reports on the key findings, challenges, gaps and opportunities that emerged from the background research and analysis of the community, the parks and recreation system and community engagement.

## 5.2 Community Profile

The following is a summary of the characteristics of the population that are most likely to influence demand for leisure services, an overview of the settlement pattern, how the population is anticipated to grow and change, and how the settlement pattern is planned to evolve over the next 30 years to 2051.

### 5.2.1 Key Characteristics of the Community

The 2021 national census reported the population of the Township to be 10,050. With an estimated 2.5% population undercount, the population will be approximately 10,300.

Until recently, the population of the Township had been growing slowly. However, between 2016 and 2021 the growth rate surged to 13.4% (an average of 2.7% per year).

Over the past decade and influenced by more rapid growth, the age profile of the Township has become a little younger. However, even with that 'younger' trend in recent years, the current (2021) age profile of the Township is older than the provincial average, but younger than the Peterborough Census Metropolitan Area (CMA).

At 5.3%, the visible minority population in the Township is very low. The majority of the community has strong connections to the United Kingdom and Europe. The education profile of residents is similar to Ontario. The average and median household income is considerably higher than the provincial average, the City of Peterborough and the Peterborough CMA.

### 5.2.2 Current and Planned Settlement Pattern

Located in the central south part of the Township, the principal community is Millbrook. There are seven much smaller settlement areas/hamlets located throughout the Municipality. The residential pattern throughout the remainder of the rural area comprises rural subdivisions, severed residential lots and farms.

Looking ahead to 2051, it is proposed that 94% of new residential development will be located within an enlarged Millbrook Settlement Area. The remaining residential growth will be allocated to the seven hamlets, with no new rural subdivisions allowed as per the

Provincial Growth Plan. Within the existing Millbrook urban area, residential density will increase through new development and infilling.

**Note:** The above description of the proposed settlement pattern was recommended in the **2022 Growth Management Strategy Final Addendum Report**. What was proposed in that report may be incorporated into the Township's Official Plan, which will be updated, beginning in 2023.

### 5.2.3 Anticipated Population Growth and Change

The 2022 Growth Management Strategy Final Addendum Report predicts that the population of the Township will increase at an average annual rate of 2.37% to 2051, at which time the population will reach approximately 17,600 (an increase of 7,300 from 2021). That annual rate of growth is slightly lower than what was experienced between 2016 and 2021 (2.7%), but much higher than the historical average. Those figures do not account for additional population that could be generated by the development of Kawartha Downs.

The 2022 Growth Management Strategy Final Addendum Report predicts that the age profile of the population will become considerably older over the next 30 years. By 2051, the Baby Boom generation will be age 86-105 and the Echo/Millennial generation will be age 51-72. Both of these large generations will drive this predicted surge in older adults.

Even though the percentage of children, youth and young adults is projected to decline, the overall growth of the population will increase their numbers over the next 30 years.

These projected changes in the age profile of the population will strongly influence the demand for leisure services in Cavan Monaghan through to 2051 and beyond.

## 5.3 Leisure Services Delivery

The ability of the Municipality to deliver leisure services has improved recently with the addition of a Recreation Coordinator and Recreation Assistant and Customer Service Administrator, as well as the opening of the Cavan Monaghan Community Centre.

Those staff additions allow the Municipality to better support the many community-based volunteer groups who provide the majority of mostly sports-oriented programming with a current focus on children and youth. The additional staff positions also allow the Municipality to recruit and nurture new non-profit entities and individual volunteers to provide additional culture and recreation programming and events. A third role that is now possible is the ability of the Municipality to begin to directly provide programming and events, where others are either not interested or unable to provide a particular in-demand program or event (e.g., recreational skating for adults and families, before and after school programming for young children, and summer and special occasion day camps).

## 5.4 Parks and Open Space

Overall, there is a good deal of municipal parkland in the Township. However, most of the existing properties and others that will be dedicated through future residential development are classified as Natural Heritage Open Space. Those lands are valuable as natural assets and linkages, but they are only able to support low-impact facilities such as trails and picnic areas – and for the most environmentally sensitive, no use will be allowed.

There is insufficient Community-level parkland of the type that can accommodate some current most of the future outdoor and indoor culture and recreation facilities, especially large land-consuming sports fields and indoor facilities. Acquiring sufficient, developable Community parkland cannot be achieved through parkland dedication.

There is a very significant deficiency of Neighbourhood parkland (quantity, quality and distribution). The new residential developments that have been approved and are in the approval process are not meeting industry guidelines for quantity, location and sometimes configuration of dedicated Neighbourhood and Community parkland.

Except for the future parks designated for Five Mile Turn/Springville and Mount Pleasant, the hamlets have no parkland of any kind. Only two of the rural subdivisions (Cedar Valley and Edgewood) have a Neighbourhood park.

The Millbrook Settlement Area is particularly deficient in Neighbourhood parkland with only one park (Highlands). Fortunately, the Old Millbrook School Park and the CMCC contain imbedded Neighbourhood park facilities and Millbrook/South Monaghan Elementary School contains a playground and outdoor sports facilities, and has the potential for further enhancement. Additionally, Harvest Community Park has been developed by Millbrook Christian Assembly Church. The two imbedded Neighbourhood parks, Harvest Park and the elementary school augment the only Neighbourhood park in Millbrook to provide moderate coverage to most of the exiting built-up area. However, the residential area located north of King Street and east of Tupper Street has no parkland. The residential area south of King Street and west of the Mill Pond is also very deficient in Neighbourhood parkland, even accounting for Harvest Park.

Refer to **Section 5.7** for a discussion of opportunities to create more parkland in some of the built-up areas.

The quality and layout of most developed Neighbourhood and Community parks is below the standard that most residents expect in urban areas, which the Millbrook Settlement Area is increasingly becoming. One exception is Highlands Park which has been designed and developed to a much higher standard of quality and functionality. The other exception is the small park that is evolving directly north of the CMCC. This park may have the potential to be expanded to the north and west to accommodate other small-scale facilities.



## 5.5 Culture and Recreation Facilities

There is an insufficient number of rectangular fields, and the two municipal fields are too small to officially support adult play. Municipal ball diamonds require improvements and are too small to support adult play. Support facilities for the ball diamonds and rectangular fields at Maple Leaf Park are minimum for minor sports and insufficient for adult play.

Although the array of outdoor and indoor culture and recreation facilities is reasonable for a lightly populated rural community like Cavan Monaghan has been, the quickly changing nature of especially the Millbrook Settlement Area is beginning to put pressure on what has been provided to date (array, quality, quantity). The Millbrook Valley Trails, the CMCC, Highlands Park and a few of the children's playgrounds are the best municipal facilities. The remaining municipal facilities are becoming increasingly dated and deficient assets. However, the trend is positive, with all new facilities being high quality.

Of all the municipal facilities, only the arena ice surface at the CMCC is close to being fully utilized.

## 5.6 Policies

The Municipality does not have the following policies which would be significant assets to assist with parkland acquisition and development/redevelopment, as well as to assist current and future planning for parks and facilities.

- A **Parkland Dedication (or Acquisition) By-law** to guide the characteristics and quality of parkland to be dedicated, and to define the condition of parkland to be assumed by the Municipality. **Note:** The need for strong policy in this area has been heightened by the many impacts of Bill 23 on the Ontario Planning Act which reduces the amount and quality of parkland and cash-in-lieu that can be requested by municipalities through development and redevelopment – as well as the municipality's ability to negotiate for adequate parkland.
- **Parkland Development Standards** to guide the planning and design of new parkland and the rejuvenation of existing parkland.
- **Parkland and Facility Provision and Planning Guidelines** to provide structure to and guide planning for the parks and open space system, as well as culture and recreation facilities. These guidelines will be provided in Vision 2035, the Parks and Recreation Plan.
- **Parkland Utilization Policy** to define the uses that are acceptable in various types of parks, trails and other related matters.
- **Facility Allocation Policies** to fairly allocate available time at heavily used facilities.

## 5.7 Opportunities

### 5.7.1 Partnerships/Strategic Alliances

There is considerable potential for additional partnerships/strategic alliances with other public agencies within the Township and the region, as well as the non-profit and commercial sectors. These endeavors could result in additional culture and recreation programming and events, joint venture facilities, preservation of natural heritage lands, trail expansion, etc. Strong support for partnerships was shown via the household survey conducted for this Plan.

### 5.7.2 Parkland Dedication

New residential development will provide additional Neighbourhood parkland, some Community parkland and considerable Natural Heritage Open Space. The challenge will be to increase the quality, quantity and distribution of Neighbourhood and Community parkland that is being dedicated.

**Note:** The new provincial Bill 23 will diminish by half, the amount of parkland that can be acquired (and cash-in-lieu of parkland) through medium and high residential development.

### 5.7.3 Designation of Township-owned Open Space to Parkland

There are numerous parcels of undeveloped/undesignated municipal open space that might be considered candidates to become parkland – to augment Neighbourhood parkland, Community sports-oriented parkland and Natural Heritage Open Space.

### 5.7.4 Linkages

There will be opportunities to create new and extend existing natural heritage open space and trail linkages throughout the Township, especially within the Millbrook Settlement Area.

### 5.7.5 The Natural Heritage System

The Natural Heritage System within the Township is extensive and valuable. As new residential, commercial and industrial development is planned, these lands should be preserved as municipal Natural Heritage Open Space (one of the categories of public open space that will be recommended in the Parks and Recreation Plan).

## 5.7.6 Kawartha Downs

Depending on how these lands are developed, Kawartha Downs may provide culture and recreation opportunities for Cavan Monaghan residents, as well as visitors to the Township.

## 5.7.7 The Millbrook Arena and Site

82.5% of household survey respondents (62.7 'strongly agreeing') would like to see the 72-year old former Millbrook Arena and site repurposed into a signature park to complement the downtown and provide valuable culture and recreation opportunities for residents and visitors. As introduced earlier, a recent engineering report estimated that at least \$5.25 million will be required to maintain the former Millbrook Arena in a safe and accessible, but status quo state for another 25 years.

## 5.7.8 Opportunities to Augment Parkland in Built-up and Developing Neighbourhoods

There are opportunities to augment parkland in built-up and developing neighbourhoods, including:

- conversion of undesignated municipal open space properties into parkland,
- partnering with others to create parkland (e.g., schools, churches, service clubs),
- encouraging others to provide parkland and preserve Natural Heritage Open Space (e.g., the development industry, land trusts, private landowners),
- converting some of the Township's Community-level parkland into Neighbourhood parkland (e.g., some of the undeveloped lands adjacent to the CMCC), and
- potentially other as yet unidentified opportunities.

## 5.8 Gaps in Leisure Services

### 5.8.1 Top Program and Facility Gaps

The research and analysis of the current supply of parks and open space, culture and recreation facilities, available programming, the administration of leisure services in the Township, the response from the community and user groups, as well as leisure trends as they all relate to current demand for leisure services has identified the following gaps that will be addressed in Phase Two of the planning process.

- Pre-school programming (this age cohort is currently above average as a percentage of the population)
- Children's programming, including summer and other camps (this age cohort is currently above average as a percentage of the population)
- Aquatic programming and facilities (likely have to be accommodated through cooperation with facility and program providers in nearby communities)

- Fitness/wellness programming and facilities (acknowledging that it is challenging to offer many types of fitness/wellness programming without a fitness centre, gymnasium and indoor swimming pool)
- Gym sport programming and facilities (acknowledging that it is challenging to offer many types of gym sports without a gymnasium)
- Rectangular field programming and facilities (children, youth and adults)
- Ball diamond programming and facilities (children, youth and especially adults)
- Creative arts programming and facilities (especially introductory and intermediate level for all ages)
- Performance arts programming and facilities (music, drama, dance)
- Racquet sport programming and facilities (especially pickleball, tennis and beach volleyball - demand is increasing and there are no facilities)
- Cycling programming and facilities (trails, on-road cycling routes, pump bike track – demand is increasing and there are insufficient or no facilities)
- Skateboard programming and facility (demand is increasing and there are no facilities)
- The quantity, quality and distribution of Neighbourhood parkland, especially in the Millbrook Settlement Area.
- The quantity of Community parkland that can accommodate additional outdoor and indoor culture and recreation facilities.

When survey respondents were asked about desired programming, the top activities were: aquatic programs, gym sports, arts and culture activities, and fitness programming.

When asked about most wanted facilities, the top five reported by household survey respondents were: indoor swimming pool, outdoor waterplay facility, trails, nature parks and playgrounds.

Household survey respondents were considerably less satisfied with indoor and outdoor recreation facilities that support active sports and recreation than trails, parks with low impact recreation facilities, and natural heritage parks.

Refer to **Appendix A** for the detailed report of survey results.

### **5.8.2 Priority to Invest in Leisure Services for Older Adults**

Since the older adult population is projected to more than triple by 2051, there will be accelerating demand for the types of facilities, parkland and programming of interest to that market. Some of the types of facilities and programming that will be required include:

- trails, walkways and sidewalks for walking and cycling
- nature appreciation and educational programs/opportunities, observation areas, and natural heritage open spaces
- park spaces that support quiet reflection
- community, sensory and pollinator gardens

- pickleball courts and programming (outdoor and indoor)
- performing arts facilities and programming (outdoor and indoor)
- creative arts facilities and programming
- indoor multipurpose activity space
- social gathering spaces, some with food
- fitness/wellness facilities and programming
- aquafit facilities and programming

**5.8.3 For Most Households, Only Some of Their Leisure Needs are Being Met within the Township**

The household survey reported that for 63% of respondents, only some or none of their household’s leisure needs are being met within the Municipality. Only 2.7% reported that all of their household’s needs are met. 91% of respondents noted that lack of programs and facilities was the main reason for going elsewhere.

**5.8.4 Priority for Investment in Culture and Recreation Facilities**

Survey respondents identified the following as the top 20 facilities (out of 36) in which they would like municipal taxes invested (in ranked order).

- |   |   |
|---|---|
| 1. Indoor swimming pool                                   | 12. Multipurpose outdoor sport courts   |
| 2. Outdoor waterplay facility                             | 13. Older adult recreation centre   |
| 3. Trails   | 14. Outdoor basketball courts   |
| 4. Nature parks   | 15. Rectangular fields  |
| 5. Playgrounds  | 16. Gymnasium   |
| 6. Libraries  | 17. Facilities to accommodate creative art, handcrafts and artisan activities |
| 7. Farmers markets  | 18. Baseball and softball diamonds  |
| 8. Outdoor skating rink                                   | 19. Tennis courts   |
| 9. Youth recreation centre                                | 20. Multipurpose activity and meeting rooms                                   |
| 10. Indoor fitness facility (aerobic and equipment-based) |   |
| 11. Picnic areas/pavilions                                |   |

**5.8.5 Higher Priority for Parks and Recreation Services**

89.5% of household survey respondents would like to see parks and recreation services become a higher priority of the Municipality.

**5.8.6 The Need to Acquire Additional Land to Accommodate Some Culture and Recreation Facilities**

To accommodate facilities that require large land areas (e.g., rectangular fields, ball diamonds, and indoor culture and recreation facilities), the Municipality will have to acquire additional suitable parkland. Purchase is one option, but it may be possible to

designate some of the Township-owned undeveloped/undesignated open space for this purpose. Investigation of candidate properties will be required to assess suitability.

**Note:** Parkland acquired through residential and commercial development and redevelopment is intended to provide suitable Neighbourhood parkland for new neighbourhoods, or cash-in-lieu of parkland to acquire parkland nearby or to assist with the development of parkland in other locations. Developable Community-level parkland is seldom acquired through parkland dedication.

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# Appendix A: Parks and Recreation Household Survey, Township of Cavan Monaghan, 2022

## A.1 Introduction

This survey was prepared to gather information and public opinion in support of the Township’s Parks and Recreation Plan – Vision 2035. The survey was designed to gather information from households rather than individual residents. Based on the average household size of 2.8 persons, the 319 responses to the survey represented approximately 900 residents. The survey was open from June 20 to August 8, 2022. The response to survey questions and analysis is reported below.

## A.2 Culture and Recreation Activities that Household Members Participated in at Least a Few Times in the Past Year Within the Township and Elsewhere

**Figure A-1: Activities of Interest to at Least 10% of Household Members**

Activity	%	Activity	%
1. Walking and/or hiking	75%	25. Aerobic fitness program and/or weight training	24.7
2. Swimming for pleasure and/or fitness	54.8	26. Gymnasium sports (basketball, volleyball, badminton, etc.)	32.4
3. Attend festivals, parades and seasonal events	50.6	27. Visit art galleries and art shows	23.4
4. Use of playground equipment	48.1	28. Visit museums and historic sites	23.4
5. Use of library services	48.1	29. Baseball and/or softball	22.2
6. Attend theatre and concerts (including outdoor events)	45.9	30. Arts and craft activities and programs	21.9
7. Tobogganing	45.3	31. Bowling	21.2
8. Reading	44.0	32. Day camps (sports, arts, technology, outdoor recreation, etc.)	20.3
9. Casual/recreational skating	42.4	33. Cross-county skiing	19.6
10. Camping	42.4	34. Boating and fishing	19.3
11. Soccer	39.2	35. Gymnastics	19.3
12. Attend hand craft/artisan exhibitions and shows	35.4	36. Photography	19.3
13. Ice hockey	35.1	37. Life-long learning courses	19.3
14. Nature appreciation/nature study/orienteering/bird watching/geo-caching	34.8	38. Off-road cycling	19.0
15. On-road cycling	34.5	39. Downhill skiing	17.4
16. Picnicking	33.9	40. Ball hockey	16.5
17. Cards and board games	33.5	41. Pre-school programs	16.1
18. Music	33.2	42. Youth programs	16.1
19. Swimming lessons	32.0	43. Dance	15.5
20. Volunteering	31.0	44. Fine art activities and programs	13.0
21. Attend sporting events	27.9	45. Older adult programs/activities	12.7
22. Running and/or jogging	27.2	46. Disc sports (ultimate frisbee, disc golf)	11.4
23. Children’s programs	26.3	47. Beach volleyball	10.4
24. Golf	25.3		



Sixty-four activities were listed in this question. The top 47 activities that were of interest to at least ten percent of households are noted in **Figure A-1**. At 75%, walking and/or hiking was well out in front as the top recreation activity in which respondents participated. Rounding out the top ten includes swimming for pleasure and/or fitness (54.8%); attending festivals, parades and seasonal events (50.6%); using playgrounds (48.1%); using library services (48.1%); attending theatre and concerts (including outdoor events) (45.9%); tobogganing (45.3%); reading (44%); casual/recreational skating (42.4%); and camping (42.4%).

What is notable is the high popularity of many non-sport, non-team activities. Also notable is that some of the most popular activities do not align with the types of leisure activities and programming that are typically the foundation of most municipal parks and recreation systems. Examples include attending festivals, parades and seasonal events; attending theatre and concerts; reading; casual/recreational skating; and camping. Soccer is ranked 11<sup>th</sup>, ice hockey is ranked 13<sup>th</sup>, and baseball and/or softball is ranked 29<sup>th</sup>. Participation in some popular activities was dampened by the lack of facilities and programs in Cavan Monaghan, as well as the quality of some facilities and programs (e.g., swimming lessons, fitness programming, gymnasium sports, day camps, pre-school programs, youth programs, dance programs, fine art activities and programs, and older adult programs).

It should be noted that the Township's program development and participation was heavily impacted by the onset of Covid 19 in early 2020 and closely coincided with the opening of the new Cavan Monaghan Community Centre (CMCC) in September 2019. That event greatly reduced utilization of all components of the CMCC for 2020 and 2021. Over the next couple of years, that is expected to change.

It should also be noted that Covid-19 will have influenced some of the leisure activities in which residents participated over the past couple of years. The pandemic kept residents closer to home and more intensely utilizing community parks and facilities, especially outdoor venues like trails and local parks. This phenomenon may have elevated participation rates in outdoor leisure activities that are 'individualistic and small group' in nature (e.g., walking hiking, appreciating nature, tobogganing, reading, and using playgrounds after they were opened for use).

Under 'other comments', respondents added a few leisure activities to the list of favourites (e.g., quilting, rock climbing, equestrian activities, genealogy, croquet, special needs recreation and social programs, ATVing, off-road vehicle use, snowshoeing, hunting, and snowmobiling).

### A.3 Generally, What Proportion of Your Household’s Culture and Recreation Needs are Being Met Within the Township of Cavan Monaghan?

- All 2.65%
- Most 14.24%
- About Half 19.21%
- Some 50.99%
- None 12.25%
- Don’t Know 0.66%

This response is typical of a rural community with a relatively small population that is located adjacent to or near a relatively large municipality like Peterborough and is located within a resource-rich region like the Kawartha Lakes. Being within one and a half hours from Toronto also provides easy access to high level leisure opportunities that are available in metropolitan areas.

However, the response to this question illustrates that only about 17% of respondents have all or most of their culture and recreation needs met within the Township. For only 19% of respondents, about half of their culture and recreation needs are being met within the Township. For about 12% of respondents, none of their leisure needs are being met within the Township. These are very low numbers that illustrate that very few of the culture and recreation interests of Township residents are being met by the facilities and programming that are currently available within Cavan Monaghan. The reasons are noted below.

### A.4 Why Do Members of Your Household have to Travel Outside of the Township to Participate in Some of Your Favourite Culture and Recreation Activities? (Check all that apply.)

- Facilities/programs are not available in the Township 90.81%
- Facilities/programs are not available in the Township when we are available 20.14%
- Quality of facilities or programs are better elsewhere 18.37%
- Tournaments/special events/travel teams 10.95%
- Closer to other activities or shopping 9.89%
- Less expensing elsewhere 6.36%
- Closer to work or school 4.59%

The reasons why respondents must travel outside the Township to participate in some of their favourite leisure activities are typical of small, rural communities like Cavan Monaghan. However, 91% is a very high proportion of residents who indicated that they have to leave the Township to participate in some of their favourite leisure activities. It speaks to the limited range of offerings available in the community. Adding to that,

approximately 18% of respondents indicated that 'better quality elsewhere' was a reason for travelling outside the Township to participate in some of their favourite leisure activities.

21 respondents offered additional thoughts on this question, some of which align with the seven choices offered. The following provide additional insight into why residents have to travel outside the Township to participate in their favourite leisure activities.

- Play sports with friends outside the area
- The focus on recreation offerings in the Township is principally hockey
- Some programs like dance moved to Peterborough when the Dorothy Stevens Room became unavailable for leisure programming
- Enjoy canoeing and camping in Crown lands
- Arts and culture activities are mostly outside the Township
- Picnic facilities are much better in other communities
- No off-leash dog park
- Township prohibited ATVing on public roads
- Not enough soccer fields
- Travel elsewhere to participate in geocaching

## **A.5 Culture and Recreation Programs that Household Members Would Like to See offered by the Township (either not available or in need of more)**

Question 4 was open-ended which allowed respondents to list anything that they chose, with the hope that most of the suggestions would focus on programming and related leisure activities as requested. Sixty types of programs and culture and recreation activities were suggested. However, there were also many facility suggestions, and requests for a greater number of and higher quality parks and open spaces.

**Programming and leisure activities** will be discussed first. By far the most popular activity was swimming. When swimming lessons, aquatic fitness classes and a swim club were combined, the total requests were 95. Gym sports (basketball, volleyball, badminton, indoor pickleball and gymnastics) totaled 49. Arts and culture activities made a strong showing with 44 requests. Fitness (floor-based, aerobic, weight training, Yoga and Pilates) totaled 34 requests.

Programs/activities with a score of 5 and higher are noted below. The score for each is noted in brackets.

- Swimming (64)
- Swimming lessons (27)
- Day camp (summer, PA Day, sports, kids, art, specialty) (22)
- Group fitness classes/aerobic fitness (21)
- Outdoor concerts/music festivals/Summerfest (16)
- Tennis (15)

- Basketball (14)
- Recreational skating (all ages/more and better times) (14)
- Dance programs/classes/dancing (all ages) (14)
- Gymnastics (11)
- Volleyball (10)
- Pickleball (9)
- Yoga (8)
- Children’s programming (sports, judo, softball, clubs) (8)
- Art classes/arts and crafts (all ages) (8)
- More hockey/affordable hockey/recreational hockey/more time for Minor Hockey (7)
- Soccer/co-ed soccer leagues (7)
- Youth programming/after school programs (6)
- Floor hockey/ball hockey (5)
- Badminton (5)
- Lacrosse (5)
- Softball/baseball (5)
- Weight training (5)
- Older adult programming (5)

**Figure A-6** contains the full list of programs and activities.

Also noted were desired **parks and open spaces**. Themes included a greater number of and higher quality parks and open spaces, more conservation/natural heritage open space lands, provide a park in downtown Millbrook, Mount Pleasant needs a park, and protect and enhance the greenspace at Jail Hill (former Millbrook jail lands).

**Figure A-7** contains the full list of parks and open space suggestions.

From the open-ended question about desired programming, the top ten requested **culture and recreation facilities** were as follows:

1. Indoor swimming pool (37)
2. Gymnasium (32)
3. Splash pad/waterplay facility (27)
4. Fitness facility (19)
5. Outdoor performance venue/gazebo/pavilion (11)
6. Skateboard facility (8)
7. Outdoor skating rink (8)
8. Second ice pad (7)
9. Rectangular fields (soccer, football, field lacrosse) (5)
10. Multipurpose program/meeting rooms (4)

Note that interest was very strong for an indoor swimming pool, a gymnasium, a splash pad/waterplay facility and a fitness facility.

**Figure A-8** contains the full list of suggested culture and recreation facilities.

## A.6 How Important Are the Following Types of Parks and Recreation Facilities to Your Household?

**Figure A-2: Importance of Parks and Recreation Facilities**

Types of Parks and Recreation Facilities	Not at All Important	Not Important	Important	Very Important	Don't Know/Don't Use
Indoor recreation facilities such as arenas, fitness facilities, multipurpose activity rooms, indoor soccer facility, indoor lacrosse facility, walking track, gymnasium	6.99% 20	8.74% 25	33.22% 95	49.30% 141	1.75% 5
Passive parks and open spaces that preserve some of our natural and built heritage	2.11% 6	3.51% 10	27.02% 77	65.61% 187	1.75% 5
Trails and pathways (hard surface and natural)	1.06% 3	4.58% 13	25.70% 73	66.55% 189	2.11% 6
Outdoor recreation facilities such as ball diamonds, sports fields, basketball courts, running tracks, etc.	4.95% 14	13.43% 38	36.75% 104	42.76% 121	2.12% 6
Other more passive types of recreation facilities such as picnic areas, playgrounds, fishing ponds, community garden, etc.	2.10% 6	7.34% 21	35.66% 102	52.45% 150	2.45% 7

The response to this question indicates that although all types of culture and recreation assets are important to residents, **trails and natural heritage parkland** are the most important, followed by **other passive parkland** that contain facilities such as picnic areas, playgrounds, fishing ponds and community gardens.

## A.7 How Satisfied is Your Household with the Following Types of Parks and Recreation Facilities that are Available in Cavan Monaghan?

**Figure A-3: Satisfaction with Parks and Recreation Facilities**

Types of Parks and Recreation Facilities	Not at All Satisfied	Marginally Satisfied	Reasonably Satisfied	Very Satisfied	Don't Know
Indoor recreation facilities such as arenas, fitness facilities, multipurpose activity rooms and indoor soccer facility, indoor lacrosse facility, walking track, gymnasium	22.06% 62	28.83% 81	31.32% 88	10.68% 30	7.12% 20
Passive parks and open spaces that preserve some of our natural and built heritage	4.98% 14	17.44% 49	47.69% 134	28.47% 80	1.42% 4

Types of Parks and Recreation Facilities	Not at All Satisfied	Marginally Satisfied	Reasonably Satisfied	Very Satisfied	Don't Know
Trails and pathways (hard surface and natural)	3.21% 9	13.93% 39	38.57% 108	42.86% 120	1.43% 4
Outdoor recreation facilities such as ball diamonds, sports fields, basketball courts, running tracks, etc.	16.43% 46	28.57% 80	36.43% 102	6.79% 19	11.79% 33
Other more passive types of recreation facilities such as picnic areas, playgrounds, fishing ponds, community gardens, etc.	8.90% 25	23.49% 66	45.55% 128	16.37% 46	5.69% 16

Satisfaction is very high for trails and pathways (81.43%), followed by natural heritage parkland and open space (76.16%).

Satisfaction is lowest for outdoor sport facilities (43.22%) and indoor recreation facilities (42.0%). It should be noted that 11.8% of respondents didn't know enough about outdoor sport facilities to rate them (highest level of 'don't know'). 7.12% of respondents didn't know enough about indoor recreation facilities to rate them (second highest level of 'don't know').

## A.8 Opinion About Investing in Culture and Recreation Facilities

Respondents were asked how they would like their municipal taxes invested in various types of culture and recreation facilities (either to improve existing facilities or to provide new ones). A five-point scale was provided ranging from 'Don't Spend' to 'Definitely Spend'. A 'weighted average score' was calculated for each type of facility. The higher the score, the stronger the support for investment. Using the weighted score, facilities have been ranked from highest to lowest. See below for the ranking and the scores.

Half (19) of the facility types scored 2.5/5.0 and higher, with indoor swimming pool leading the list, followed by outdoor waterplay facility, trails, nature parks, playgrounds, libraries, farmers market, outdoor skating rink, youth recreation centre, indoor fitness facilities, picnic areas, older adult recreation centre, outdoor basketball court, rectangular fields, gymnasias, facilities to accommodate creative arts, baseball and softball diamonds, and tennis courts.

It should be noted that just because a facility type scored below 2.5 that it is not important. Some types of facilities are 'niche' in that they cater to a smaller, but very enthusiastic market (e.g., specialized biking, beach volleyball, indoor soccer, curling, indoor lacrosse, boat launches, etc.). Some types of facilities cater to emerging interests (e.g., pickleball and outdoor fitness).

Of note is that a second ice pad scored in the bottom third of facilities. (22 out of 36). An indoor lacrosse facility scored last, and an indoor soccer facility scored 26 out of 36.

**Figure A-4: Scores and Ranking for Municipal Investment in Culture and Recreation Facilities**

FACILITIES	1 Don't Spend	2	3	4	5 Definitely Spend	0 Don't Know	Weighted Average
Indoor swimming pool	12.92% 35	5.90% 16	10.70% 29	12.92% 35	56.83% 154	0.74% 2	<b>3.93</b>
Outdoor water play facility	9.85% 27	7.30% 20	17.52% 48	14.96% 41	49.64% 136	0.73% 2	<b>3.85</b>
Trails	8.21% 22	8.58% 23	18.28% 49	17.16% 46	45.15% 121	2.61% 7	<b>3.75</b>
Nature parks (e.g., Millbrook Conservation Area)	8.39% 23	8.76% 24	19.71% 54	17.15% 47	42.34% 116	3.65% 10	<b>3.65</b>
Playgrounds	7.69% 21	8.79% 24	25.27% 69	23.08% 63	33.70% 92	1.47% 4	<b>3.62</b>
Libraries	10.29% 28	9.19% 25	19.49% 53	20.59% 56	37.87% 103	2.57% 7	<b>3.59</b>
Farmers market	8.73% 24	9.45% 26	23.27% 64	22.55% 62	33.82% 93	2.18% 6	<b>3.57</b>
Outdoor skating rink	13.82% 38	8.00% 22	24.36% 67	20.36% 56	32.36% 89	1.09% 3	<b>3.46</b>
Youth recreation centre	8.76% 24	8.03% 22	24.82% 68	27.01% 74	27.01% 74	4.38% 12	<b>3.42</b>
Indoor Fitness facility (aerobic and equipment-based)	14.60% 40	10.95% 30	21.53% 59	16.42% 45	34.67% 95	1.82% 5	<b>3.40</b>
Picnic areas and pavilions	13.19% 36	11.72% 32	22.34% 61	23.08% 63	27.11% 74	2.56% 7	<b>3.32</b>
Multi-purpose outdoor sport courts	16.04% 43	11.19% 30	27.24% 73	19.03% 51	22.76% 61	3.73% 10	<b>3.10</b>
Older adult recreation centre	14.29% 39	13.55% 37	25.27% 69	22.34% 61	19.41% 53	5.13% 14	<b>3.04</b>
Outdoor basketball courts	17.78% 48	21.85% 59	30.00% 81	15.93% 43	11.48% 31	2.96% 8	<b>2.73</b>
Rectangular fields (soccer, football, rugby, cricket)	22.96% 62	18.15% 49	25.19% 68	14.81% 40	15.56% 42	3.33% 9	<b>2.72</b>

<b>Gymnasia</b>	23.22% 62	14.98% 40	20.60% 55	16.48% 44	17.60% 47	7.12% 19	<b>2.69</b>
<b>Facilities that accommodate creative art, hand craft and artisan activities</b>	24.18% 66	21.61% 59	20.51% 56	16.12% 44	15.02% 41	2.56% 7	<b>2.68</b>
<b>Baseball and softball diamonds</b>	21.77% 59	21.03% 57	25.83% 70	14.76% 40	12.92% 35	3.69% 10	<b>2.65</b>
<b>Tennis courts</b>	24.81% 67	24.81% 67	24.44% 66	12.59% 34	10.74% 29	2.59% 7	<b>2.52</b>
<b>Multipurpose activity and meeting rooms</b>	34.07% 92	18.15% 49	23.70% 64	8.15% 22	11.85% 32	4.07% 11	<b>2.33</b>
<b>Skateboard facility</b>	30.63% 83	20.30% 55	20.30% 55	13.65% 37	8.86% 24	6.27% 17	<b>2.31</b>
<b>Museums and historic sites</b>	36.53% 99	19.93% 54	17.34% 47	11.44% 31	10.70% 29	4.06% 11	<b>2.28</b>
<b>Second ice pad</b>	47.60% 129	11.81% 32	11.81% 32	8.86% 24	16.97% 46	2.95% 8	<b>2.27</b>
<b>Indoor performance facility</b>	30.63% 83	17.71% 48	20.66% 56	11.07% 30	9.96% 27	9.96% 27	<b>2.22</b>
<b>Outdoor ball hockey facility</b>	34.21% 91	21.80% 58	22.18% 59	10.90% 29	5.64% 15	5.26% 14	<b>2.16</b>
<b>Pickleball courts</b>	38.29% 103	18.59% 50	16.73% 45	10.78% 29	9.29% 25	6.32% 17	<b>2.15</b>
<b>Indoor soccer facility</b>	43.80% 120	17.88% 49	17.52% 48	7.30% 20	10.58% 29	2.92% 8	<b>2.14</b>
<b>Beach volleyball courts</b>	38.66% 104	20.07% 54	18.59% 50	9.29% 25	8.55% 23	4.83% 13	<b>2.14</b>
<b>Outdoor running track</b>	40.89% 110	21.19% 57	18.22% 49	8.55% 23	7.81% 21	3.35% 9	<b>2.11</b>
<b>Specialized bicycle facility (BMX, Pump Bike)</b>	40.44% 110	20.59% 56	17.65% 48	8.82% 24	8.09% 22	4.41% 12	<b>2.10</b>
<b>Outdoor performance facility</b>	36.30% 98	17.41% 47	18.52% 50	7.04% 19	10.00% 27	10.74% 29	<b>2.05</b>
<b>Outdoor fitness gym</b>	43.70% 118	18.15% 49	18.89% 51	6.67% 18	7.78% 21	4.81% 13	<b>2.02</b>
<b>Boat launches</b>	42.64% 113	12.83% 34	16.23% 43	8.68% 23	9.81% 26	9.81% 26	<b>2.01</b>



<b>Art gallery</b>	54.61% 148	13.28% 36	14.02% 38	9.23% 25	6.27% 17	2.58% 7	<b>1.92</b>
<b>Curling rink</b>	50.56% 135	14.61% 39	17.23% 46	7.87% 21	5.62% 15	4.12% 11	<b>1.91</b>
<b>Indoor Lacrosse facility</b>	50.38% 134	22.93% 61	13.91% 37	3.76% 10	4.89% 13	4.14% 11	<b>1.71</b>

## A.9 Perspectives on Parks and Recreation

Respondents were asked about their level of agreement/disagreement with the following five statements.

**Figure A-5: Agreement with Statements about Parks and Recreation**

Statements	Strongly Disagree	Disagree	Agree	Strongly Agree	Total
Parks and recreation services should be a higher priority for Cavan Monaghan.	3.27% 9	7.27% 20	50.91% 140	38.55% 106	275
Your household is generally aware of the range of culture and recreation programs, activities and facilities that are available in Cavan Monaghan.	2.91% 8	14.18% 39	64.73% 178	18.18% 50	275
Cavan Monaghan should continue to partner with community groups (e.g., schools, library, conservation authority) to provide some culture and recreation programming and facilities.	3.28% 9	2.55% 7	54.38% 149	39.78% 109	274
In addition to helping others provide culture and recreation programming, the Township should provide more programming directly.	3.68% 10	16.91% 46	58.82% 160	20.59% 56	272
Cavan Monaghan should increase taxes to improve parks and recreation facilities.	21.98% 60	32.23% 88	37.00% 101	8.79% 24	273

There is strong support for the first four statements (ranging from 79.4% to 94.2% 'agree' and 'strongly agree'). The practice of the Municipality partnering with others to provide programming, public open space and public access to non-municipal facilities received the greatest support. Although making parks and recreation services a higher priority received the second highest support at 89.46%, raising taxes to improve parks and recreation services was supported by only 45.8% of respondents. However, that is a relatively high percentage of support for raising taxes to improve a municipal service. At 79.4%, the recent trend of the Municipality becoming more involved in direct programming received strong support.

## A.10 Options for the Future of the Millbrook Arena and Property

One of the purposes of the Parks and Recreation Plan is to determine the future of the 72-year-old Millbrook arena and property. Information about the facility, the estimated \$4.2 million capital cost (increased to \$5.25 million) to maintain it in status quo condition for 25 years, as well as unknown additional capital investment that would be required to make some improvements to the facility to increase its functionality and appeal was provided as context to the four options for its future that were presented in the survey.

### Analysis

As can be seen from the responses below, there was very weak support for the two options that would see the Municipality invest heavily to retain the building for the next 25 years, as well as the option to sell the property for redevelopment. There was slightly stronger support for investing more than \$5.25 million into the building to make it a bit more useful and appealing (27.5% support for greater investment in improvements compared to 17.9% support for less investment which would maintain the status quo). There was a similar level of support for investing more into the building and selling the site for redevelopment (27.5% and 29.2% respectively).

Option Three received the strongest support. That option proposed to raise the building and convert the site and adjacent Needler's Lane into a high-quality downtown community park that would be integrated into surrounding parkland and facilities, and with strong pedestrian links to the downtown. 82.5% of respondents agreed with this option, with 62.7% 'strongly agreeing'.

### Option One

Invest in the order of \$4.2 million (now \$5.25 million) into the building and site to maintain the facility as status quo for another 25 years and to renovate it to meet accessibility requirements. This investment would only support uses that are similar to current uses e.g., soccer, lacrosse, cricket. Assuming current uses are maintained, the annual operating deficit will be in the order of \$30,000 plus annual inflation. Please indicate the degree to which your household agrees or disagrees with Option One for the future of the Millbrook Arena and property.

### Response

▪ Strongly disagree	55.73%
▪ Disagree	26.34%
▪ <b>Subtotal</b>	<b>82.07%</b>
▪ Agree	13.74%
▪ Strongly agree	4.20%
▪ <b>Subtotal</b>	<b>17.94%</b>

## Option Two

Invest considerably more than \$4.2 million (now \$5.25 million) into the building and site (interior and exterior) to extend its life for another 25 years and increase its functionality and appeal to support a few more uses. Possible uses will depend on how the interior might be able to be transformed. The intent would be to have a facility that could be utilized year-round. Even if well utilized year-round, there will likely be an annual operating deficit. Limited parking will continue to be a major shortcoming. Please indicate the degree to which your household agrees or disagrees with Option Two for the future of the Millbrook Arena and property.

### Response

▪ Strongly disagree	49.62%
▪ <u>Disagree</u>	<u>22.90%</u>
▪ <b>Subtotal</b>	<b>72.52%</b>
▪ Agree	20.99%
▪ <u>Strongly agree</u>	<u>6.49%</u>
▪ <b>Subtotal</b>	<b>27.48%</b>

## Option Three

Replace the building with a high-quality downtown community park that may accommodate some combination of facilities such as a farmer's market, an outdoor stage or gazebo, pathways, gardens, trees, an area for quiet reflection, a picnic area, an outdoor exercise gym, a waterplay facility, an unstructured grass area, etc. With the proposed closure of Needler's Lane, the park could be integrated into the surrounding parkland and facilities (Needler's Mill, the pond, the Millbrook Valley Trail). Via walkways, it would be linked to the downtown. Please indicate the degree to which your household agrees or disagrees with Option Three for the future of the Millbrook Arena property.

### Response

▪ Strongly disagree	9.13%
▪ <u>Disagree</u>	<u>8.37%</u>
▪ <b>Subtotal</b>	<b>17.50%</b>
▪ Agree	19.77%
▪ <u>Strongly agree</u>	<u>62.74%</u>
▪ <b>Subtotal</b>	<b>82.51%</b>

### Option Four

Sell the property and allow for a developer or business opportunity to invest in the downtown. This could support a new revitalization plan and provide more commercial and/or housing development. Please indicate the degree to which your household agrees or disagrees with Option Four for the future of the Millbrook Arena property.

#### Response

▪ Strongly disagree	57.95%
▪ Disagree	12.88%
▪ <b>Subtotal</b>	<b>70.83%</b>
▪ Agree	16.29%
▪ Strongly agree	12.88%
▪ <b>Subtotal</b>	<b>29.17%</b>

## A.11 Demographic Profile of Survey Respondents and Comparison to the Township Population (2021 Census)

Four questions were asked about the demographic profile of survey respondents.

Many of the households responding to the survey appear to be family-oriented with 14% having three household members, 30.8% having four household members and 17.5% having five household members. Only 29.7% of responding households represented two-person households. Compared to the 2021 census, two-person households are under-represented in the survey sample and respondents with three or more household members are considerably over-represented.

Given the apparent family-oriented nature of the survey sample, it is not surprising that respondents are a little younger and bit more affluent than the 2021 census profile of the Township population. Children and youth are over-represented and young adults and residents age 55+ are under-represented in the survey sample. The proportion of adults who are age 35 to 54 in the survey sample is similar to the census population.

**Note:** Although the term “ward” is no longer used to define the area that municipal councilors serve, it was in the household survey because it was felt that people still relate to them when thinking about where they live.

At 3.44%, North Monaghan Ward appears to be under-represented in the survey sample.

Given those differences, a bit more weight should be given to the responses from young and older adults, and a little less weight should be given to the responses that relate to children and youth.

Increased weight should be given to any requests for programming, parkland and facilities for North Monaghan Ward.

## Including Yourself, How Many People Live in Your Household?

# of Persons Per Household	Survey Respondents	2021 Census
1	1.90%	1.55%
2	29.66%	38.60%
3	13.69%	17.89%
4	30.80%	17.32%
5	17.49%	NA
5+	26.95%	10.99%
6	4.94%	NA
7 or more	1.52%	NA

## Age Characteristics of Respondents

Age Category	Survey Respondents	2021 Census
0-4	10.72%	5.84%
5-9	13.48%	6.04%
10-14	9.49%	5.94%
15-19	7.20%	4.94%
20-34	11.94%	15.01%
35-49	20.52%	18.02%
50-54	5.36%	5.94%
55-64	5.36%	16.88%
65-74	8.27%	12.38%
75+	3.52%	8.54%

## In What Part of the Township Do You Live?

▪ Cavan Ward	29.01%
▪ Millbrook Ward	67.56%
▪ North Monaghan Ward	3.44%

## What is the Total Income of Your Household Before Taxes?

Income Categories	Survey Respondents	2021 Census (2020 data)
Under \$20,000	0.42%	2.25%
\$20,000 - \$39,999	4.17%	7.75%
\$40,000 – \$59,999	7.08%	10.14%
\$60,000 – \$79,000	10.42%	12.39%
\$80,000 - \$99,999	14.58%	11.97%
\$100,000 and over	63.33%	55.49%

**Figure A-6: Culture and Recreation Programming Suggested Via the Household Survey – Question 4**

<b>Suggested Programs and Activities</b>	<b>Frequency</b>
Swimming	64
Swimming lessons	27
Swim team	1
Aqua-fit classes	4
More public/recreation skating/adult recreational skating	15
Outdoor recreational skating	2
Ringette	1
Skating lessons, figure skating	2
More hockey/affordable hockey/rec hockey/more time for Minor Hockey	7
NHL hockey games at CMCC	1
Roller blading/roller skating	2
Floor hockey/ball hockey	5
Basketball	15
Volleyball	11
Beach volleyball	4
Badminton	5
Gymnastics	11
Judo	1
Pickleball	9
Tennis	15
Squash	2
Racquetball	1
Roller skating	3
Skateboarding	1
Lacrosse	5
Softball/baseball	5
Soccer/co-ed outdoor soccer leagues	7
Indoor soccer	2
Football	1
Cricket	1
Pick-up/drop-in sports/open gym time for youth/adults/families	4
Sport nights	1
Parkour (extreme obstacle course sport)	1
Rock climbing	1
Bowling	1
Nordic/cross country skiing	1
Alpine skiing	1
ATVs on roads	1
Cycling	1
Camping	1
Archery	1
Lawn bowling	1
Curling	2
Aerobics/fitness classes/group fitness/accessible fitness classes	21
Weight training	5
Running club/program	2
Karate	1
Yoga	8

Pilates	2
Health classes	1
Children's programming (sports, judo, softball, Kid's clubs, recreation)	8
Infant and toddler programs	4
Daycare	1
Youth programming/after school programs	6
Summer camps/day camps/specialty camps/kid's camp/art camp/PA Day camps/sports	22
Scouts and Guides	2
Family programs	1
Adult recreation programs/leagues (not hockey)	2
Adult special interest classes and events	1
Lady's Night program	2
Bridge	1
Chess	1
Older adult programming	5
Outdoor concerts/music festivals/ Summer Fest	16
Indoor concerts/theatre/performance programs and related activities	3
Art festivals/shows	4
Food Festival	1
Photography	1
Art classes/arts and crafts/art programs	8
Art festivals/shows	4
Music	4
Dance programs/events/classes (all ages)	14
Indigenous programs	1
Inter-cultural activities	1
Culinary classes	3
Outdoor ed/environmental ed programs	4
Guided hikes	1
Picnic	1
History program/presentations	2
Life coaching	1
Author reading	1
Lectures	1
Civics classes	1
Library programs	1
Increased equity for girl's sports	1

**Figure A-7: Suggestions for Parkland/Open Space Via the Household Survey – Question 4**

<b>Suggestions</b>	<b>Frequency</b>
More conservation lands/parklands and more outdoor natural facilities/untamed natural settings	3
More open park space/more green space/more parks/better parks/ parks and areas for children to play and seniors to meet/ multi-purpose green space to support sports	6
Replace old arena with green space/a downtown park in Millbrook/provide a venue for some outdoor recreation activities	2
Mount Pleasant needs a park	1
Protection and enhancement of greenspace at Jail Hill	1

**Figure A-8: Suggestions for Culture and Recreation Facilities Via the Household Survey – Question 4**

<b>Suggested Facilities</b>	<b>Frequency</b>
Indoor swimming pool/therapy pool/sauna	37
Outdoor swimming pool	4
Splash pad/waterplay park	27
Gymnasium/badminton, volleyball, basketball courts	32
Fitness centre	19
Outdoor fitness gym	1
Outdoor running track	1
Squash courts	1
Outdoor performance venue/gazebo/pavilion/year-round entrainment venue	11
Indoor concert venue	2
Community/family gathering place/outdoor	2
Pump bike track	3
Skateboard facility	8
Walking/hiking trails (better maintained)	3
Equestrian trails	1
Multi-use/ATV/snowmobile trails	3
Cross-country ski trails	1
ATVs on township roads	2
On-road bike lanes	2
Mountain bike trails	1
Dirt bike trails	1
Second ice pad	7
Outdoor skating rink (Lit)	8
Disc golf course	1
Multipurpose rooms for meeting and programming/rental space for children's parties/support creative art programs	4
Community kitchen to support culinary classes (not just a warm-up kitchen)	1
Games room	1
Baseball diamonds (quality, adult scale)	3
Rectangular fields (soccer, lacrosse, football)	5
Tennis courts (outdoor)	3
Indoor tennis facility	1
Multi-sport courts (tennis, pickleball, basketball)	1
Ball hockey court (outdoor)	1
Basketball courts	2
Croquet court	2
Indoor lacrosse facility (old Millbrook Arena)	1
Off-leash dog park	2
Picnic area with shelter	2
Art/sculpture gallery	2
Showcase inside workings of Needlers Mill (they are in storage)/information centre/history of the mill and Millbrook	1
Playgrounds	2
Farmers market	1
Shooting range	1
Whitfield Landing – repair/the place is a mess	1



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## Appendix B: Requests for Additional Ice Time at the CMCC from the User Group Survey

Figure B-1: Indications of Ice Time Utilization and Current and Future Needs as Expressed Via the User Group Surveys, 2022

Group	Hours Currently Regularly Booked	Additional Hours Requested to Meet Current Demand	Hours Requested to Meet Future Demand
<b>Millbrook District Minor Hockey Assoc.</b> Mostly age 4-17	<ul style="list-style-type: none"> <li>36.0 hrs./wk.</li> <li>4 weeknights + Sat &amp; Sun</li> </ul>	<ul style="list-style-type: none"> <li>28-38 hrs./wk. are booked at Bewdley CC, Manvers CC and Cobourg CC</li> <li>Could expand their current program if more ice time was avail.</li> <li>Suggested: Mini Stick arena, skate sharpening service, indoor play equipment, shaded shelter for outdoor playground/splash pad and outdoor floor/road hockey area for dry-land training + an outdoor skating rink</li> </ul>	<ul style="list-style-type: none"> <li>25% enrollment increase since Covid</li> <li>2 more teams for the 22/23 season</li> <li>Plan to offer minor sports programming in conjunction with CHF and OMHA</li> <li>Could consider off-season programming/camps if enrollment &amp; volunteer support was sufficient.</li> <li>Second ice pad</li> <li>Would like CMCC to be home of Millbrook Stars</li> </ul>
<b>Millbrook Skating Club</b> (skating lessons & figure skating) Age 3-18	<ul style="list-style-type: none"> <li>4.5 hrs./wk.</li> </ul>	<ul style="list-style-type: none"> <li>Ice time at CMCC meets current demand.</li> </ul>	<ul style="list-style-type: none"> <li>As the local population increases, so should demand for lessons and figure skating. To maintain Skate Canada's skater to instructor ratio, more ice would be required.</li> </ul>
<b>Millbrook Maple Leaf's Hockey Club</b> Men age 35+ Semi-competitive Play with Superbees, Cavan Blazers & Bannerman Razerbacks in unofficial over-35 league.	<ul style="list-style-type: none"> <li>1.5 hrs./wk.</li> </ul>	<ul style="list-style-type: none"> <li>For 'away' games they play at Bewdley CC, Healthy Planet Arena, Norwood Arena, Manvers CC &amp; Douro Arena</li> </ul>	<ul style="list-style-type: none"> <li>Status quo anticipated.</li> </ul>
<b>Millbrook Superbees Hockey Club</b> Men age 35+ Semi-competitive	<ul style="list-style-type: none"> <li>4.0 hrs. on Sundays</li> </ul>	<ul style="list-style-type: none"> <li>Hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>Status quo anticipated.</li> </ul>
<b>Cavan Blazers</b> Men age 35+ Semi-competitive	<ul style="list-style-type: none"> <li>1.5 hrs./wk.</li> </ul>	<ul style="list-style-type: none"> <li>Hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>If additional ice time could be accessed at a reasonable time slot, there may be potential to increase membership as population grows.</li> <li>A second ice will be needed.</li> </ul>
<b>Overtime Hockey Club Inc.</b> Hockey for age 5-16 (training & leagues)	<ul style="list-style-type: none"> <li>Seasonal user</li> <li>Book ice in late spring or late summer (typically 30-40 hrs./wk.)</li> </ul>	<ul style="list-style-type: none"> <li>Use 10-12 hrs./wk. in other arenas.</li> </ul>	<ul style="list-style-type: none"> <li>Anticipate demand to increase with population growth.</li> <li>A second ice pad will be needed.</li> </ul>
<b>Vintage Hockey</b> (semi-competitive league for older adults)	<ul style="list-style-type: none"> <li>2.0 hrs./wk. (Wed. &amp; Thurs.)</li> </ul>	<ul style="list-style-type: none"> <li>Hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>Don't anticipate future growth and additional ice time requirements.</li> </ul>
<b>Public Access Skating</b>	<ul style="list-style-type: none"> <li>12 hrs./wk. (10 daytime hrs. M-F) + 1 hr.</li> </ul>	<ul style="list-style-type: none"> <li>From the household survey, there was a strong request for more ice time for this activity, especially in prime time.</li> </ul>	<ul style="list-style-type: none"> <li>Demand is expected to increase with population growth.</li> </ul>

	Fri. 4-5 pm & 1 hr. Sun. 1-2		
<b>Ice Wizards</b> Rec. hockey for women age 40+		<ul style="list-style-type: none"> <li>If one more hr./wk. was available, they would try to run a four-team league.</li> </ul>	<ul style="list-style-type: none"> <li>New members are expected to replace older participants as they age out of the sport.</li> <li>Eventual need for second ice pad.</li> </ul>
<b>Sunday Night Men's Hockey League</b> Rec. hockey for age 18+ (one-weekly hockey)	<ul style="list-style-type: none"> <li>4.0 hrs./wk. (Sunday evenings)</li> <li>Only use CMCC</li> </ul>	<ul style="list-style-type: none"> <li>Hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>With population growth &amp; the new CMCC, demand for this group should grow.</li> <li>Before Covid, there was always a wait list.</li> <li>Membership could double in 10 years.</li> </ul>
<b>Crestwood Boy's Hockey</b> (age 14-17)	<ul style="list-style-type: none"> <li>3.5 hrs./wk.</li> <li>1.5 hrs. at Ptbo. arenas</li> </ul>	<ul style="list-style-type: none"> <li>CMCC &amp; other hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>No prediction about future demand indicated (assume current hrs. will meet future needs).</li> </ul>
<b>GSR Personal Training (Scott Rye)</b> Hockey conditioning & skills training	<ul style="list-style-type: none"> <li>1.0 hr./wk. at CMCC</li> <li>use 1-3 hrs./wk. of ice time at other arena &amp; also use a private gym (1-8 hrs./wk.)</li> </ul>	<ul style="list-style-type: none"> <li>Current ice &amp; gym time is adequate to meet current needs.</li> </ul>	<ul style="list-style-type: none"> <li>Demand for service may grow with increase in local &amp; regional population.</li> </ul>
<b>Bill Andrews</b> Men's age 55+ Rec. Hockey (Peterborough)	<ul style="list-style-type: none"> <li>3.0 hrs./wk.</li> <li>12:00 noon to 1:30</li> </ul>	<ul style="list-style-type: none"> <li>Hrs. meet current demand.</li> </ul>	<ul style="list-style-type: none"> <li>No more ice time at the CMCC is anticipated.</li> </ul>
<b>Peterborough Hockey Assoc.</b> Rep. & House League programming at annual AA Tournament	<ul style="list-style-type: none"> <li>2.0 hrs./wk.</li> </ul>	<ul style="list-style-type: none"> <li>Would rent as many PT hrs. as possible due to ice time shortage in Peterborough.</li> </ul>	<ul style="list-style-type: none"> <li>Demand could grow along with the city and area population.</li> </ul>
<b>Peterborough Girl's Hockey Assoc.</b> Hockey for females age 5-22	<ul style="list-style-type: none"> <li>2.5 hrs./wk.</li> <li>+ time in Peterborough, Norwood, Warsaw, Douro, Bewdley</li> </ul>	<ul style="list-style-type: none"> <li>Need more 75-80 more hrs./wk. to host current program (ideally 20 of those hrs. in one facility)</li> <li>Lost the Seniors Ladies League due to shortage of ice time.</li> <li>Cannot expand current program.</li> </ul>	<ul style="list-style-type: none"> <li>A fitness facility associated with the CMCC would benefit this group (dry-land training).</li> </ul>
<b>Peterborough Old Timers Hockey</b>	<ul style="list-style-type: none"> <li>1.0 hr./wk. at CMCC</li> <li>2.0 hrs./wk. at Ptbo arenas</li> </ul>	<ul style="list-style-type: none"> <li>One additional hr./wk. for fall-winter period.</li> </ul>	<ul style="list-style-type: none"> <li>Nothing specific predicted for the future.</li> <li>Anticipate regular turn-over as players age out.</li> </ul>
<b>Cavanagh CHE Academy</b> Skill development for age 7 hockey players	<ul style="list-style-type: none"> <li>1.0 hr./wk. at CMCC</li> <li>Do not use other arenas in region</li> </ul>	<ul style="list-style-type: none"> <li>Would like more hrs. to grow the current program (no specific number of hrs. indicated).</li> </ul>	<ul style="list-style-type: none"> <li>Anticipating increasing growth in demand.</li> <li>CMCC will require a second ice pad.</li> </ul>
<b>Indications of Anticipated Demand for Additional Ice Time</b>	Six groups using the CMCC are Peterborough-based (11.5 total hrs./wk.). Some of this use (and requested additional hours) will likely diminish when the new Peterborough twin-pad arena opens in 2024.	<ul style="list-style-type: none"> <li>105-120 hours stated plus an undetermined number of additional hrs. of ice time were requested from current user groups.</li> <li>Note: 76-81 of those additional hrs. of ice time were requested from Peterborough groups. Therefore, 29-44 additional hours are being requested from local groups.</li> </ul>	<ul style="list-style-type: none"> <li>Some groups anticipate their membership growing as the population increases.</li> <li>Some groups anticipate status quo, even as the population increases.</li> <li>Sunday Night Men's Hockey anticipated their group doubling in 10 yrs. (requiring 4 more hrs./wk.).</li> </ul>

## Appendix C: Inventory of Parks and Other Public and Publicly Available Open Space, Township of Cavan Monaghan

The tables included in this appendix (C-1, C-2 and C-3) catalogue the various categories of municipal parkland and other public and publicly available open space in the Township (as of February 2023). Included is size in acres and hectares, as well as a list/description of facilities and features. The inventory will be completed when the map of parks and open space is completed in Phase Two. **Numbers in red are in question.**

**Figure C-1: Municipal Parkland, Township of Cavan Monaghan, 2022 (as of Feb/23)**

Parks	Size		Facility Inventory and Features
	Ac.	Ha.	
<b>Community Parks</b>			
Maple Leaf Park	52.24 <b>(55.7)</b>	21.14 <b>(22.54)</b>	<ul style="list-style-type: none"> <li>▪ 2 Intermediate softball diamonds (1 lit) – irrigated (minor ball only)</li> <li>▪ 2 nearly full-size soccer fields (both lit) – irrigated (not officially adult size)</li> <li>▪ with portable nets, the fields can be divided into multiple minor soccer fields</li> <li>▪ service building (covered shelter/picnic zone + canteen, washrooms and storage)</li> <li>▪ playground with newer playground equipment</li> <li>▪ gravel and grassed parking lot</li> </ul>
Cavan Monaghan Community Centre site	10.06	4.07	<ul style="list-style-type: none"> <li>▪ single pad arena – 85' x 200' NHL-size (stands cap. of 226 + 4 accessible seats, floor cap. of 470)</li> <li>▪ community hall (cap. of 100 – 250, depending on configuration of tables, chairs and standing room)</li> <li>▪ community hall warm-up kitchen (cap. of 4)</li> <li>▪ studio (cap. of 60)</li> <li>▪ meeting room (cap. of 30)</li> <li>▪ overlook room – upper floor mtg. room (cap. of 24)</li> <li>▪ lobby (cap. of 80)</li> <li>▪ indoor 3-lane walking track (cap. of 300)</li> <li>▪ playground with future waterplay feature (north side)</li> <li>▪ west side undeveloped area (approx. 4 ac./1.62 ha.)</li> </ul>
Millbrook Arena and site	1.05	0.43	<ul style="list-style-type: none"> <li>▪ Artificial turf has replaced the ice</li> <li>▪ property includes former Little Creek Park</li> <li>▪ this very small property provides limited parking and is located in a floodplain.</li> </ul>
Whitfield Landing	2.25	0.91	<ul style="list-style-type: none"> <li>▪ boat launch and dock</li> <li>▪ informal picnic area</li> <li>▪ two parking areas (upper and lower)</li> </ul>

			<ul style="list-style-type: none"> <li>property is susceptible to severe seasonal flooding</li> </ul>
Station Park	1.0	0.04	<ul style="list-style-type: none"> <li>attractive site with a Victorian-style picnic shelter replicating a train station building (former location of a train station)</li> <li>two grassed areas dissected by roads accessing the community mailboxes and the new parks/works yard and building. The roads limit usable park space.</li> <li>access point to Station Trail – however, the only place to park is on the grass – a small parking area could easily be provided</li> <li>the size indicated for Station Park includes the park and the artesian well (and excludes the area containing the Works/Park yard and buildings)</li> </ul>
Artesian well	0.114	0.045	
Station Trail ROW	6-7	14.82 - 17.3	<ul style="list-style-type: none"> <li>the linear property, containing a portion of the Station Trail that extends north from Station Park to the Natural Heritage Open property that is south of the Towerhill South development</li> </ul>
Peace Park	7.1	2.87	<ul style="list-style-type: none"> <li>Bruce Johnson Branch Library is located on this property and comprises 0.38 ac/0.15 ha.</li> <li>the park is categorized as ‘Community’ parkland because of its size the presence of the branch library</li> <li>includes and imbedded neighbourhood park</li> <li>the managed portion of the park contains a significant undeveloped turfed area that would require improvement to deal with poor drainage in one corner before a facility could be located there</li> <li>the park contains a significant natural heritage component to the north of the managed portion (5.91 ac/2.39 ha)</li> </ul>
Old Millbrook School Park	3.38 (13.0)	1.37 (5.26)	<ul style="list-style-type: none"> <li>Old Millbrook School - heritage building (Main Branch Library, Millbrook Foodshare, Community Policing office, Social Services, ‘Early On’ Child Centre)</li> <li>imbedded neighbourhood park function</li> <li>community garden</li> <li>labyrinth</li> <li>playground (behind the school; therefore, not visible from the front of the park)</li> <li>unmarked concrete playing surface</li> <li>access point to Millbrook Valley Trails</li> <li>significant undeveloped turfed area in the front of the property</li> <li>imbedded cemetery</li> <li>large undeveloped areas within the property</li> </ul>
Millbrook Valley Trails	49.86+	20.18+	<ul style="list-style-type: none"> <li>35 properties containing various components of the trail network (add Station Trail ROW when the size is calculated)</li> </ul>
<b>Total</b>	<b>133.94</b>	<b>54.2</b>	

<b>Neighbourhood Parks</b>			
Cedar Valley Park	0.34	0.14	<ul style="list-style-type: none"> <li>▪ playground</li> <li>▪ half-court basketball</li> <li>▪ greenspace</li> </ul>
Edgewood Park	2.52 (2.9)	1.02 (1.17)	<ul style="list-style-type: none"> <li>▪ playground</li> <li>▪ greenspace/mostly undeveloped property – may be sufficient space to accommodate 1 or 2 playing fields (soccer, ball) – playground would have to be moved to provide on-site parking</li> </ul>
Highlands Park	1.86	0.75	<ul style="list-style-type: none"> <li>▪ adult and child ‘extreme fitness’ outdoor gym – with minimal children’s playground function</li> <li>▪ basketball court</li> <li>▪ benches</li> </ul>
Walkway between the two street north of Highlands Park			<ul style="list-style-type: none"> <li>▪</li> </ul>
Two short linear properties or ROWs that extend east and west of McGuire Dr. that link the Baxter Creek properties and the wetland to the west			<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Total</b>	<b>4.72</b>	<b>1.91</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>

<b>Natural Heritage Open Space (Township-owned)</b>			
Baxter Creek properties (PLAN 45M217 Blocks 31, 22, 26)	7.57	3.06	<ul style="list-style-type: none"> <li>▪ links residential area to Station Trail</li> <li>▪ bridge over tributary of Baxter Creek</li> </ul>
Township-owned open space beside (east of) the Millbrook Fairground	2.81	1.14	<ul style="list-style-type: none"> <li>▪ undeveloped</li> <li>▪ road access to the Fairground from Frederick Street</li> </ul>
The parcel of land to the south of the creek and extending east and south of the Millbrook Fairground			<ul style="list-style-type: none"> <li>▪ undeveloped</li> </ul>
The property east of the Township-owned lands that are east of Millbrook Fairground			<ul style="list-style-type: none"> <li>▪ designated as “landlocked”</li> </ul>
Property south of the Towerhill South development			<ul style="list-style-type: none"> <li>▪ contains the northern extension of Station Park Trail from north of Station Park to Cty Rd. 10</li> <li>▪ contains tributaries of Baxter Creek</li> </ul>
<b>Total</b>	<b>10.34</b>	<b>4.2</b>	
<b>Total Parkland</b>	<b>149.0</b>	<b>60.31</b>	

**Figure C-2: Other Public and Publicly Available Open Space, Township of Cavan Monaghan, 2022**

Open Spaces	Size		Facility Inventory and Features
	Ac.	Ha.	
<b>Education Lands</b>			
Crestwood Secondary and Intermediate School KPRDSB (Kawartha Pine Ridge District School Board)	29.12 (22.22)	11.78 (9.0)	<ul style="list-style-type: none"> <li>▪ 1 full-size football field</li> <li>▪ 2 Intermediate soccer pitches</li> <li>▪ 1 Junior soccer pitch</li> <li>▪ 2 Junior soccer pitches (within the football field)</li> <li>▪ running track</li> <li>▪ jumping pits</li> <li>▪ 1 Junior softball diamond</li> <li>▪ 2 tennis courts (lit)</li> <li>▪ sufficient open space is available to accommodate another jr/minor soccer pitch</li> <li>▪ gyms?</li> </ul>
James Strath Elementary School KPRDSB (located mostly within Cavan Monaghan, although not considered a Township school)	9.9 (8.8)	4.0 (3.6)	<ul style="list-style-type: none"> <li>▪ Because some of James Strath school is not in the Township and this school is not used by Township residents, the facilities contained at the school have been omitted in this inventory. However, the portion of the school property that is in the Township has been included in the open space inventory.</li> </ul>
Millbrook/South Cavan Elem. School KPRDSB (Millbrook)	10.03	4.06	<ul style="list-style-type: none"> <li>▪ Intermediate soccer pitch – could be upgraded for scheduled public use</li> <li>▪ 3 Jr. soccer pitches oriented across the above Intermediate soccer pitch</li> <li>▪ large playground with shade structure</li> <li>▪ Jr. softball diamond (skinned infield &amp; small outfield)</li> <li>▪ basketball court</li> <li>▪ gym?</li> </ul>
North Cavan Elementary School KPRDSB (north of Ida on County Rd. 10)	8.05	3.26	<ul style="list-style-type: none"> <li>▪ playground</li> <li>▪ basketball court</li> <li>▪ 3 baseball backstops (undefined field)</li> <li>▪ 1 Jr. soccer pitch (undefined field)</li> <li>▪ 2 soccer pitches overlapping each other (1 junior &amp; 1 Intermediate in size) – undefined fields</li> <li>▪ The soccer pitches and baseball facilities are unsuitable for scheduled public use. They could be upgraded to create a quality junior softball diamond, a junior/minor soccer pitch and an Intermediate soccer pitch.</li> <li>▪ small gym (2,167 sf/cap. of 260)</li> </ul>
<b>Total</b>	<b>53.62 (Black)</b>	<b>21.74 (Black)</b>	

<b>Otonabee Region Conservation Authority</b>			
Millbrook Conservation Area	54.15	21.91	<ul style="list-style-type: none"> <li>▪ a portion of the Millbrook Valley Trail network is within this property</li> <li>▪ dam and pond</li> <li>▪ includes the natural heritage area called Medd's Mountain</li> </ul>
Cavan Swamp Wildlife Area	1,933.6	782.5	<ul style="list-style-type: none"> <li>▪ 13 parcels of land owned by ORCA comprise part of the Cavan Swamp natural heritage complex</li> </ul>
<b>Total</b>	<b>1,987.75</b>	<b>804.41</b>	

<b>Ganaraska Region Conservation Authority</b>			
Ganaraska Forest	1,687.7	682.99	<ul style="list-style-type: none"> <li>▪ Eastern portion of the Ganaraska Forest</li> <li>▪ Trails for walking, hiking, cycling, mountain biking, skiing and snowshoeing</li> </ul>

<b>MNRF (Ontario Ministry of Natural Resources and Forestry)</b>			
MNRF Fishing and Recreation Area	?	?	<ul style="list-style-type: none"> <li>▪ sections of the Millbrook Valley Trail network traverse this property (Grand Truck Pathway, Cedar Trail and Meadow Trail)</li> <li>▪ natural heritage resources</li> <li>▪ Provincial Fishing Recreation facility</li> </ul>

<b>Other Public and Publicly Available Open Space</b>			
The ROW that separates the fairground property			<ul style="list-style-type: none"> <li>▪</li> </ul>
"Deyell Monument"	0.49	0.2	<ul style="list-style-type: none"> <li>▪ adjacent to Old Millbrook School Park (on the west of the unopened road allowance that separates these properties)</li> </ul>
Lion's Den Community Centre	3.64	1.47	<ul style="list-style-type: none"> <li>▪ the property is owned by the Township and leased to the Lion's Club for their headquarters</li> <li>▪ assembly hall (cap. of 75 – with kitchen &amp; bar)</li> <li>▪ open space accommodates parking lot, turfing areas and trees (the outdoor space is not suitable for any outdoor sports facilities)</li> </ul>
Lion's Park (Millbrook)	0.26	0.12	<ul style="list-style-type: none"> <li>▪ park owned by the County of Peterborough</li> <li>▪ gazebo</li> <li>▪ picnic table</li> <li>▪ bench</li> <li>▪ sign and flower bed</li> </ul>
Monument Property/Cenotaph	0.14	0.06	<ul style="list-style-type: none"> <li>▪ in front of the Nexicom building</li> </ul>
Property dedicated via a dormant subdivision	3.59	1.45	<ul style="list-style-type: none"> <li>▪ referred to as Brewda Park</li> <li>▪ dedicated parkland that is undeveloped because the subdivision didn't proceed</li> </ul>
Property at the end of Darling Cres. (subdivision south of Stewart Line)			<ul style="list-style-type: none"> <li>▪ undeveloped 'pie-shaped' property with limited street frontage</li> <li>▪ declared 'surplus'</li> </ul>



Property NW of Moore Drive and the railway line			<ul style="list-style-type: none"> <li>▪ small property declared “surplus”</li> </ul>
Four properties in partially developed subdivision in the SE corner of Dranoel Road and Highway 7a			<ul style="list-style-type: none"> <li>▪ this subdivision is partially developed</li> <li>▪ the four parcels are located within the undeveloped area – therefore, declared <u>temporarily</u> ‘landlocked’</li> </ul>
Property SW of Tapley ¼ Line & County Rd. 21			<ul style="list-style-type: none"> <li>▪ undeveloped</li> <li>▪ fronts onto County Rd. 21</li> <li>▪ convergence of two streams that are part of the Baxter Creek complex</li> </ul>
Property in the Tapley ¼ Line subdivision			<ul style="list-style-type: none"> <li>▪ undeveloped</li> <li>▪ declared ‘surplus’</li> <li>▪ Highway 115 and Tapley ¼ Line</li> </ul>
Bromont Drive Open Space			<ul style="list-style-type: none"> <li>▪ undeveloped narrow strip of land along the western edge of Bromont Dr. within Towerhill South development</li> </ul>
“L” shaped linear property/ROW between Highlands Blvd. and County Rd. 10			<ul style="list-style-type: none"> <li>▪</li> </ul>
Two short linear properties or ROWs that extend east and west of McGuire Drive that link the Baxter Creek properties and the wetland to the west			<ul style="list-style-type: none"> <li>▪</li> </ul>
A property referred to as “Maple Leaf Park Area”			<ul style="list-style-type: none"> <li>▪ North of the water treatment facility in Millbrook</li> </ul>
Other lands around the water treatment facility	3.3	1.34	<ul style="list-style-type: none"> <li>▪</li> </ul>
The property north of the water treatment facility			<ul style="list-style-type: none"> <li>▪ Declared ‘surplus’</li> </ul>
The fire hall on King Street	0.38	0.15	<ul style="list-style-type: none"> <li>▪</li> </ul>
Old Fire Hall on Hay Street	0.54	0.22	<ul style="list-style-type: none"> <li>▪ Firefighter’s Association Museum</li> </ul>
The property located in the NW corner of King Street and Union			<ul style="list-style-type: none"> <li>▪</li> </ul>
The property at the foot of Lisa Ct.			<ul style="list-style-type: none"> <li>▪ ‘landlocked’</li> </ul>

Leased property north of James Strath ES (mostly within Cavan Monaghan)	2.4 (3.7)	0.97 (1.5)	<ul style="list-style-type: none"> <li>▪ The KPRDSB leases this property from the Anglican Diocese of Canada on an annual basis.</li> <li>▪ 4 minor soccer pitches (poorly maintained)</li> <li>▪ 1 baseball backstop (undefined field)</li> <li>▪ playground</li> </ul>
<b>Total</b>			

**Figure C-3: Commercial and Non-Profit Culture and Recreation Facilities and Open Space, Township of Cavan Monaghan, 2022**

Open Spaces	Size		Facility Inventory and Features
	Ac.	Ha.	
Harvest Community Park	0.35	0.14	<ul style="list-style-type: none"> <li>▪ located on the property of Millbrook Christian Assembly – intersection of Main and King streets</li> <li>▪ approx. 1/4 of the church property comprises the playground/park</li> <li>▪ substantial playground, including outdoor exercise equipment</li> </ul>
Baxter Creek Golf Club	167.2	67.66	<ul style="list-style-type: none"> <li>▪ 18-hole course</li> <li>▪ clubhouse (dining and rentals)</li> </ul>
Keystone Links Golf and Country Club	105.5	42.7	<ul style="list-style-type: none"> <li>▪ indoor and outdoor golf</li> <li>▪ 9- and 18-hole courses</li> <li>▪ driving range and putting green</li> <li>▪ dining/banquet hall</li> </ul>
Herron Landing Golf Club	125.02	50.59	<ul style="list-style-type: none"> <li>▪ 18-hole course</li> <li>▪ small banquet hall</li> </ul>
Peterborough Curling Club	7.46	3.02	<ul style="list-style-type: none"> <li>▪ 6 sheets of ice</li> <li>▪ lounge and large banquet hall (cap. of 160)</li> <li>▪ four smaller rooms</li> </ul>
Millbrook Fairground	25.72 (9.5) (13.53)	10.41 (3.85) (5.48)	<ul style="list-style-type: none"> <li>▪ several barns</li> <li>▪ straight track</li> <li>▪ significant natural heritage component to the south</li> </ul>
Royal Canadian Legion Br. 402	0.33	0.13	<ul style="list-style-type: none"> <li>▪ assembly hall (cap. of 200)</li> <li>▪ club room/activity room (cap. of 80)</li> <li>▪ property abuts the Old Millbrook Arena site</li> </ul>
Millbrook & District Historical Society	-	-	<ul style="list-style-type: none"> <li>▪ the land under Needlers Mill building</li> </ul>
4 <sup>th</sup> Line Theatre	106.39	43.05	<ul style="list-style-type: none"> <li>▪ outdoor theatre venue offering professional performances, principally during the summer.</li> </ul>
Champions Gymnastics Club	3.83	1.55	<ul style="list-style-type: none"> <li>▪ upper and lower viewing area</li> <li>▪ 2 gyms; Mezzanine gym – 3000 sq ft &amp; main gym is 11,000 sq ft with spring floor, foam pit, threw vault runways and tumbling strip + Olympics men's equipment</li> </ul>
Peterborough Speedway	59.2	23.96	<ul style="list-style-type: none"> <li>▪ 1/3 mile oval track</li> <li>▪ bleachers</li> </ul>
Century Wedding Barn	103.48	41.88	<ul style="list-style-type: none"> <li>▪ banquet hall/wedding venue</li> <li>▪ outdoor event space</li> </ul>
Kawartha Downs	115.54	46.76	<ul style="list-style-type: none"> <li>▪ only the tourism/recreation/entertainment component of the property counted as 'open space'</li> <li>▪ current facilities comprise the racetrack, the inner track, and the Shoreline Slots Casino facility</li> </ul>
<b>Total</b>			

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# Appendix D: Information and Resources

## Reports Reviewed

- Township of Cavan Monaghan Official Plan
- Township of Cavan Monaghan Zoning By-law
- Township of Cavan Monaghan Corporate Strategic Plan (2012-2014)
- County of Peterborough Official Plan, 2022
- Municipal Services Complex Feasibility Study, 2001
- Cavan Monaghan Trail Master Plan, 2010
- The Cultural Resource Mapping Project, 2011
- Parks and Recreation Master Plan, 2011
- Arena/Community Centre Needs and Feasibility Study, 2014
- Management Plan for the New Cavan Monaghan Community Centre, 2018
- Structural Investigation and Report for the Millbrook Arena, 2019
- Consulting Services to Update the Structural Investigation Report to Assess the Feasibility of Renovating the Millbrook Arena or Utilizing the Space in Other Ways, March 2022 (updated in June 2022 and September 2022)
- Growth Management Strategy 2020, Township of Cavan Monaghan
- Growth Management Strategy Final Addendum Report, 2022, Township of Cavan Monaghan
- Old Millbrook Jail Lands Association - A Vision for Conserving the Former Millbrook Jail Lands, 2022
- Baxter Creek Watershed Alliance – History, Mission, Initiatives, 2022
- The Baxter (seasonal newsletter from the Baxter Creek Watershed Alliance)



**BARRY BRYAN  
ASSOCIATES**

Architects  
Engineers  
Project Managers

June 15, 2022  
REVISED July 8, 2022

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

Attention: Ms. Melissa Als

Re: **Consulting Services to Update Our Structural Investigation Report to Assess the Feasibility of Renovating the Millbrook Arena or Utilizing the Space in Other Ways  
4 Needlers Lane, Millbrook, Ontario  
BBA Project No. 22059 (REVISED)**

Dear Ms. Als:

## **INTRODUCTION**

Barry Bryan Associates (BBA) was requested by the Township of Cavan Monaghan to provide an updated review of the Millbrook Arena located at 4 Needlers Lane, Millbrook, Ontario.

BBA had originally undertaken a building condition assessment in 2019 and issued a report on August 7, 2019 (BBA Project No. 19167) outlining our observations and recommendations. This report has been attached for reference.

We understand since this time of our report, and the opening of the new Cavan Monaghan Community Centre, the Millbrook Arena has been actively utilized by the public.

The purpose of this review and report is to revisit our past report and current site conditions and provide recommendations regarding the potential future use as a public facility.

Please note we have revisited the site with staff from the Township, however we did not undertake a full inspection, nor did we request mechanical or electrical engineers to revisit the site to review any specific equipment as this was out of the scope of this review. The same statements of limitation from our original report also applies to this follow up report.

It is our understanding that the facility may be considered for re-purpose as community space which may no longer include recreational ice and associated refrigeration equipment.

## **BUILDING DESCRIPTION**

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

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

## **DISCUSSION & RECOMMENDATIONS**

We understand the facility has been taken out of service for general public use. The facility requires remediation and repairs to remain as a serviceable facility fit for public use over the long-term.

Beyond immediate repairs, the facility also requires modifications as well as some elements of life cycle renewal to function as a community facility with a reasonable level of standard and state of good repair.



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Currently the building does not meet accessibility standards of the Province of Ontario for community buildings. This includes an accessible route of travel to all public/staff locations within the building.

Upgrades required to meet this standard include the following:

- Parking
- Ramps
- Doors, frames and hardware
- Operators
- Signage
- Elevators/lifts
- Clear aisles
- Universal and/or barrier free washrooms

For the above improvements for accessibility, we would recommend a budget of \$800,000.00.

Beyond accessibility standards, the building is due for long term repairs and/or replacements to the following elements. We have allocated order of magnitude funding we would recommend for a life cycle replacement for a service life of an additional 25 years for the facility to act as a Public Community building.

Site Work Allowance	\$ 250,000.00
Demolition & Decommissioning of Ice Plant	\$ 50,000.00
Roofing	\$ 450,000.00
Cladding Systems - concrete block and metal siding	\$ 800,000.00
Interior Repairs	\$ 200,000.00
HVAC	\$ 800,000.00
Plumbing and Fixtures	\$ 250,000.00
Life Safety	\$ 100,000.00
Electrical, Lighting & Fire Alarm	\$ 500,000.00
<b>Total for State of Good Repair &amp; Service Life Improvement</b>	<b>\$3,400,000.00</b>
<b>Total Budget for Accessibility &amp; Upgrades</b>	<b>\$4,200,000.00</b>

Please note the above budgets are order of magnitude based on our investigation of the building and documented conditions. In order to obtain a more accurate budget, additional review, design and budgeting work would have to be undertaken.

Please also note costs associated with converting the facility to any specific use have not been included as it is not clear what the future use may be with any specific detail. Therefore, any upgrades associated with facilitating a new use is not considered.

## CONCLUSION

The existing conditions of the Millbrook Arena require both accessibility upgrades and life cycle improvements to the Site, Envelope, Interiors, Mechanical and electrical systems to effectively serve the community as a public building for the next 25 years. Due to the age and conditions of the existing facility, the upgrades would be considered major and would require substantial funding to achieve. Additional funding may also be required to convert the building to a different use depending on the alternate uses considered.

Should you have any questions regarding the investigation and this report, please do not hesitate to contact us.

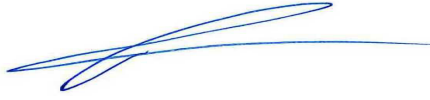
Yours very truly,

**Barry Bryan Associates**

*Architects, Engineers, Project Managers*



Ben Koeslag, P.Eng.



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

DB/mk

Attachments: 22059 Photographs (8 pages)  
2019 Structural Investigation Report (84 pages)



Photo 01 – Millbrook Arena



Photo 02 – Damaged Metal Siding



Photo 03 – Damaged Roof Insulation

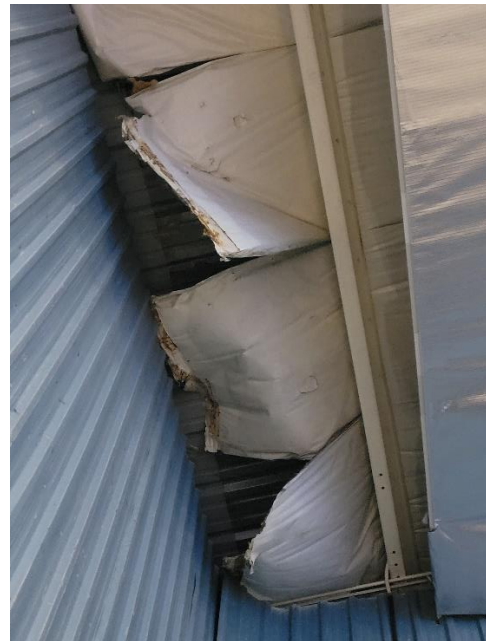


Photo 04 – Damaged Roof Insulation





Photo 05 – Damaged Block Wall



Photo 06 – Ice Resurfacing Room



Photo 07 – Cracked Apron Slab



Photo 08 – Cracked Apron Slab



Photo 09 – Arena Viewing Area

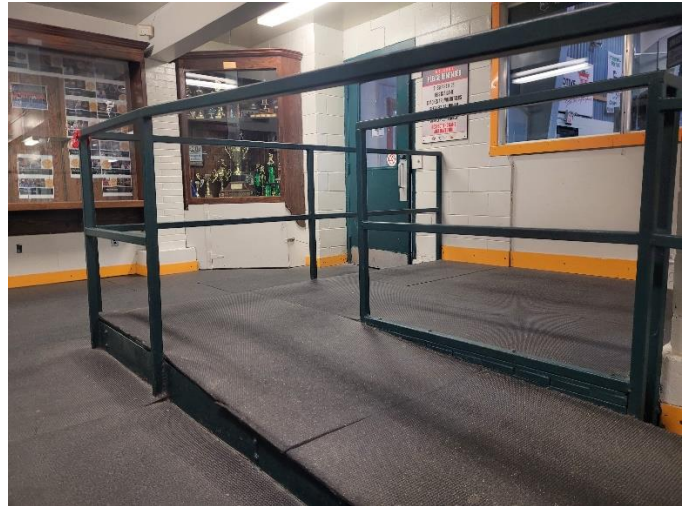


Photo 10 – Viewing Area Ramp/Rail Configuration



Photo 11 – Furnace/Electrical Room



Photo 12 – Damaged Slab in Washroom



Photo 13 – Damaged Slab in Changeroom



Photo 14 – Corroded/Damaged Stair Treads



Photo 15 – Second Floor Community Area



Photo 16 – Damaged Roof Insulation and Evidence of Moisture



Photo 17 – Mould and Evidence of Moisture



Photo 18 – Mould and Evidence of Moisture



Photo 19 – Damaged Rail



Photo 20 – Damaged Concrete Slab and Open Gap to Building Exterior



Photo 21 – South Elevation



Photo 22 – Damaged Split Ribbed Block at Southeast Corner



Photo 23 – Damaged Split Ribbed Block at Southeast Corner



Photo 24 – Part West Elevation



Photo 25 – Damaged Concrete Slab at Southwest Corner



Photo 26 – Damaged Split Ribbed Block at Southwest Corner



Photo 27 – Downspout at West Elevation



Photo 28 – Part West Elevation



Photo 29 – Arena Entrance on East Elevation



Photo 30 – Part East Elevation

# Structural Investigation and Report for the

## MILLBROOK ARENA

### Township of Cavan Monaghan



**BBA PROJECT NO. 19167**

**AUGUST 7, 2019**



**BARRY BRYAN ASSOCIATES**  
Architects, Engineers, Project Managers

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## PART 1 – INTRODUCTION

### 1.1 AUTHORIZATION

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

### 1.2 OBJECTIVES

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

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

### 1.3 REVIEW METHODOLOGY

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

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

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

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

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

#### **1.4 STATEMENT OF LIMITATION**

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

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

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

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

## **PART 2 – BUILDING DESCRIPTION**

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

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

## PART 3 - OBSERVATIONS

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

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

### 3.1 BUILDING INTERIOR

#### 3.1.1 Roof Deck and Purlins

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

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

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

#### 3.1.2 Pre-Engineered Frames

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

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

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

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

### **3.1.3 Bleacher Seating Area**

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

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

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

### **3.1.4 Metal Siding**

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

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

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

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

### **3.1.5 Concrete Rink Slab**

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

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

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

### **3.1.6 Concrete Apron Slab**

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

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

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

### 3.1.7 Concrete Masonry Block Walls

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

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



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

### **3.1.8 Concrete Slabs-On-Grade**

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

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

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

### **3.1.9 Partial Second Floor Space**

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

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

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

## 3.2 BUILDING EXTERIOR

### 3.2.1 SOUTH ELEVATION

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

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

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

### 3.2.2 EAST ELEVATION

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

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

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

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

### 3.2.3 NORTH ELEVATION

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

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

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

### 3.2.4 WEST ELEVATION

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

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

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

## PART 4 – CONCLUSION AND RECOMMENDATIONS

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

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

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

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

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

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

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

## PART 5 – CONSTRUCTION BUDGET ESTIMATES

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

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

### IMMEDIATE REPAIRS:

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

### RECOMMENDED RAPAIRS:

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

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

Yours very truly,

**BARRY BRYAN ASSOCIATES**  
*Architects, Engineers, Project Managers*

Logan Haupt, EIT

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

LH/gs

## APPENDIX A

### PHOTOGRAPHS





Photo 001 Hidden Roof Deck & Z-Purlins

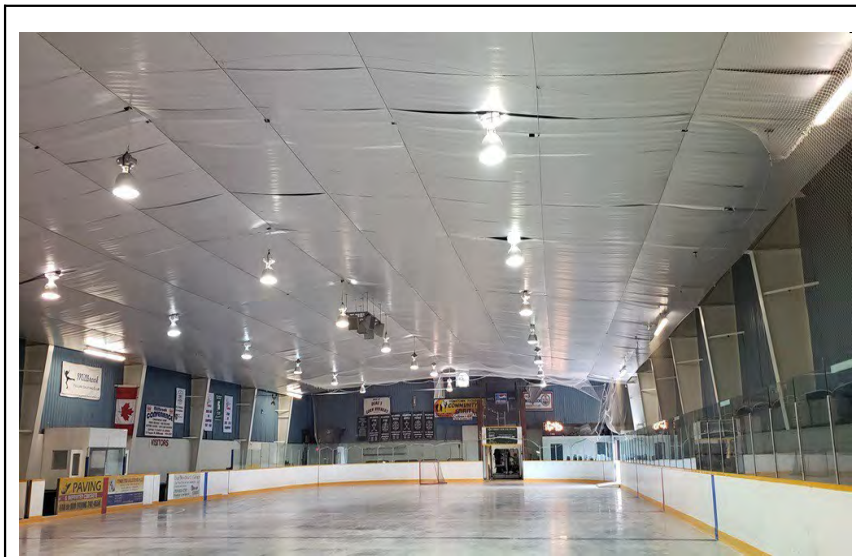


Photo 002 Roof Deck Insulation covering Pre-Engineered Frames

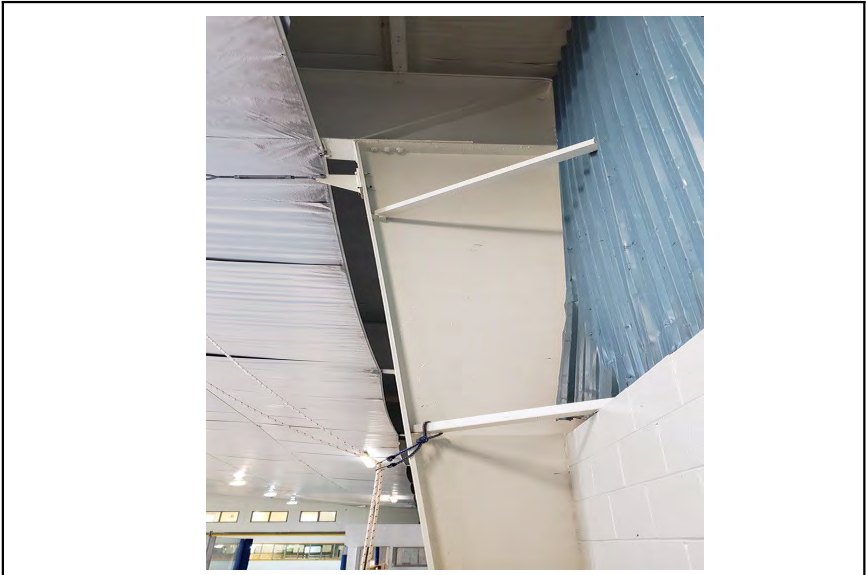


Photo 003 Pre-Engineered Frame



Photo 004 Rust on Frame Brace



Photo 005 Bent Connection



Photo 006 Rusted Bracing Connection



Photo 007      Pre-Eng Frame Base Connections



Photo 008      Missing Brace at Southmost Frame



Photo 009 Bent Braced member



Photo 010 Paint Chipping and Crack on Bleachers



Photo 011 Bleacher Crack at Joint Location



Photo 012 Localized damage to Metal Cladding



Photo 013 Significant Damage to Metal Cladding



Photo 014 Metal Cladding Damage

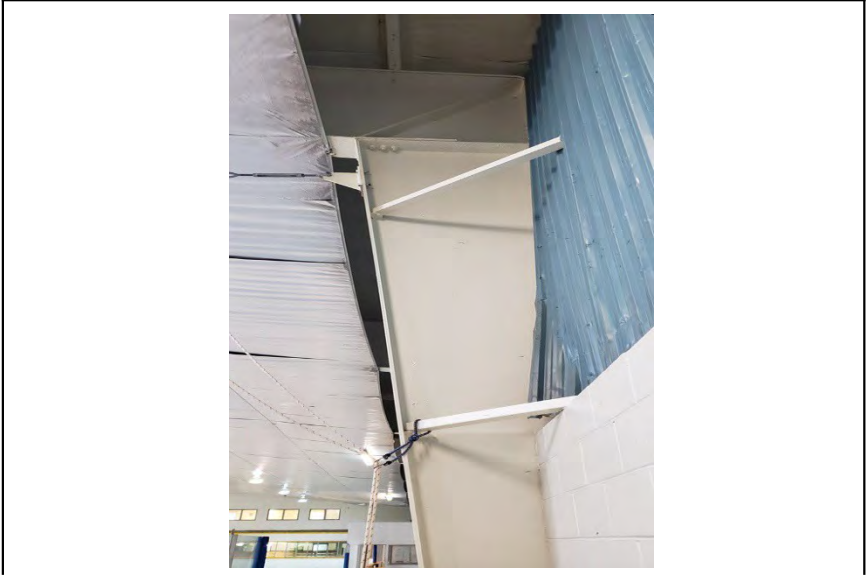


Photo 015 Metal Cladding Along West Side

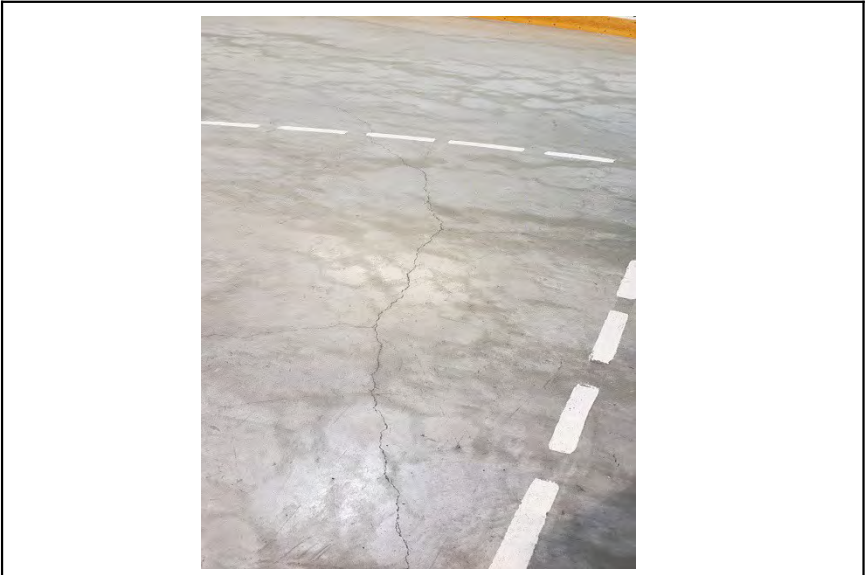


Photo 016 Thermal Cracking on Rink Slab



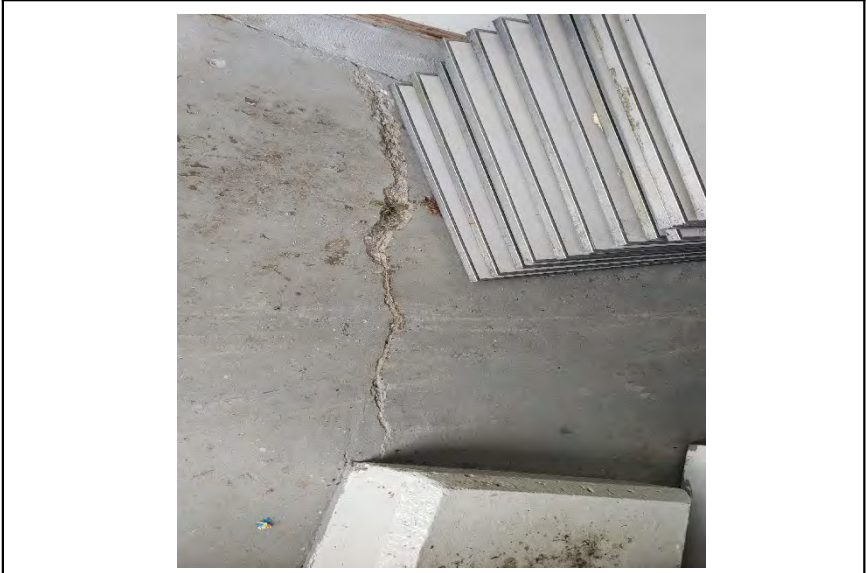


Photo 017      Cracking Outside of Compressor Room

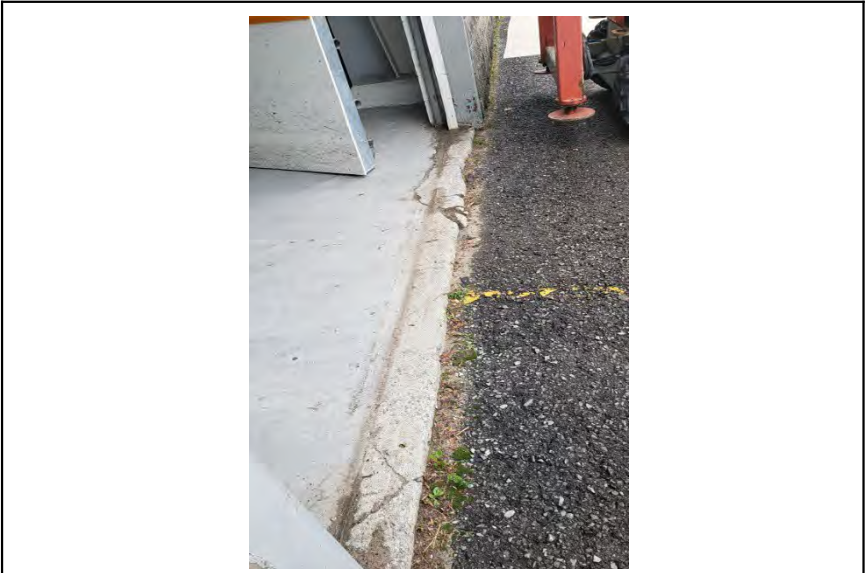


Photo 018      Apron Slab Under Garage Door



Photo 019 Major Crack in Apron Slab



Photo 020 Resurfacing Room Rutting



Photo 021      Cracking Starting in Resurfacing Room



Photo 022      Extents of Resurfacing Room Cracking



Photo 023      Cracking Under North-Side Column



Photo 024      Cracking Under North-Side Column



Photo 025 Crack Underneath Mechanical Equipment Stand

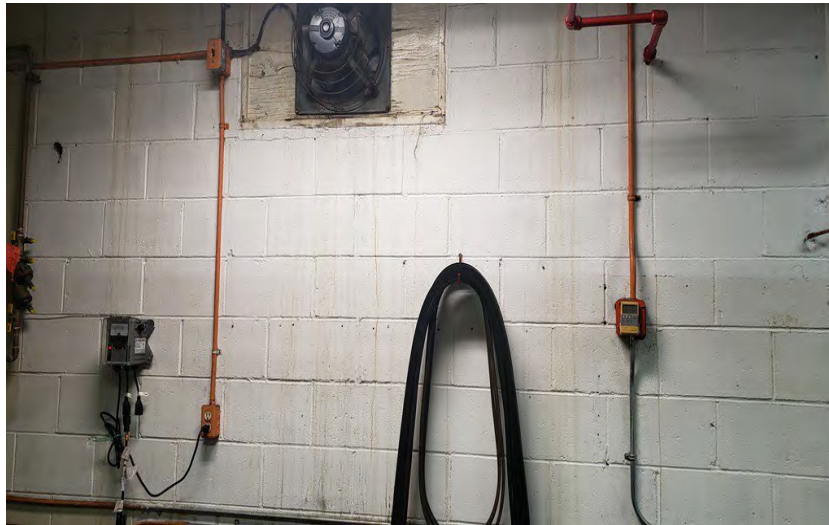


Photo 026 Block Wall in Compressor Room

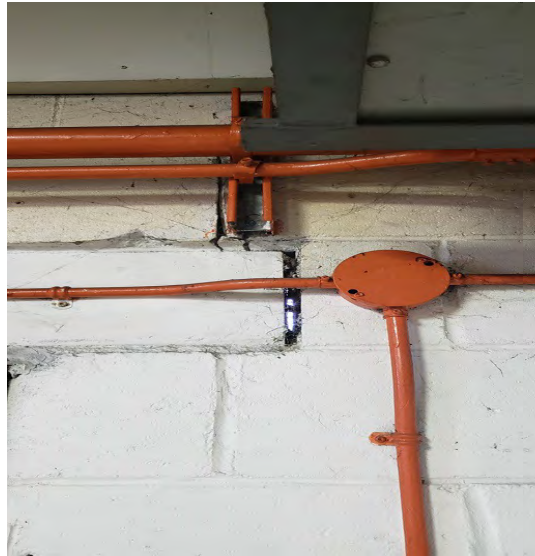


Photo 027 Step Cracking and Block Gapping

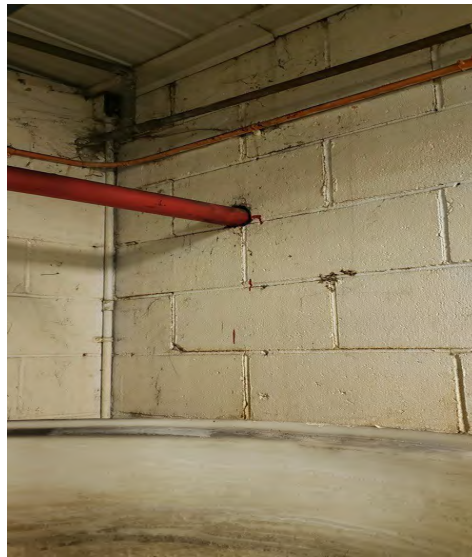


Photo 028 Multiple Step Cracks Behind Water Tank

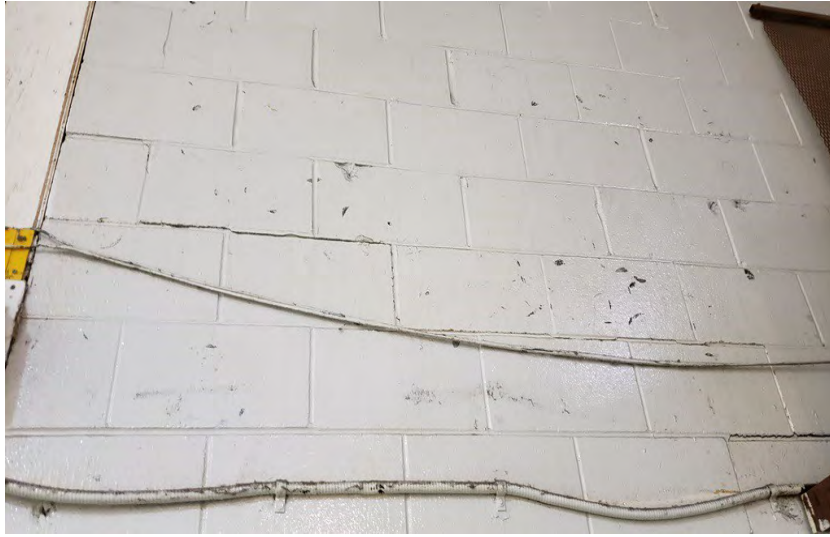


Photo 029 Step Cracking Along South-Face Wall



Photo 030 Step Cracking in Lobby



Photo 031 Minor Step Cracking in West-Side Stairwell

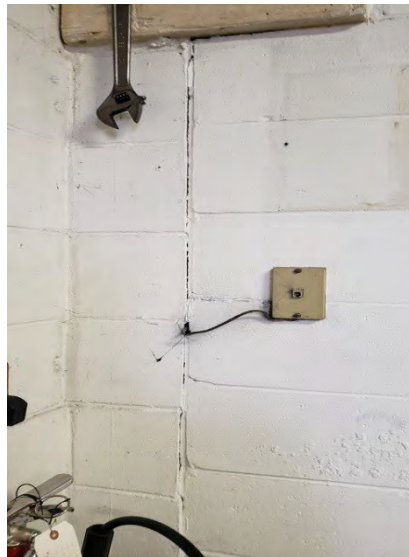


Photo 032 Mortar Joint Cracking in Compressor Room



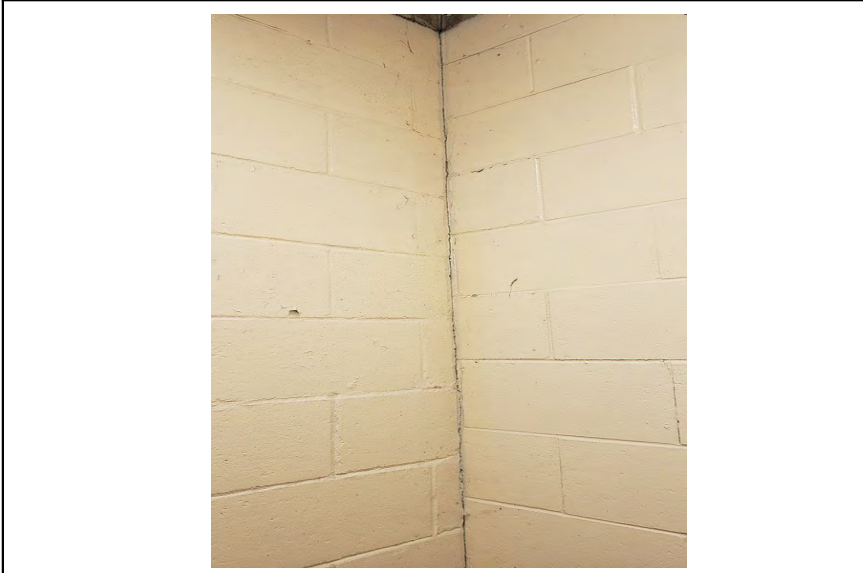


Photo 033 Mortar Joint Cracking in West-Side Stairwell

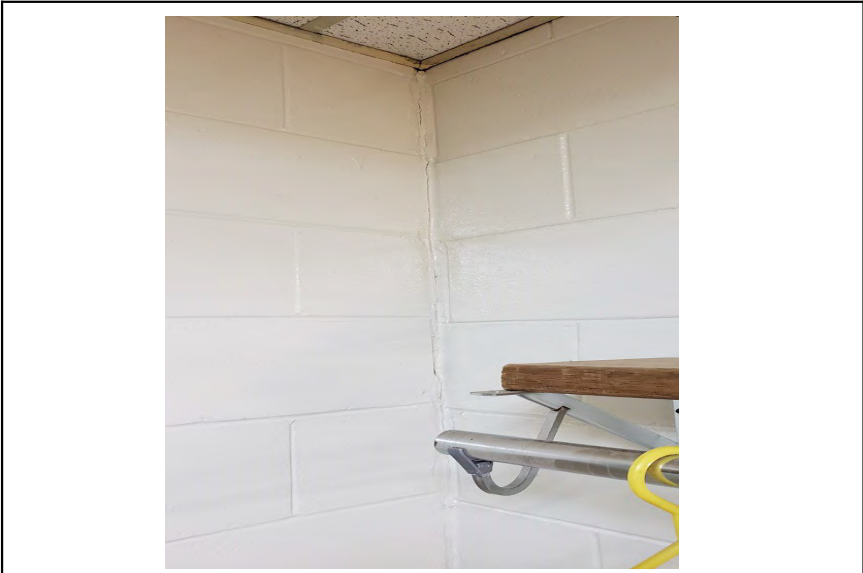


Photo 034 South-Side Stairwell Mortar Joint Cracking



Photo 035 Wooden Block Replacement and Cracking

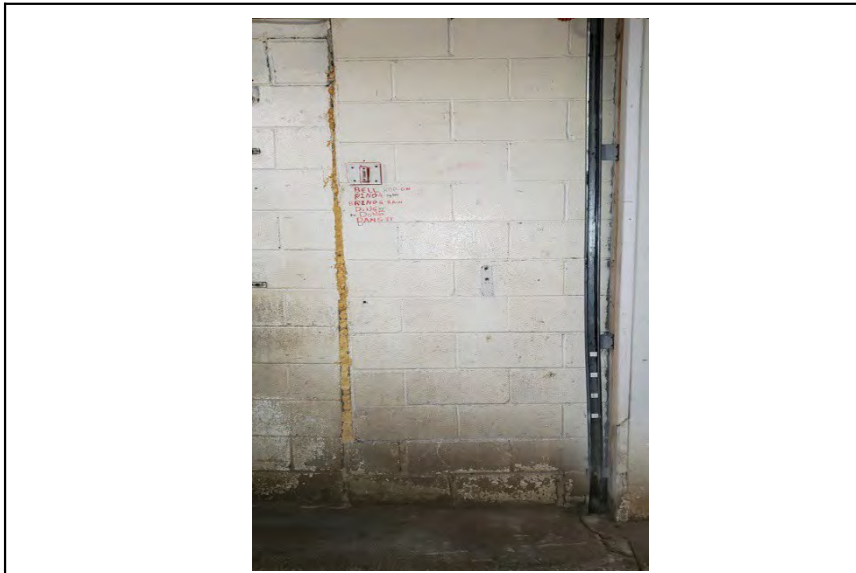


Photo 036 Differential Settlement in Ice-Resurfacing Room



Photo 037 Existing Block Separation Repairs



Photo 038 Block and Joint Damage



Photo 039 Step Cracking and Damage to West-Side Exit

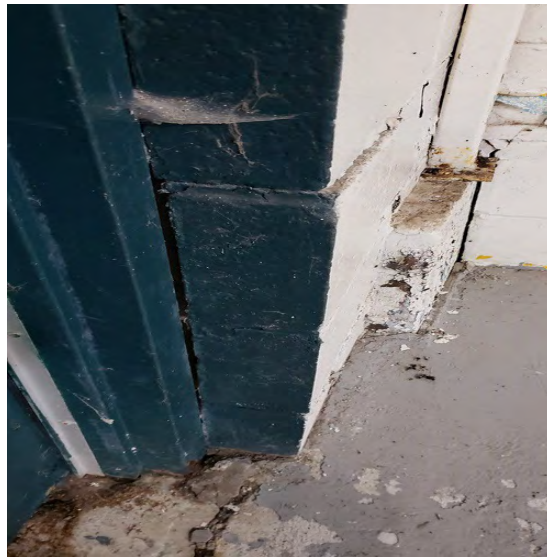


Photo 040 Wall Separation at West-Side Exit



Photo 041 West-Side Wall

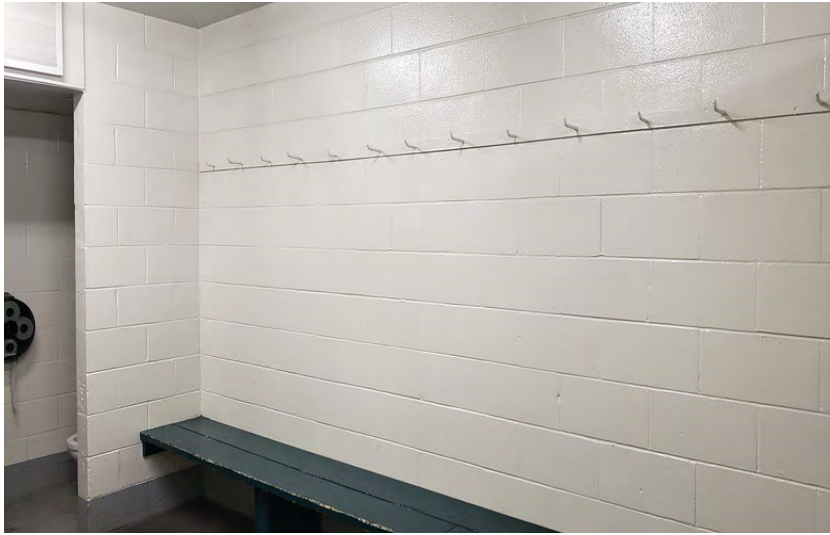


Photo 042 Block Wall Within Changerooms



Photo 043 Localized Damage in Changeroom 3

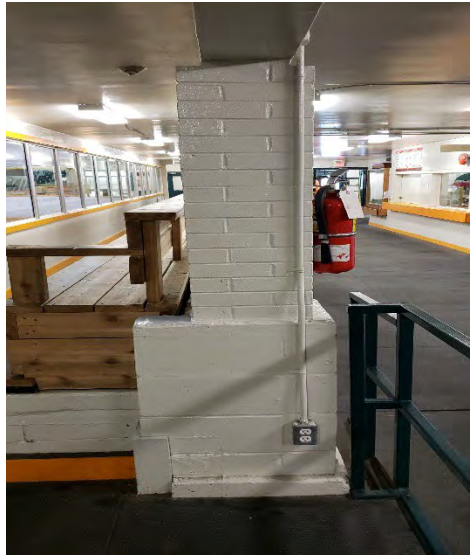


Photo 044 Columns in Lobby

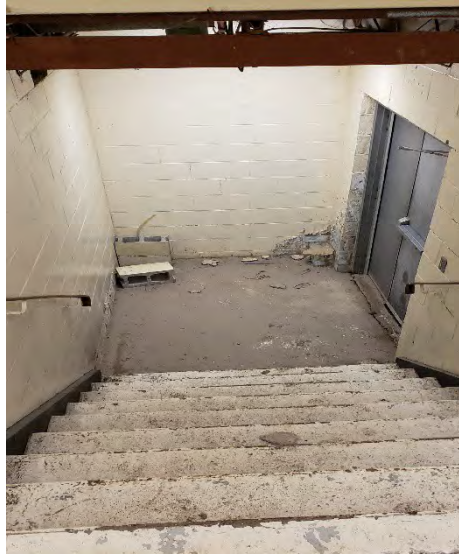


Photo 045 West-Side Stairwell



Photo 046 Paint Chipping and Moisture Damage



Photo 047 Localized Block Failure



Photo 048 Localized Block Failure





Photo 049 Wall Separation in Second-Floor Storage Room

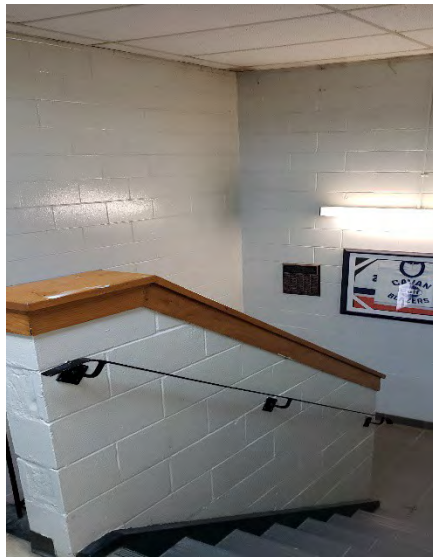


Photo 050 South-Side Stairwell Walls

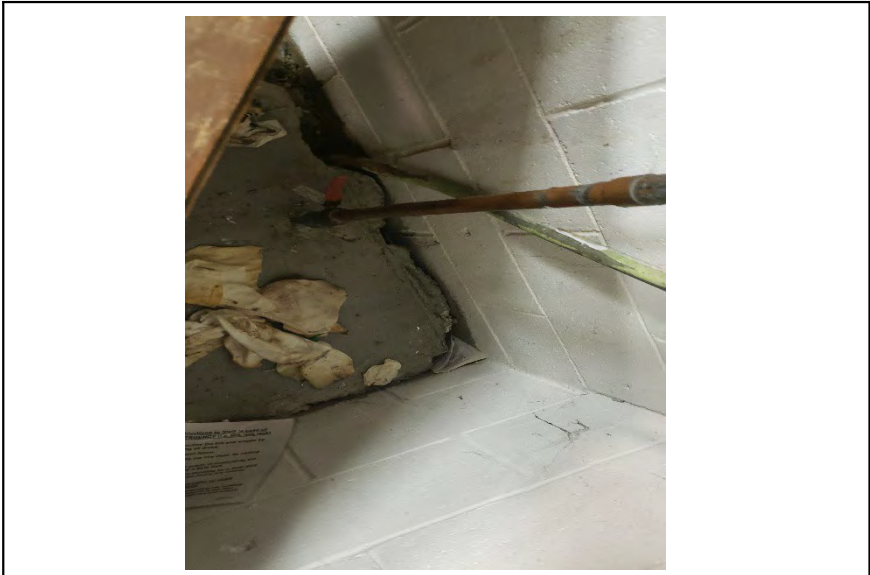


Photo 051      Slab-On-Grade to Wall Separation in Compressor Room

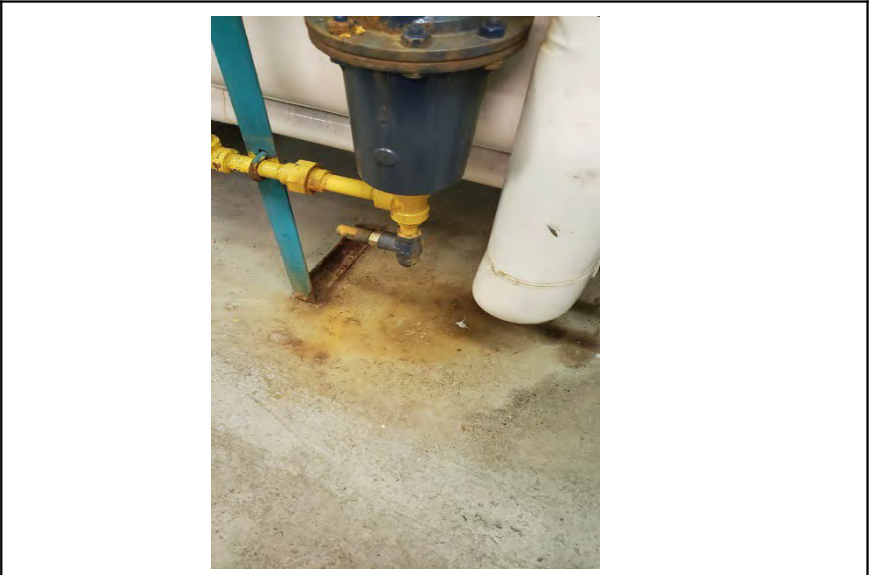


Photo 052      Concrete Staining in Compressor Room



Photo 053 Concrete Damage at Electrical Equipment in Compressor Room



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



Photo 055 Partial Second Floor Space



Photo 056 Second Floor Kitchen

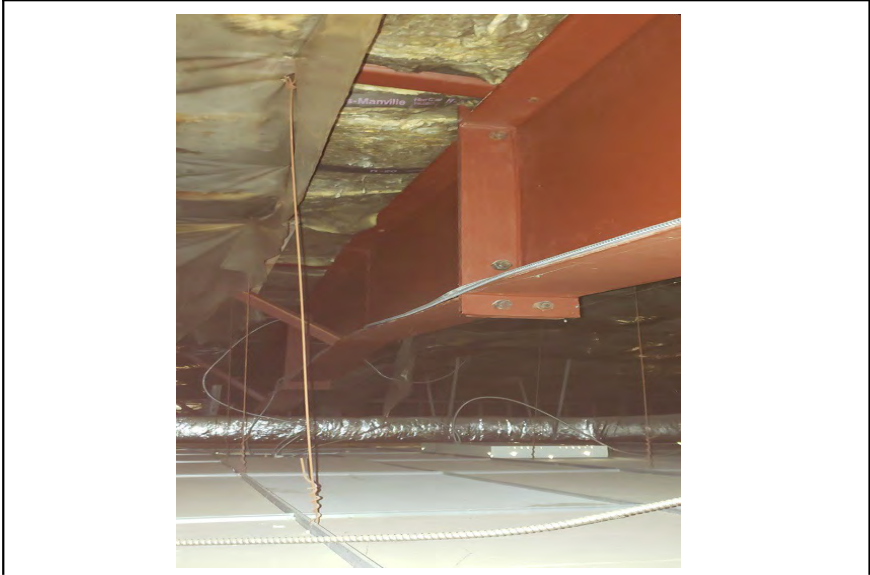


Photo 057 Partial Second-Floor Roof Framing



Photo 058 Insulation and Plastic Covering



Photo 059      Moisture in Roofing System



Photo 060      Moisture in Roofing System



Photo 061 Signs of Moisture Damage



Photo 062 Signs of Moisture Damage



Photo 063 South-West Corner Foundation



Photo 064 Cracking at Centre Foundation Wall





Photo 065 Architectural Block Mortar Cracks



Photo 066 Localized Brick Damage

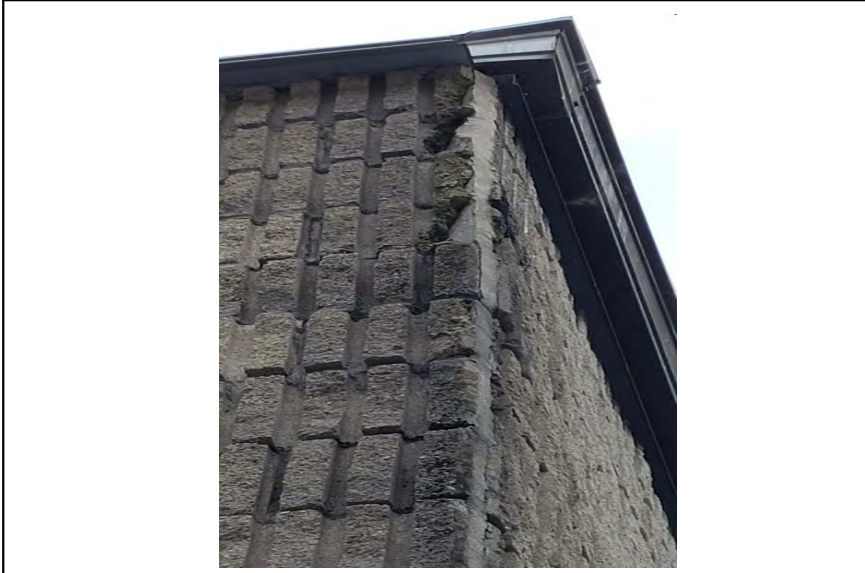


Photo 067 Localized Block Damage at South-East Corner



Photo 068 Architectural Precast Concrete Wall Panels



Photo 069 Metal Siding Along South Side



Photo 070 Damage to Sidewalk



Photo 071      Gap in Foundation Wall



Photo 072      Damaged Eaves



Photo 073 Moss Along East Side Wall

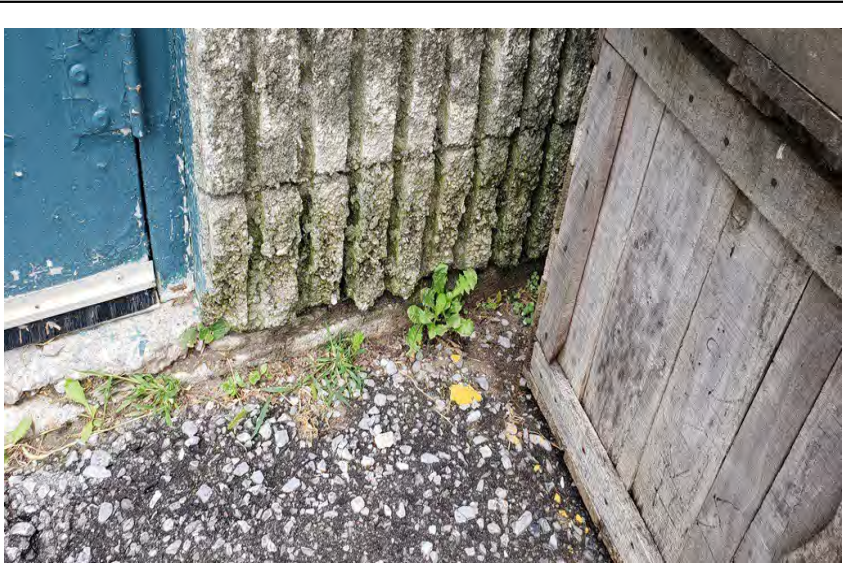


Photo 074 Deterioration of Blocks



Photo 075 Wall Joint



Photo 076 East Side Metal Cladding



Photo 077      Damage to Garage Door Opening



Photo 078      Close Up of Damage Garage Door



Photo 079 Step Cracking and Paint Peeling



Photo 080 Step Cracking and Paint Peeling



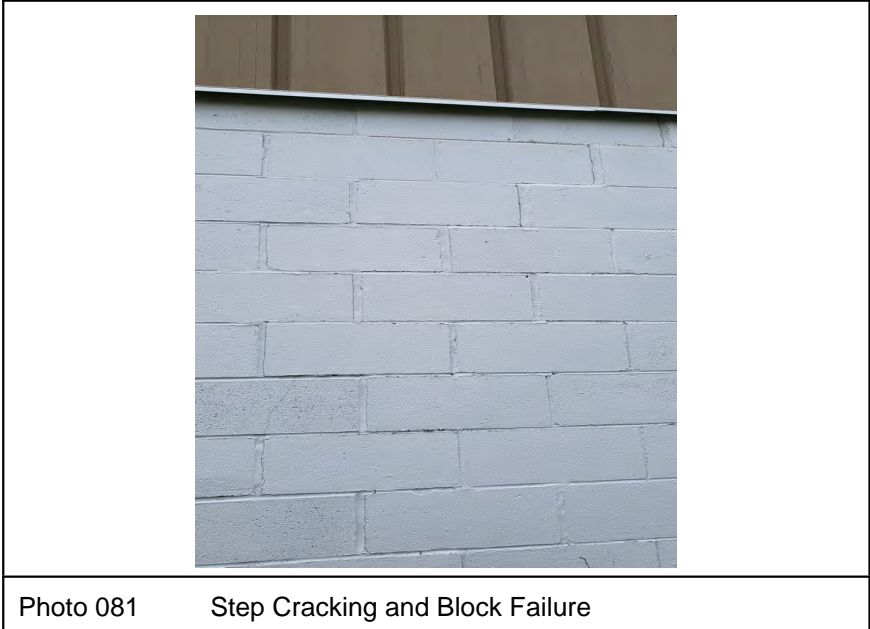


Photo 081 Step Cracking and Block Failure

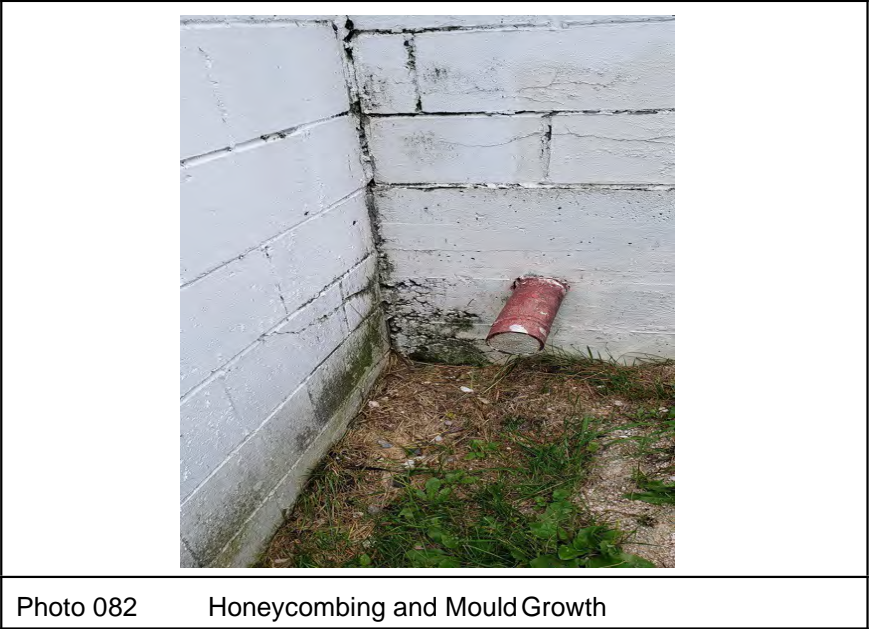


Photo 082 Honeycombing and Mould Growth



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



Photo 084      Metal Cladding



Photo 085      Damage to Garage Door Entrance



Photo 086      Damage to Garage Door Entrance



Photo 087      Damage to Garage Door Seal



Photo 088      Mould and Moisture on Block Wal



Photo 089 North-West Corner



Photo 090 Mould Along West Side



Photo 091 Damaged Wall Joint



Photo 092 Localized Foundation Wall Damage



Photo 093      Hole in Masonry Block

**APPENDIX B**

**ELECTRICAL SITE CONDITION ASSESSMENT**



September 3, 2019  
Project: 6461

**Township of Cavan Monaghan**

988 County Rd. 10,  
Millbrook, ON  
LOA 1G0

Attention: **Yvette Hurley**  
Chief Administrative Officer

**Electrical Site Condition Assessment Report**

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

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

**1. General Comments**

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

**2. Utility Service**

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



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



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



### 3. Rear Service

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



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

#### 4. Front Service

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

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



## 5. Lighting, Emergency Lighting and Egress Signage

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



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

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



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

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

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

## 6. Fire Alarm system

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



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

Prepared by:

David Millen, P.Eng.

**APPENDIX C**

**MECHANICAL SITE CONDITION ASSESSMENT**



September 3, 2019  
Project: 6461

**Township of Cavan Monaghan**

988 County Rd. 10,  
Millbrook, ON  
LOA 1G0

Attention: **Yvette Hurley**  
Chief Administrative Officer

**Mechanical Site Condition Assessment Report**

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

**Review Date:** Tuesday August 27<sup>th</sup>, 2019 at 2:00 pm

**Reviewed by:** Abdulfaraj Alyas MSc, P.Eng. Mechanical Engineer

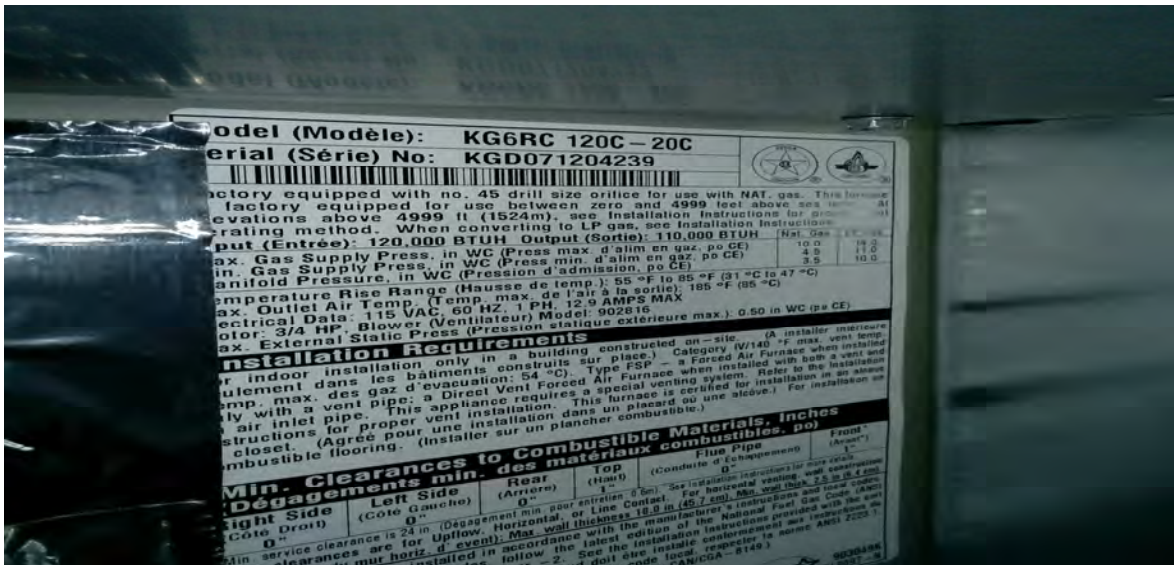
## 1. General Comments

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

## 2. Heating / Cooling / Ventilation Systems

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





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





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





### 3.0 Sanitary drainage system

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





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

#### 4.0 Domestic water system

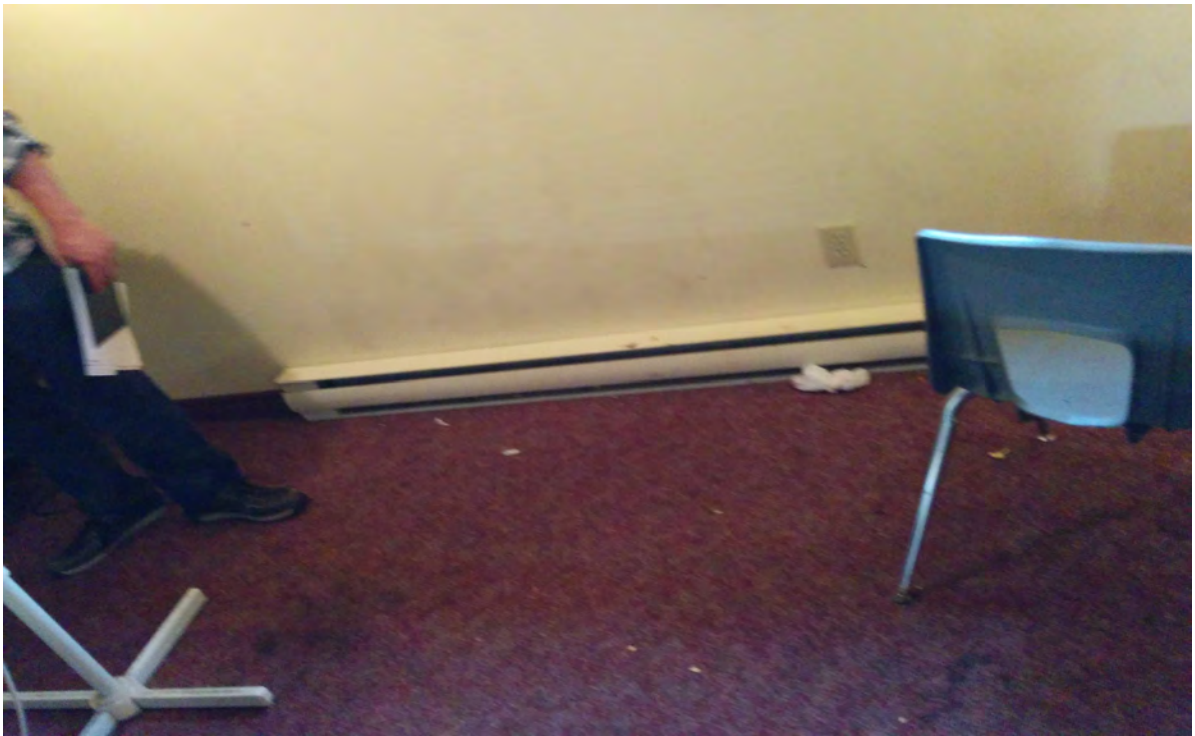
- 4.1 The fixtures are old, low efficiency and at the end of their life.
- 4.2 The pipe system could not be verified as most of it were in the ceiling space or inside walls.
- 4.3 The hot water tank is a good condition and the pipes inside the mechanical room are copper and in a good condition.
- 4.4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

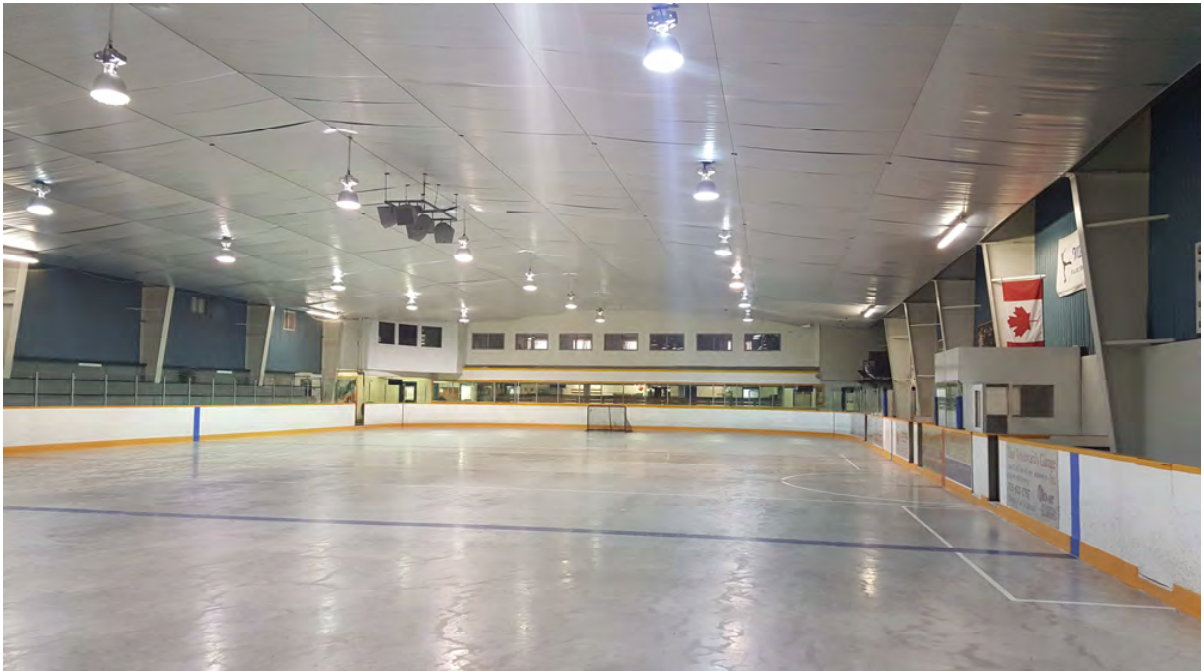


## 5.0 Other mechanical systems

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







Prepared by:

*Abdulfaraj*

Abdulfaraj Alyas MSc, P.Éng.

September 6, 2019  
Project: 6461

**Township of Cavan Monaghan**

988 County Rd. 10,  
Millbrook, ON  
L0A 1G0

Attention: **Yvette Hurley**  
Chief Administrative Officer

**Electrical Site Condition Assessment Report**

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

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

## 1. General Comments

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

## 2. Utility Service

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



2.3 A single pole mounted 50kVA pole mounted transformers supply the Front Service used to supply front of the building, including hall, canteen changerooms and washrooms.

2.3.1 The transformer appears in good condition. The transformer also supplies the street lighting to the west.

2.3.2 The secondary conductors run overhead individually from the service pole to a wall mounted cable termination rack. The cables enter a raceway via a weather-head and drop to the utility meter on the exterior of the building.



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



### 3. Rear Service

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



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

#### 4. Front Service

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

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



## 5. Lighting, Emergency Lighting and Egress Signage

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



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

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



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

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



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

## 6. Fire Alarm system

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



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

## 7. Summary

- 7.1 The electrical systems (Power, lighting, emergency lighting) installed at the Millbrook Arena are mostly original, >30 years old. The electrical systems are presently in good working condition.
- 7.2 If the facility will continue to operate as an arena, in the short term (5 years) the electrical systems are acceptable and should only require ongoing maintenance to maintain.

- 7.3 In the long term (> 5 years) some changes should be done to improve maintenance costs and efficiency. The following values are rough estimates and do not account for any other changes required by structural and mechanical divisions or any change of use for the facility.
- 7.3.1 Replace 600V splitter: \$1200.00
- 7.3.2 Replace linear fluorescent fixtures with LED fixtures
  - Replace Metal Halide with High Bay LED
  - Replace lighting controls (add occupancy control, dimmers etc.):
  - Replace emergency lights with LED and Exits with Running Man LED: \$90,000
- 7.4 The existing fire alarm system is adequate but doesn't provide visual notification (strobes).
- 7.4.1 Replace fire alarm system: \$60,000

Prepared by:



David Millen, P.Eng.

September 3, 2019  
Project: 6461

**Township of Cavan Monaghan**

988 County Rd. 10,  
Millbrook, ON  
L0A 1G0

Attention: **Yvette Hurley**  
Chief Administrative Officer

**Mechanical Site Condition Assessment Report**

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

**Review Date:** Tuesday August 27<sup>th</sup>, 2019 at 2:00 pm

**Reviewed by:** Abdulfaraj Alyas MSc, P.Eng. Mechanical Engineer

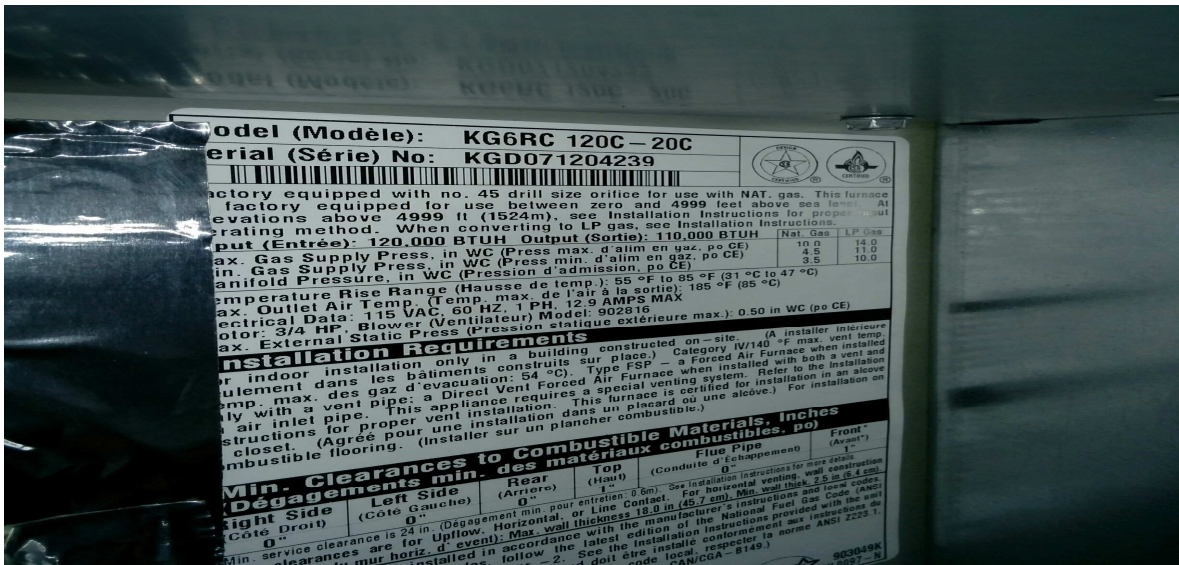
## 1. General Comments

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

## 2. Heating / Cooling / Ventilation Systems

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



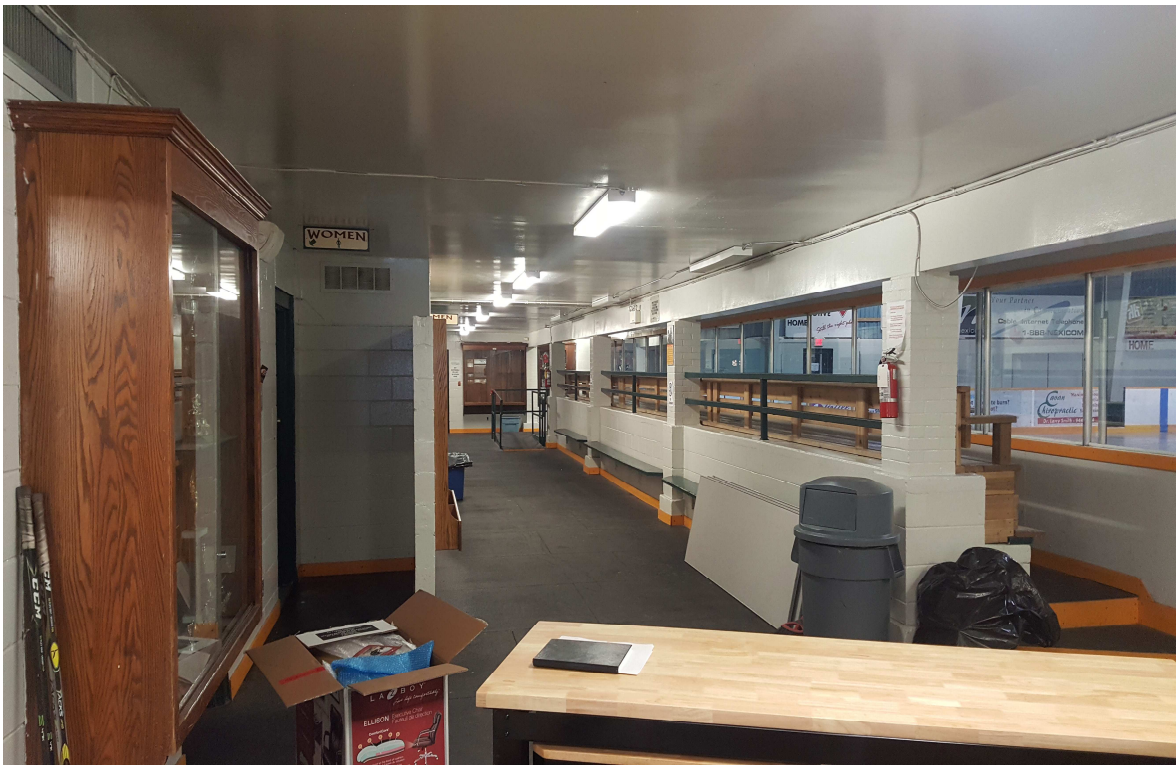


- 2.6 The ducting system had no access panels to verify if there are balancing dampers or any other dampers. The ducting was not accessible to verify how the fittings were done or if they were insulated.
- 2.7 The diffusers are in bad condition; there is very poor air and temperature distribution in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





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





### 3.0 Sanitary drainage system

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







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

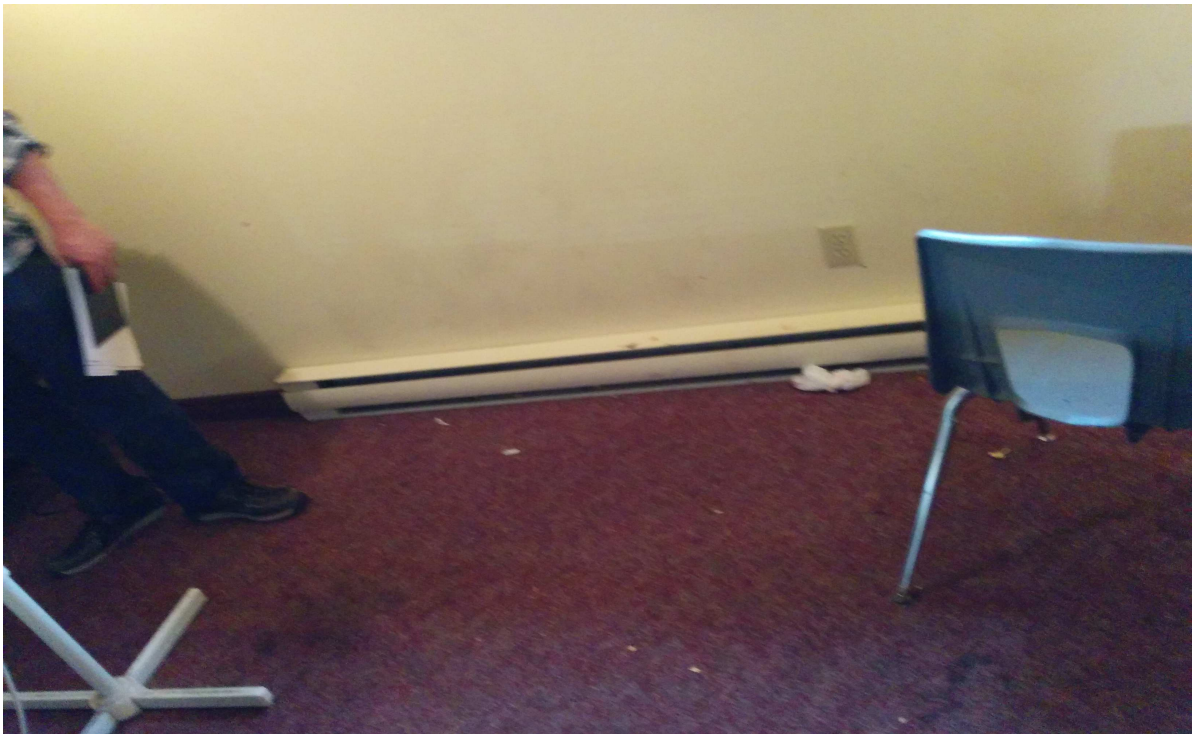
#### 4.0 Domestic water system

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



## 5.0 Other mechanical systems

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





## 6.0 Summary

- 6.1 With the exception of the furnaces, which appear to have been recently upgraded the mechanical systems (Heating, Ventilation, Fresh Air, Plumbing) installed at the Millbrook Arena are mostly original, >30 years old. The mechanical systems are

presently in substandard condition and some work should be done to improve these systems in the short term.

- 6.2 Most of the grills need to be replaced and some are missing so they need to be added
- 6.3 Ventilation and fresh air should added to both floors with HREVs which will need additional ducting and connections to the existing duct system.
- 6.4 The second floor washroom should be returned to a operational state.
- 6.5 Exhaust fans should be installed for the change rooms
- 6.6 Additional diffusors should be added in the corridor of the first floor.
- 6.7 These works with equipment estimated to cost around \$100,000.00

Prepared by:



Abdulfaraj Alyas MSc, P.Eng.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2023-04
<b>Subject:</b>	2022 Statement of Remuneration and Expenses Report

### Recommendation:

That Council receives the 2022 Statement of Remuneration and Expense Report.

---

### Overview:

Under Section 283 (1) of the Municipal Act 2001, a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board. 2001, c. 25, s. 283 (1).

Under Section 284 (1) of the Municipal Act 2001, the treasurer of a municipality shall in each year provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

### Financial Impact:

None.

**Attachments:**

- 2022 Statement of Remuneration and Expenses
- 2022 Ganaraska Statement of Remuneration
- 2022 Otonabee Statement of Remuneration
- 2022 Kawartha Statement of Remuneration

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

Township of Cavan Monaghan  
**Statement of Remuneration and Expenses**  
 Year ending December 31, 2022  
 Section 284(1) of the Municipal Act, SO, 2001 as Amended  
 By-law 2022-30

	<b>Wages &amp; Benefits</b>	<b>Seminars, Conferences &amp; Expenses</b>	<b>Mileage &amp; General Expenses</b>	<b>Total</b>
<b><u>Elected Council 2022-2026</u></b>				
Mayor Matthew Graham	\$4,482.15	\$0.00	\$75.00	\$4,557.15
Deputy Mayor Ryan Huntley	\$3,191.03	\$109.16	\$75.00	\$3,375.19
Councillor Nelson Edgerton (Ward 1)	\$2,737.66	\$0.00	\$75.00	\$2,812.66
Councillor Gerry Byrne (Ward 2)	\$2,875.19	\$0.00	\$75.00	\$2,950.19
Councillor Lance Nachoff (Ward 3)	\$3,350.79	\$0.00	\$75.00	\$3,425.79
<b><u>Previous Council (2018-2022)</u></b>				
Mayor Scott McFadden	\$48,594.19	\$4,434.56	\$1,136.42	\$54,165.17
Deputy Mayor Matthew Graham	\$31,434.98	\$494.43		\$31,929.41
Councillor Tim Belch	\$23,985.68	\$3,127.19	\$844.84	\$27,957.71
Councillor Bill Shaw	\$19,225.53	\$6,735.50	\$500.46	\$26,461.49
Councillor Ryan Huntley	\$26,029.28	\$6,511.34	\$1,242.27	\$33,782.89
<b>Total Remuneration</b>	<b>\$165,906.48</b>	<b>\$21,412.18</b>	<b>\$4,098.99</b>	<b>\$191,417.65</b>

Ganaraska, Kawartha & Otonabee Region Conservation Authority <b>Board &amp; Authorities Remuneration and Expense Summary</b> Year ending December 31, 2022 Section 284 (1) of the Municipal Act, SO, 2001 As Amended				
	<b>Honorarium</b>	<b>Per Diem</b>	<b>Mileage</b>	<b>Total</b>
Councillor Huntley (ORCA)	\$1,946.63	\$1,430.00	\$98.13	\$3,474.76
Councillor Nachoff (GCAR)	<i>n/a</i>	\$150.00	\$0.00	\$150.00
Councillor Belch (GCAR)	<i>n/a</i>	\$335.00	\$0.00	\$335.00
Mayor McFadden (KRCA)	<i>n/a</i>	\$0.00	\$0.00	\$0.00





**Ganaraska Region Conservation Authority  
Township of Cavan Monaghan Representatives Remuneration  
January 1 - December 31, 2022**

Total number of meetings eligible to attend 8

	Meetings Attended	Per Diems	Mileage
Tim Belch	4	\$335.00	\$0.00
Lance Nachoff	2*	\$150.00	\$0.00

**Note:** There was no January, April, July or August meeting.

\*There was an Orientation Meeting for new Board of Directors held in December.



January 27, 2023

Township of Cavan Monaghan  
Yvette Hurley, CAO  
988 County Rd 10, RR #3  
Millbrook, ON L0A 1G0

Dear Ms. Hurley:

As per Section 284(3) of the Municipal Act, 2001, please find below a statement of remuneration and expenses paid to Ryan Huntley, your municipality's appointment to the Otonabee Region Conservation Authority during 2022.

Please note that the number of per diems paid is not necessarily equal to the number of meetings attended due to the manner in which per diems are paid. Authority Directors receive remuneration for attending meetings on a per day basis. For example, Directors attending Audit Committee, Executive Committee or Source Protection Authority meetings followed by the regular Conservation Authority Board meeting receive remuneration equal to one per diem plus related expenses.

Total number of meetings eligible to attend	26
Total number of meetings attended	24

22 Per Diems paid at \$65.00	\$ 1430.00
Chair & Vice Chair Honorarium	1946.63
Mileage(in person meetings only)	<u>98.13</u>
Total Remuneration	\$3474.76

If you require a more detailed record of the meetings attended by your municipal representative, please contact the undersigned.

Yours very truly

Denyse Landry Harvey  
Manager, Corporate Services

cc: Ryan Huntley

The Otonabee Region Conservation Authority  
250 Milroy Drive, Peterborough, ON K9H 7M9  
Phone: 705-745-5791, Fax: 705-745-7488,  
Email: [otonabeca@otonabee.com](mailto:otonabeca@otonabee.com), Website: [www.otonabee.com](http://www.otonabee.com)

Member of Conservation Ontario



**KAWARTHA  
CONSERVATION**

Discover · Protect · Restore

February 16<sup>th</sup>, 2023

Kimberley Pope  
Director of Finance / Treasurer  
Township of Cavan-Monaghan  
988 County Road 10  
Cavan, ON L0A 1G0  
[kpope@cavanmonaghan.net](mailto:kpope@cavanmonaghan.net)

RE: 2022 Statement of Remuneration and Expenses for Councillors and Appointees

Dear Ms. Pope;

To assist you in your reporting requirements under Section 284(1) of the Municipal Act, RSO (2001), we enclose an itemized statement of the remuneration and expenses paid in 2022 to each member of Council with respect to his/her services as a member of Council or as an officer of the municipal corporation for Kawartha Conservation. There were no payments issued for the member listed.

If you have any questions regarding this matter, please do not hesitate to contact me at 705 328-2271 ext. 233.

Sincerely,

Jonathan Lucas  
Acting Director, Corporate Services

*Enclosures: Council of Cavan, Monaghan Appointees - 2022*

**KAWARTHA CONSERVATION**

277 Kenrei Road, Lindsay, ON K9V 4R1

705.328.2271 Fax 705.328.2286

**KawarthaConservation.com**

**Our Watershed Partners:**

City of Kawartha Lakes • Region of Durham • Township of Scugog • Municipality of Clarington • Township of Brock • Municipality of Trent Lakes • Township of Cavan Monaghan



201  
Conservation  
ONTARIO  
Natural Champions

**Council of Cavan, Monaghan  
Appointees - 2022**

**Organization:** Kawartha Region Conservation Authority

<b>Cavan Appointees</b>	<b>Remuneration or Per Diem</b>	<b>Mileage</b>	<b>Other Expenses</b>	<b>Total</b>
McFadden, Scott	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -

I confirm the above information to be valid and complete.

Name Jonathan Lucas  
 Position Acting Director, Corporate Services  
 Telephone 705 - 328 - 2271 Ext. 233  
 Email [jlucas@kawarthaconservation.com](mailto:jlucas@kawarthaconservation.com)



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2023-13
<b>Subject:</b>	Wiseman Official Plan and Zoning By-law Amendments Report- File Nos. OPA-05-22 and ZBA-07-22

### Recommendations:

1. That Council approve By-law No. 2023-14 to adopt Official Plan Amendment No. 12 to the Township of Cavan Monaghan;
2. That Council authorize the submission of the adopted Official Plan Amendment to Peterborough County for review and approval; and
3. That Council approve By-law No. 2023-15, a Zoning By-law Amendment to implement the policies of Official Plan Amendment No. 12, as presented.

### Overview:

On behalf of Shane and Fotini Wiseman, Tom DeBoer of TD Consulting Inc. submitted Official Plan Amendment and Zoning By-law Amendment applications to the Township of Cavan Monaghan. The Applications pertain to an existing lot of record at 461 Highway 7A in part of Lot 6, Concession 8 (Cavan). A key map showing the location of the subject lands is provided as Attachment No. 1 to this Report.

The Amendments are required to introduce planning policies and regulations to permit the creation of one (1) new non-farm residential lot by consent (severance) and to provide appropriate regulations for the development of the new lot.

### Official Plan Amendment

As drafted, Official Plan Amendment No. 12 amends Section 5.2 of the Official Plan for the Township of Cavan Monaghan by adding a new subsection, namely subsection 5.6.2 Site Specific Policies and 5.2.6 a) that shall read as follows:

**“5.2.6            Site Specific Policies**

- a) 461 Highway 7A  
Part of Lot 6, Concession 8 (Cavan)  
(Wiseman)

Notwithstanding the provisions of subsections 5.1.3 and 5.2.3, the creation of one (1) new non-farm residential lot, by consent (severance), may be considered from lands in part of Lot 6, Concession 8 (Cavan), being Property Assessment Roll Number 1509-030-253-00 and municipally known as 461 Highway 7A.”

A complete copy of Official Plan Amendment No. 12 is provided as Attachment No. 2 to this Report.

### **Zoning By-law Amendment**

The Zoning By-law Amendment changes the zoning on the proposed retained lot from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-eight (RR-28) Zone. All of the standard regulations of the RR Zone apply to the RR-28 Zone except that the minimum lot area requirement is 3,000 square metres (0.74 acres).

The proposed severed lot will be rezoned from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-eight Holding Ten (RR-28-H10) Zone. All of the standard regulations of the RR Zone apply to the RR-28-H10 Zone except that the minimum lot area requirement is 3,000 square metres (0.74 acres).

The holding provision attached to the RR-28 Zone will be removed when the Owner provides construction and occupancy mitigation measures and Best Management Practices (i.e. lot grading and drainage, civil engineering or similar) to the satisfaction of the Township and Otonabee Conservation to confirm that the building envelope will not be impacted by the hydrologic feature and will not impact the existing dwelling.

By-law No. 2023-15 is provided as Attachment No. 3 to this Report.

### **Notice**

The public meeting for both the OPA and ZBA applications was held on February 6, 2023. The Planning Report for the Public Meeting is provided as Attachment No. 4 to this Report.

In Report PEB 2023-04, Staff noted Otonabee Conservation’s (ORCA) comments regarding consistency with Section 3.1 of the Provincial Policy Statement (PPS) and Sections 4.2.3 and 4.2.4 of A Place to Grow – Growth Plan for the Greater Golden Horseshoe (GPGGH). The Authority also indicated there was insufficient information at that time to demonstrate if permits are required from ORCA for construction or site alteration.

The ORCA letter indicated that additional information is required in the Environmental Impact Study (EIS) to demonstrate that a key hydrological feature is not present on the west side of the property, through the middle of the property, or that the proposed development will have no negative impacts on the feature or the related ecological function, or that suitable mitigations can be proposed.

Additional environmental information has been received and reviewed by ORCA and Township Staff. Details on the new environmental information and ORCA's comments are contained in the Analysis section of this Report.

PEB 2023-04 also identified comments from the Ministry of Transportation (MTO) related to the requirement for a mutual entrance on Tapley ¼ Line. In a letter dated February 15, 2023, the Township received new comments from the Ministry indicating that the Ministry has no objections to the proposed Amendments.

In the same letter, the Ministry confirmed they no longer require an easement on the severed lot. The existing driveway on the proposed retained lot will need to be relocated in the future to accommodate highway improvements. The scope of those improvements are not yet known. The appropriate location for the relocated entrance is not yet known. At the time of the project study to determine the future of Highway 7A, the MTO will determine an appropriate location for the relocated entrance. Therefore, the existing entrance to the retained lot can remain at its current location until a more suitable location is determined.

No public comments were received at the public meeting.

## **Analysis**

A detailed analysis of the planning framework for the Official Plan and Zoning By-law Amendment applications is contained in Report PEB 2023-04.

The analysis in that Report indicated there were issues related to the Provincial Policy Statement (PPS), A Place to Grow - Growth Plan for the Greater Golden Horseshoe, 2020 (GPGGH) and the Township's Official Plan relative to the hydrologic feature on the property.

Additional information from the environmental consultant for the proponent (GHD) was requested to demonstrate that a key natural heritage feature (e.g. seep) is not present on the west side of the property and through the middle of the property or that the proposed development will have no negative impacts on the feature or their related function or if suitable mitigations can be proposed.

GHD provided new information to the Township and Otonabee Conservation. In the new information, GHD stated that:

“...the seep is flowing out of a hillside seasonally and generally follows the contours and groundwater flow to the northeast towards the existing house on the retained lot. As such no impacts on this seep will occur due to the severance. The source is upstream of the retained lot and proposed severed lot and no direct or indirect impacts will result on the seep from construction of a single-family dwelling on this severed lot. The buffer is generally required to protect discharge and recharge areas, which are not present on the subject property. The severance of the lot with a new lot line will also not impact on the seep. In some cases seeps provide water to wetlands, creeks or other ponded areas that are not found on the subject property or downslope.”

ORCA Staff generally agree with the principal of the new information provided. However, the information does not satisfactorily confirm that the area is suitable to develop an additional dwelling on site.

To address the outstanding issues, the inclusion of a holding provision to the Rural Residential Exception Twenty-eight (RR-28) Zone is recommended for the proposed severed lot. The holding provision will require the Owner to provide suitable construction and occupancy mitigations and Best Management Practices to confirm that the building envelope (dwelling) will not be impacted by the hydrologic feature and will not impact the existing dwelling.

With the addition of the holding provision to the Rural Residential Exception Twenty-eight (RR-28) Zone, ORCA and Township Staff are satisfied that the Applications conform to Sections 2.1, 2.2 and 3.1 of the PPS, are consistent with Section 4.2.3 and the intent of Section 4.2.4 of the (GPGGH) and conform to the Peterborough County and Township of Cavan Monaghan Official Plans.

**Financial Impact:**

None at this time. Application fees cover the costs of processing the Applications.

**Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Official Plan Amendment No. 12
- Attachment No. 3: By-law No. 2023-15
- Attachment No. 4: Report PEB 2023-04

Respectfully Submitted by,

Reviewed by,

Karen Ellis  
Director of Planning

Yvette Hurley  
Chief Administrative Officer



# Attachment No. 1: Key Map

## Key Map



## Attachment No. 2: Official Plan Amendment No. 12

### Part “B” – The Amendment

#### Introductory Statement

All of this part of the document entitled Part “B” – The Amendment consisting of the following text and attached map designated as Schedule “1” constitute Amendment No. 12 to the Official Plan for the Township of Cavan Monaghan.

#### Details of the Amendment

The Official Plan for the Township of Cavan Monaghan is amended as follows:

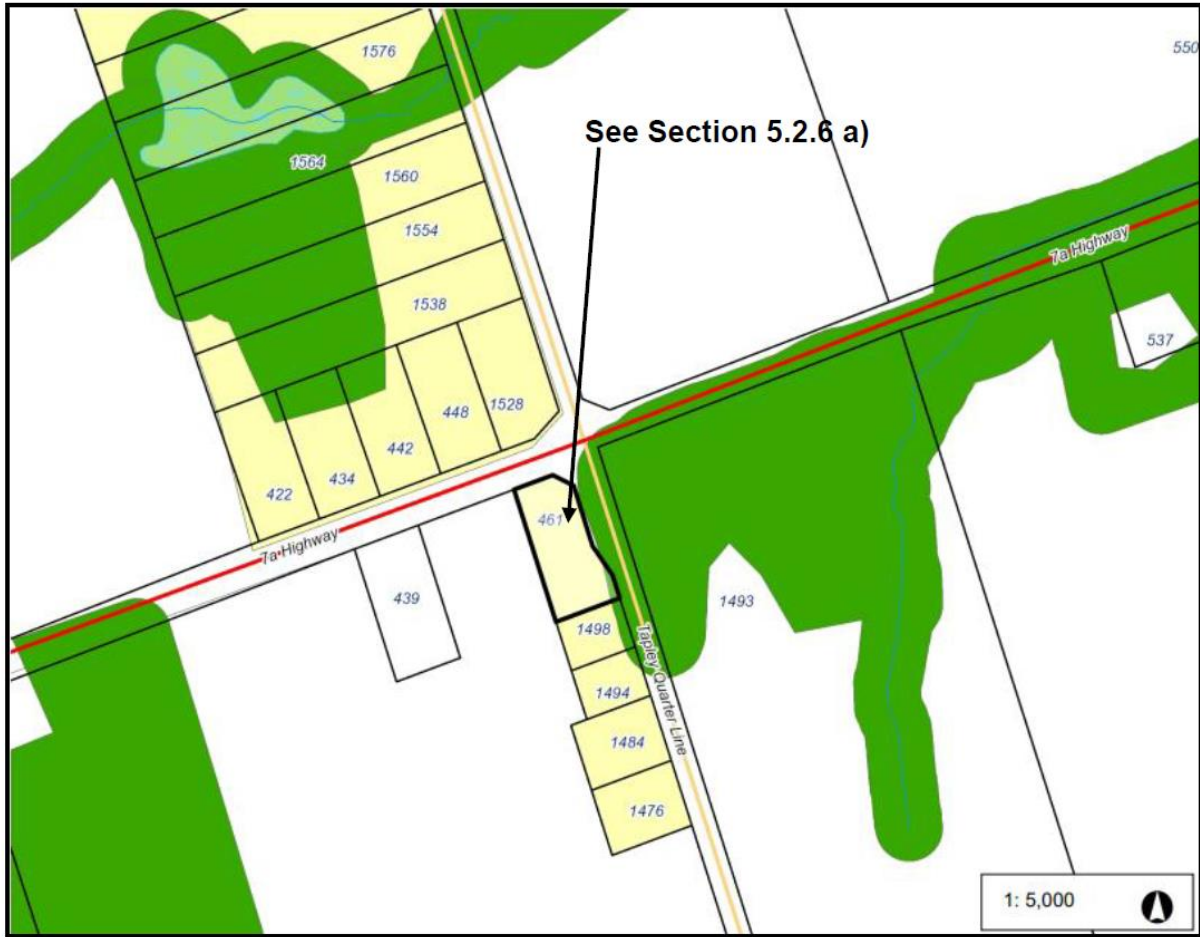
1. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by adding a text box reference for Section 5.2.6 a) as it applies to lands located at 461 Highway 7A in part of Lot 6, Concession 8 (Cavan) as shown on Schedule “1”, attached.
2. Section 5.2 of the Official Plan for the Township of Cavan Monaghan is amended by adding a new subsection, namely subsections 5.6.2 Site Specific Policies and 5.2.6 a) that shall read as follows:

**“5.2.6 Site Specific Policies**








- a) 461 Highway 7A  
Part of Lot 6, Concession 8 (Cavan)  
(Wiseman)

Notwithstanding the provisions of subsections 5.1.3 and 5.2.3, the creation of one (1) new non-farm residential lot, by consent (severance), may be considered from lands in part of Lot 6, Concession 8 (Cavan), being Property Assessment Roll Number 1509-030-253-00 and municipally known as 461 Highway 7A.”

# Schedule "1"



## Legend

-  CM OP Special Section
- CM OP Land Use
  -  Hamlet
  -  Agricultural
  -  Rural
  -  Natural Linkage Area
  -  Natural Core Area
  -  CM OP Special Study Area



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

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing.

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

Read a first, second and third time and passed this 20<sup>th</sup> day of March 2023.

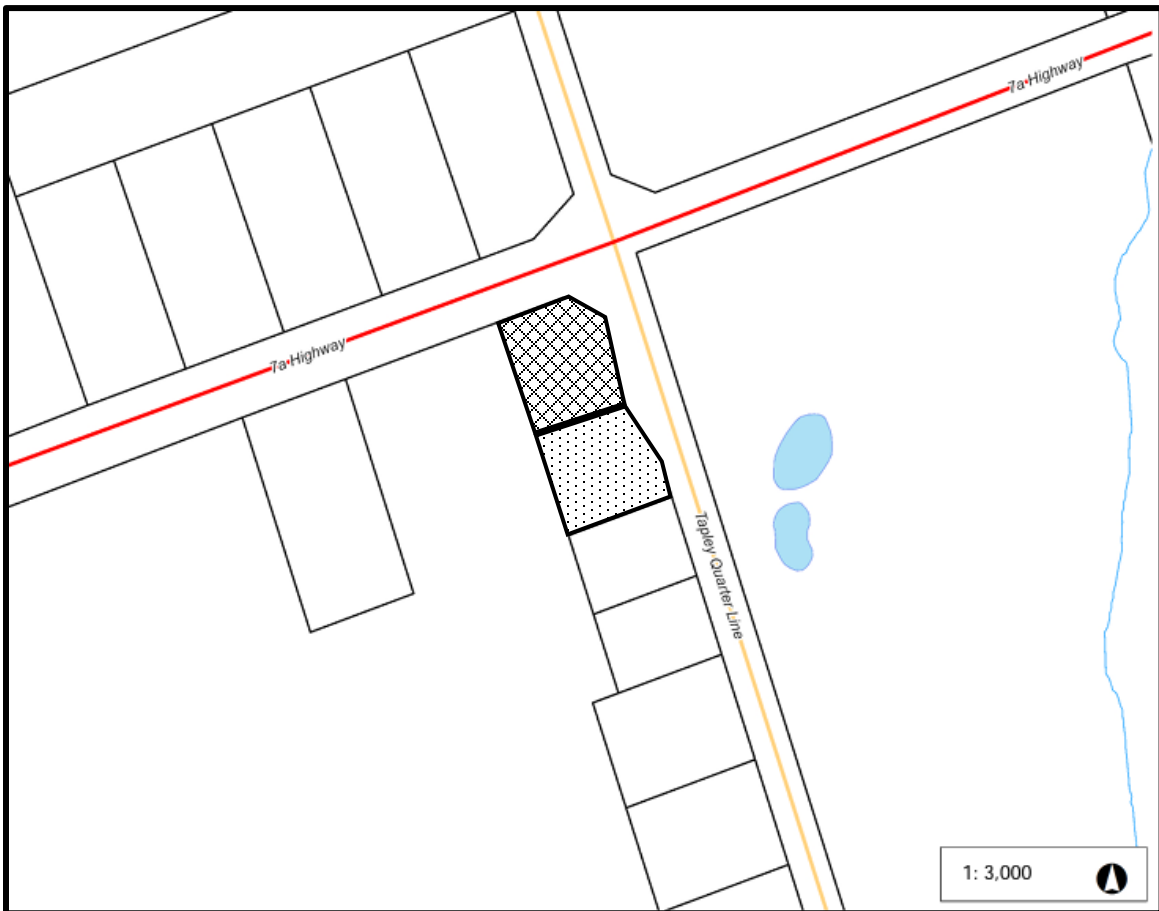
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Matthew Graham  
Mayor

---

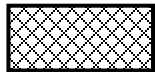
Cindy Page  
Clerk

**Schedule "1" to By-law No. 2023 - 15**

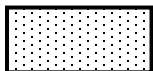


**Area Affected by this By-law**  
Part Lot 6, Concession 8 (Cavan)  
461 Highway 7A  
Roll Number 1509-010-030-25300  
Township of Cavan Monaghan

**Certificate of Authentication**  
This is Schedule "1" to By-law No.  
2023 - 15  
passed this 20th day of March, 2023.



Rezone to the Rural Residential Exception Twenty-eight (RR-28) Zone.



Rezone to the Rural Residential Exception Twenty-eight Holding Ten (RR-28-H10) Zone.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	February 6, 2023
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2023-04
<b>Subject:</b>	Wiseman Official Plan and Zoning By-law Amendments Report- File Nos. OPA-05-22 and ZBA-07-22

**Recommendations:**

1. That Council review and consider all verbal and written comments received at the public meeting;
2. That the draft Official Plan Amendment and Zoning By-law Amendment be presented to Council at a future date for consideration.

**Overview:**

On behalf of Shane and Fotini Wiseman, Tom DeBoer of TD Consulting Inc. submitted Official Plan Amendment and Zoning By-law Amendment applications to the Township of Cavan Monaghan. The Applications pertain to an existing lot of record at 461 Highway 7A in part of Lot 6, Concession 8 (Cavan). A key map showing the location of the subject lands is provided as Attachment No. 1 to this Report.

The Township received the Applications on November 16, 2022 and deemed them complete on November 18, 2022. File numbers OPA-05-22 and ZBA-07-22 were assigned to the Applications.

The purpose and effect of the Official Plan Amendment is to add a policy to the Rural designation to permit the creation of one (1) new non-farm residential lot by consent (severance). The special policy will apply to approximately 0.66 hectares (1.65 acres) of land.

A Consent Application, through Peterborough County Land Division, will be required to create the new lot. A Zoning By-law Amendment application is required to implement the Official Plan Amendment and the Consent Application.

The purpose of the Zoning By-law Amendment is to change the zoning of the property from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-eight (RR-28) Zone. All of the standard regulations of the RR Zone will apply to the RR-28 Zone except that the minimum lot area requirement will be 3000 square metres (0.74 acres).

A consent (severance) application has been filed with the Peterborough County Land Division Department (B-167-22). The Consent Application proposes the creation of a new residential lot approximately 0.36 hectares (0.89 acres) in size with approximately 65.6 metres (214.89 feet) of frontage on Tapley ¼ Line. The retained lot will be approximately 0.34 hectares (0.75 acres) in size with approximately 37 metres (121 feet) of frontage on Highway 7A and approximately 58 metres (200 feet) of frontage on Tapley ¼ Line. A sketch showing the size and configuration of the proposed severed and retained lots is provided as Attachment No. 2 to this Report.

### **Background:**

The property subject to the Application is approximately 0.66 hectares (1.65 acres) in size with approximately 60 metres (197 feet) of frontage on Highway 7A and approximately 110 metres (360 feet) of frontage on Tapley ¼ Line.

The property is currently developed with a single residential dwelling with an attached garage. The house is serviced with private well and sewage disposal systems.

A pre-consultation meeting for this Application was held with Township and County Planning and Public Works Staff, Otonabee Conservation Staff, Ministry of Transportation Staff and Mr. Wiseman on February 15, 2022. Township and County Staff confirmed the need for official plan and zoning by-law amendment applications and the supporting planning justification report that addresses Provincial, County and Township policy frameworks.

ORCA Staff indicated that a scoped environmental impact study (EIS) is required because development is proposed within 120 metres (400 feet) of a key hydrological feature (wetlands). Ministry of Transportation (MTO) Staff noted concerns with the spacing of an entrance on Tapley ¼ Line. They are, however, willing to accept a proposal that shows a mutual entrance, on Tapley ¼ Line, that benefits the severed and the retained lots.

Supporting documentation for the Applications includes a Planning Justification Report (PJR) prepared by EcoVue Consulting Services Inc. and dated November 2022 and an Environmental Impact Study (EIS) prepared by GHD and dated September 2022. The Reports can be found on the Township website at:

<https://www.cavanmonaghan.net/en/news/official-plan-amendment-op-05-22-and-zoning-by-law-amendment-zba-07-22.aspx>



## **Official Plan Amendment**

As drafted, Official Plan Amendment No. 12 amends Section 5.2 of the Official Plan for the Township of Cavan Monaghan by adding a new subsection, namely subsection 5.6.2 Site Specific Policies and 5.2.6 a) that shall read as follows:

### **“5.2.6 Site Specific Policies**

- a) 461 Highway 7A  
Part of Lot 6, Concession 8 (Cavan)  
(Wiseman)

Notwithstanding the provisions of subsections 5.1.3 and 5.2.3, the creation of one (1) new non-farm residential lot, by consent (severance), may be considered from lands in part of Lot 6, Concession 8 (Cavan), being Property Assessment Roll Number 1509-030-253-00 and municipally known as 461 Highway 7A.”

A complete copy of Official Plan Amendment No. 12 is provided as Attachment No. 3 to this Report.

## **Zoning By-law Amendment**

The Zoning By-law Amendment will change the zoning on the property from the Rural Residential (RR) to the Rural Residential Exception Twenty-eight (RR-28) Zone. All of the standard regulations of the RR Zone will apply to the RR-28 Zone except that the minimum lot area requirement will be 3000 square metres (0.74 acres).

The draft Zoning By-law is provided as Attachment No. 4 to this Report.

## **Response to Notice**

Notice of the Official Plan Amendment application was circulated, by first class prepaid mail, to all assessed persons within 120 metres (400 feet) of the lands affected by the Official Plan Amendment and Zoning By-law Amendment applications, to all required ministries and agencies and to all Township Department Directors. Signs were posted on the Highway 7A and Tapley ¼ Line frontages of the property. The Notice of Public Meeting was posted on the Township website. The notice complies with the requirements of the Planning Act.

As of the date of the writing of this Report, Township staff has not received any public comments about or objections to the Official Plan Amendment and/or Zoning By-law Amendment Applications.

Township Staff have no objections to the Applications.

Peterborough Public Health has no objection to the Applications. Inspection of the proposed severed and retained lots will be made upon receipt of the consent (severance) application. Each parcel must be capable of supporting a conventional Class 4 septic system.

Otonabee Conservation has indicated that there is insufficient information at this time to demonstrate consistency with Section 3.1 of the Provincial Policy Statement (PPS) and Sections 4.2.3 and 4.2.4 of A Place to Grow – Growth Plan for the Greater Golden Horseshoe (GPGGH). The Authority also indicated there is insufficient information at this time to demonstrate if permits are required from ORCA for construction or site alteration. ORCA staff may require a site visit in the growing season to confirm the presence or absence of regulatory features. The property is not located within an area subject to the Source Water Protection Plan policies.

The ORCA letter also identified that consultation with GHD has occurred. Updated information is to be added to the EIS to demonstrate that a key hydrological feature is not present on the west side of the property, through the middle of the property, or that the proposed development will have no negative impacts on the feature or the related ecological function, or if suitable mitigations can be proposed.

## **Analysis**

### **Provincial Policy Statement (PPS)**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

The subject lands are subject to the policies in Section 1.1.4 Rural Areas in Municipalities of the PPS. Rural areas are “a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas”. “Rural lands” are defined as “lands which are located outside settlement areas and which are outside prime agricultural areas”.

The subject lands are considered “rural lands”. As per Section 1.1.5 of the PPS, permitted uses include residential development, including lot creation that is locally appropriate.

Staff are of the opinion that the creation of one (1) new lot from the subject property is locally appropriate. The new lot will be located in a strip of existing non-farm residential development. The proposed lot areas are also similar to the lot areas of the two (2) existing residential lots immediately south of the subject property. The existing character of single detached residential units on private services will be maintained.

Section 1.6.6.4 permits the consideration of individual on-site sewage services and individual on-site water services provided that site conditions are suitable for the long-

term provision of such services with no negative impacts. A new private well and septic system are proposed for the new lot. The existing well and septic system will continue to service the existing dwelling. Township Staff are not aware of any issues in this area of the Township with regard to water supply or quality.

Natural Heritage policies in Section 2.1 of the PPS speak to development within significant wetlands, woodlands, valleylands, wildlife habitat, areas of natural and scientific interest. Natural Hazards policies in Section 3.1 speak to directing development away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage.

In the pre-consultation meeting, Otonabee Conservation (ORCA) Staff confirmed that the proposed development is within 120 metres (400 feet) of a key hydrologic feature (wetland) and a key natural heritage feature (significant woodland). As such, they recommended the completion of a scoped environmental impact study.

An Environmental Impact Study was completed by GHD in September 3, 2022. The Study has been peer reviewed by ORCA Staff. Comments from ORCA Staff indicate that their review of the EIS found a possible area of a French drain directing water away from the existing house. ORCA Staff do not know if the area is suitable to develop an additional dwelling in this area or if suitable mitigations can be proposed.

GHD (authors of the EIS) has indicated to ORCA Staff that updated information will be added to the Report to address the stated concerns. Consistency with Section 3.1 of the PPS will be determined upon receipt and review of the additional information.

The Applications are not consistent with the PPS until the policies in Section 3.1 are addressed to the Township's satisfaction.

A Place to Grow - Growth Plan for the Greater Golden Horseshoe, 2020 (GPGGH)

A Place to Grow is the Ontario Government's initiative to plan for growth and development in a way that supports economic prosperity, protects the environment, and helps communities achieve a high quality of life. The Growth Plan guides decisions in the Greater Golden Horseshoe Region.

The GPGGH directs most residential development to settlement areas. The subject lands are not located in a settlement area. However, Section 2.2.9 of the Plan contains policies related to Rural Areas. Development outside of settlement areas may be permitted on rural lands for:

- a) the management or use of resources;
- b) resource-based recreational resources; and
- c) other rural land uses that are not appropriate in settlement areas provided they are compatible with the rural landscape and surrounding local land uses, can be sustained by rural service levels, and do not adversely affect the protection of

agricultural uses and other resource-based uses such as mineral aggregate operations.

To be clear, residential land uses are permitted in settlement areas and are appropriate land uses in settlement areas. However, residential development in settlement areas tends to be more compact and at a higher density. While the lot area of the proposed lots is similar to the minimum lot area requirement in a Hamlet, the proposed lots are compatible with the existing lot fabric and rural character in the area. Given that the proposed use can be sustained by rural service levels and will not adversely affect agricultural or resource-based uses in the area, Township Staff are prepared to accept that the limited severance activity afforded by the Official Plan Amendment meets the general intent of the Section 2.2.9 of the Growth Plan.

Natural Heritage Features policies are found in Section 4.2 of the Plan. Outside of settlement areas, development or site alteration is not permitted in key natural heritage features that are part of the Natural Heritage System or in key hydrologic features. In addition, a proposal for new development or site alteration within 120 metres (400 feet) of a key natural heritage feature or a key hydrologic feature requires the completion of a natural heritage evaluation or hydrologic evaluation. The evaluation must identify a vegetation protection zone of not less than 30 metres measured from the outside boundary of the key natural heritage feature or key hydrologic feature.

As indicated in the PPS section of the Report, an EIS was prepared by GHD to support the proposed official plan and zoning by-law amendments. As indicated in the Response to Notice section of this Report, there is insufficient information in the EIS at this time to demonstrate conformity with Sections 4.2.3 and 4.2.4 of the Growth Plan. Updated information from GHD is expected to demonstrate that a key hydrological feature is not present on the west side of the property and through the middle of the property, or that the proposed development will have no negative impacts on the feature or its related ecological function

The Applications do not conform to the Growth Plan until such time that the policies of Section 4.2.3 and 4.2.4 have been addressed to the Township's satisfaction.

#### County of Peterborough Official Plan

The policies of the Peterborough County Official Plan direct development to appropriate lands within the County while protecting important natural features.

The subject lands are part of the Rural and Cultural Landscape. In this designation, limited development is permitted if it matches the character of the Rural Areas within the County and does not impact the quantity or quality of groundwater or prime agricultural uses and/or lands. Furthermore, the creation of new lots in the Rural and Cultural Landscape is permitted provided they do not impact agricultural uses, comply with the Minimum Distance Separation (MDS) Formulae and the Source Water Protection policies (S. 4.3.3.1).

The proposed development will not impact agricultural uses. The proposal involves the creation of a new non-farm residential lot from an existing residential holding.

MDS Guideline #8 requires the calculation of MDS when lot creation is proposed. Consent (severance) application B-167-22 indicates that there are no livestock facilities or anaerobic digesters within 1500 metres (4921 feet) of the subject property. As such, MDS has not been calculated for these Applications.

The subject lands are not located with a Source Water Protection Area.

The Applications conform to the Peterborough County Official Plan.

Township of Cavan Monaghan Official Plan

The Official Plan provides detailed policies and mapping to guide the decisions of public authorities and private interests to maintain the Township as a liveable and attractive community.

The subject property is designated Rural in the Township's Official Plan. The objectives of this designation include:

- a) The protection of land suitable for agricultural production from scattered development and land uses that are unrelated to agriculture;
- b) Direct limited non-farm growth to the rural designation provided it will not interfere with or limit surrounding farm activity; and
- c) Encourage rural economic activity that does not adversely impact agricultural uses and is compatible with rural residential uses.

Single dwelling houses on existing lots of record or lots created by consent (severance) are permitted provided they are compatible with adjacent land uses (S.5.2.2). Severances are only permitted in accordance with the criteria outlined Section 5.1.3 of the Plan. The creation of a new lot does not conform to any of the criteria outlined in Section 5.1.3. As such, the special policy proposed with Official Plan Amendment No. 12 is required to permit the severance of a residential lot from the subject lands.

Section 3.14 provides general development policies for lot creation. Only those policies directly related to the subject Official Plan and Zoning By-law Amendment Applications are discussed in the following sections.

The proposed OPA will permit the creation of one new lot. A plan of subdivision is not necessary.

The number of lots permitted to be created from a land holding cannot be more than two new lots in addition to the retained parcel. A land holding is defined as "a conveyable parcel of land held in distinct ownership from abutting parcels as of January 1, 2012".

There has been no severance activity on the subject lands since January 1, 2012. One new lot is proposed with the Official Plan Amendment policy.

Appropriate water and wastewater systems are required. Private well and septic systems are proposed to service the new lot. Peterborough Public Health will regulate the installation of the septic system through their permitting process. A new well, drilled by a licensed well driller, will also be required. Township Staff are not aware of any water quality or quantity issues in the areas that could adversely affect the drilling of the well.

Lots must front onto and access a public road that is maintained year round. Tapley ¼ Line is a Township Road maintained year round. A mutual driveway is proposed to address Ministry of Transportation (MTO) requirements. A right-of-way over the severed lot is required to ensure continued access to the retained lot.

Access to the lot cannot create or cause a traffic hazard. In the pre-consultation meeting for these Applications, MTO Staff confirmed that review and approval of all development/redevelopment proposals are required under the Public Transportation and Highway Improvement Act. Where access to a municipal road is available, existing entrances on a highway will be relocated to a municipal road at the time of redevelopment or when MTO has planned work in the area.

MTO is unable to support the severance of the subject property because there is not sufficient spacing to relocate the existing entrance to the municipal road within the boundaries of the proposed severed lot. A mutual entrance for both the proposed severed and retained lots is, however, acceptable. The existing entrance to the subject property will have to be relocated from Highway 7A to Tapley ¼ Line and share a mutual entrance with the proposed severed lot. The severance sketch provided as Attachment No. 2 to this Report indicates a proposed location of the mutual entrance.

The creation of the lot cannot restrict the ultimate development of adjacent lands or the remnant parcel of land. With the approval of OPA No. 12, one new lot may be created. The severance will not affect the development of adjacent lands. The retained parcel is currently developed with a dwelling.

The size of the residential lot shall not exceed 0.8 hectares (2 acres) except where the following site conditions require a larger lot size. The proposed lot areas for the severed and retained lots are less than 0.8 hectares.

A new lot cannot have a negative impact on the Natural Heritage Features and related ecological functions in the area. Development is prohibited within significant natural heritage and hydrologic features unless an EIS demonstrates that there will be no negative impacts on the feature or their related ecological function. ORCA Staff's peer review of the EIS indicated that additional information is required to address compliance with these policies.

The consent complies with the Minimum Distance Separation (MDS) formula. As indicated in the County of Peterborough Official Plan Section, MDS is not applicable to these Applications.

An application for consent shall have the effect of creating only one (1) new lot in addition to the retained lot. If more than one (1) new lot is created, an additional application shall be required. One (1) consent application has been filed for the creation of one (1) new lot.

The Applications do not conform to the Township of Cavan Monaghan Official Plan until the issues with the key hydrologic features and natural hazards policies are addressed to the Township's satisfaction.

#### Township of Cavan Monaghan Zoning By-law

The subject lands are currently zoned the Rural Residential (RR) Zone (Map D-1 of Schedule A) in By-law No. 2018-58, as amended. Single detached dwellings are permitted in the RR Zone. The lot areas of the proposed severed and retained lots will not satisfy the minimum lot area requirement of the RR Zone. As such, a zoning by-law amendment is required.

As drafted, By-law No. 2023-xx will change the zoning on the property from the RR Zone to the RR-28 Zone. All of the standard regulations of the RR Zone will apply to the RR-28 Zone except that the minimum lot area requirement will be 3000 square metres (0.74 acres).

#### **Financial Impact:**

None at this time.

#### **Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Consent (Severance) Application Sketch
- Attachment No. 3: Draft Official Plan Amendment No. 12
- Attachment No. 4: Draft Zoning By-law

Respectfully Submitted by,

Reviewed by,

Karen Ellis  
Director of Planning

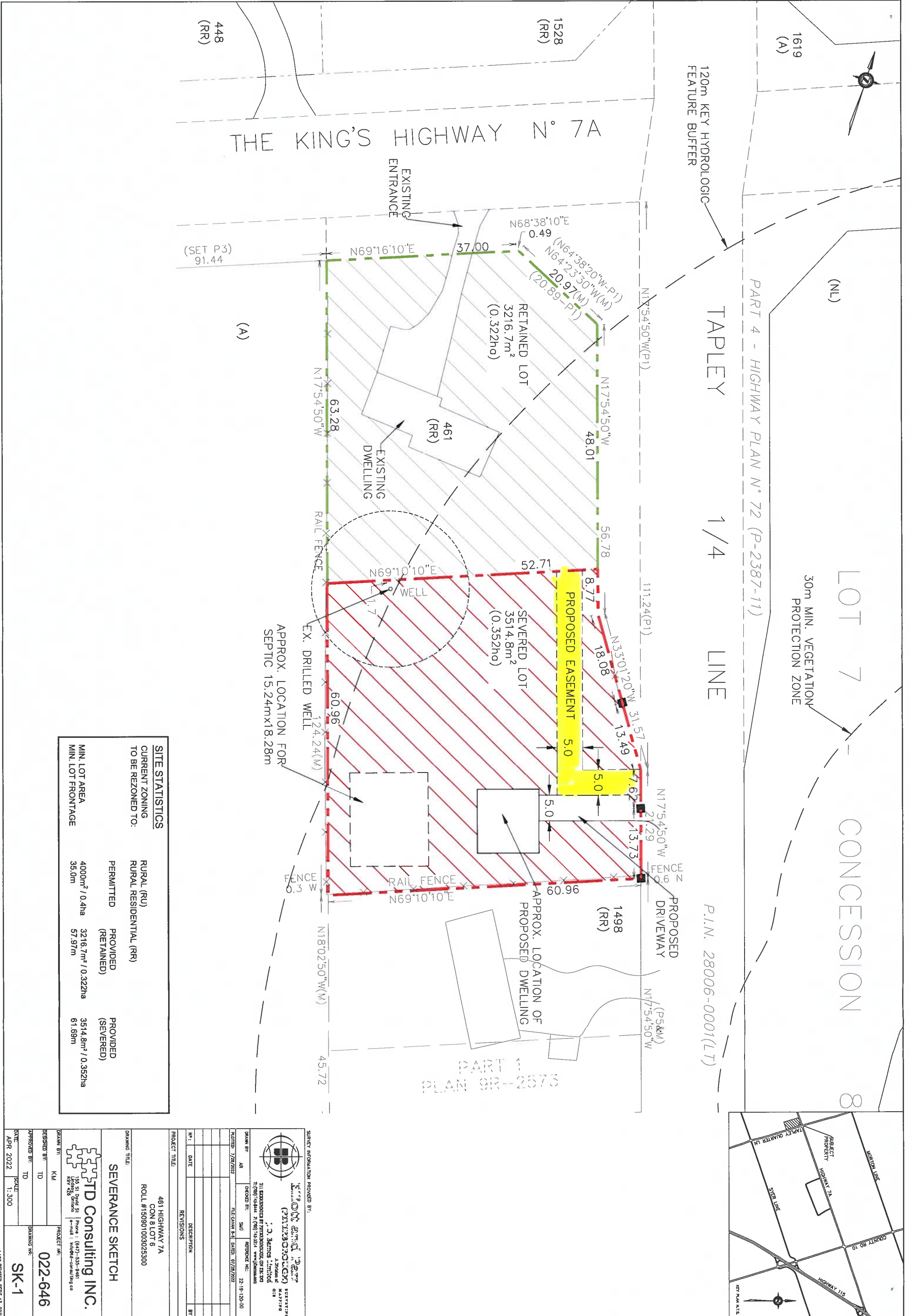
Yvette Hurley  
Chief Administrative Officer

Attachment No. 1: Key Map

Key Map







SITE STATISTICS			
CURRENT ZONING TO BE REZONED TO:	RURAL (RU)	RURAL RESIDENTIAL (RR)	
PERMITTED	PROVIDED (RETAINED)	PROVIDED (SEVERED)	
MIN. LOT AREA	4000m <sup>2</sup> / 0.4ha	3216.7m <sup>2</sup> / 0.322ha	3514.8m <sup>2</sup> / 0.352ha
MIN. LOT FRONTAGE	35.0m	57.97m	61.69m

SAFETY INFORMATION PROVIDED BY:

**TD CONSULTING INC.**  
 2110 BROADVIEW AVENUE, SUITE 200  
 MISSISSAUGA, ONTARIO L4X 1L3  
 TEL: (905) 276-1111 FAX: (905) 276-1112  
 WWW.TDCONSULTING.COM

DATE: APR 2022  
 SCALE: 1:300

PROJECT TITLE: 461 HIGHWAY 7A CON 8 LOT 6 ROLL #150901003025300

DRAWING TITLE: SEVERANCE SKETCH

DESIGNED BY: TD  
 APPROVED BY: TD  
 DATE: APR 2022

PROJECT NO: 022-646  
 DRAWING NO: SK-1

Official Plan Amendment No. 12  
(Wiseman)

to the

Official Plan for the Township of Cavan Monaghan

DRAFT

January 2023

**Certificate**

**Official Plan Amendment No. 12  
Township of Cavan Monaghan Official Plan**

The attached map and explanatory text, constituting Amendment No. 12 to the Township of Cavan Monaghan Official Plan was prepared by the Council of the Township of Cavan Monaghan and was adopted by the Township of Cavan Monaghan by By-law No. 2023-xx in accordance with the provisions of Section 21 of the Planning Act, R.S.O., 1990, as amended, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Matthew Graham, Mayor**

**Corporate Seal  
of Municipality**

\_\_\_\_\_  
**Cindy Page, Clerk**

This Amendment to the Township of Cavan Monaghan Official Plan which has been prepared and adopted by the Council of the Township of Cavan Monaghan is hereby approved in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, as Amendment No. 12 to the Township of Cavan Monaghan Official Plan.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Iain Mudd  
Director of Planning  
County of Peterborough**

**Adoption By-law for Official Plan Amendment No. 12**

**By-law No. 2023-xx**

The Council of the Township of Cavan Monaghan, in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. Amendment No. 12 to the Township of Cavan Monaghan Official Plan consisting of the attached text and map (Schedule "1") is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the Peterborough County Planning Department for approval of the aforementioned Amendment No. 12 to the Township of Cavan Monaghan Official Plan.
3. This By-law shall come into force and take effect on the day of the final passing thereof, subject to the approval of the Peterborough County Council.

Enacted and passed this            day of            , 2023.

\_\_\_\_\_  
Matthew Graham  
Mayor

\_\_\_\_\_  
Cindy Page  
Clerk

## **The Statement of Components**

**Part A – The Preamble** does not constitute part of this Amendment.

**Part B – The Amendment** constitutes Amendment No. 12 to the Township of Cavan Monaghan Official Plan.

**Part C – The Appendices** do not form part of this Amendment. These appendices contain the record of the public involvement associated with the Amendment, including agency comments.

DRAFT

## Part A – The Preamble

### 1. Purpose:

The purpose of Amendment No. 12 to the Official Plan for the Township of Cavan Monaghan is to add a special policy to the Rural designation to permit the creation of a new non-farm residential lot by consent (severance).

### 2. Location:

The Amendment applies to the property located at 461 Highway 7A in part of Lot 6, Concession 8 (Cavan) as shown on the Key Map attached hereto.

### 3. Basis:

#### i) Proposal

The property subject to the Application is approximately 0.66 hectares (1.65 acres) in size with approximately 60 metres (197 feet) of frontage on Highway 7A and approximately 110 metres (360 feet) of frontage on Tapley ¼ Line.

The property is currently developed with a single residential dwelling with an attached garage. The house is serviced with private well and sewage disposal systems.

Official Plan Amendment No. 12 adds a special policy to the Rural designation to permit the creation of a new residential lot via the consent (severance) process.

A Planning Justification Report for the Application is provided as Attachment No. 1 to this Amendment.

#### ii) Public Consultation

A public meeting is required to be held under Sections 17 and 22(b) of the Planning Act, R.S.O. 1990, as amended, as a minimum toward the fulfillment of the requirements for public consultation. The public meeting was held February 6, 2023.

#### iii) Agency Review

All agency comments received are included in the Appendix.

# Key Map



## Part “B” – The Amendment

### Introductory Statement

All of this part of the document entitled Part “B” – The Amendment consisting of the following text and attached map designated as Schedule “1” constitute Amendment No. 12 to the Official Plan for the Township of Cavan Monaghan.

### Details of the Amendment

The Official Plan for the Township of Cavan Monaghan is amended as follows:

1. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by adding a text box reference for Section 5.2.6 a) as it applies to lands located at 461 Highway 7A in part of Lot 6, Concession 8 (Cavan) as shown on Schedule “1”, attached.
2. Section 5.2 of the Official Plan for the Township of Cavan Monaghan is amended by adding a new subsection, namely subsections 5.6.2 Site Specific Policies and 5.2.6 a) that shall read as follows:

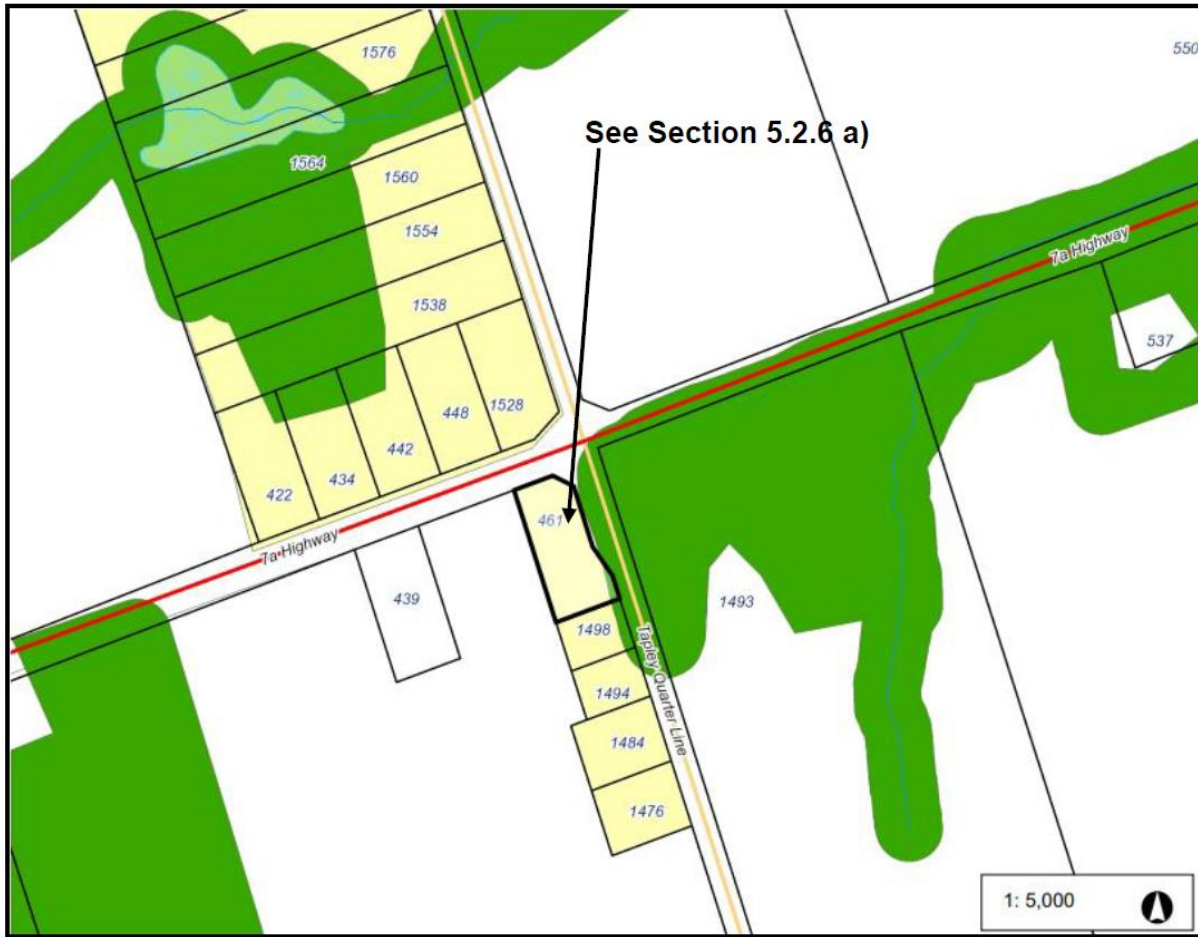
**“5.2.6 Site Specific Policies**

- a) 461 Highway 7A  
Part of Lot 6, Concession 8 (Cavan)  
(Wiseman)

Notwithstanding the provisions of subsections 5.1.3 and 5.2.3, the creation of one (1) new non-farm residential lot, by consent (severance), may be considered from lands in part of Lot 6, Concession 8 (Cavan), being Property Assessment Roll Number 1509-030-253-00 and municipally known as 461 Highway 7A.”



## Schedule "1"



### Legend

- CM OP Special Section
- CM OP Land Use
  - Hamlet
  - Agricultural
  - Rural
  - Natural Linkage Area
  - Natural Core Area
  - CM OP Special Study Area

**Attachment No. 4: Draft Zoning By-law**

**The Township of Cavan Monaghan**

**By-law No. 2023-xx**

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

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

**And Whereas**, the Council of the Township of Cavan Monaghan adopted Official Plan Amendment No. 12 to the Township of Cavan Monaghan Official Plan to set the policy context for the proposed rezoning;

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

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

1. Map D-1 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning certain lands in part of Lot 6, Concession 8 (Cavan), being property assessment roll number 1509-010-030-253-00, to the Rural Residential Exception Twenty-eight (RR-28) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.

2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.67 that shall read as follows:

**“3.4.67            RR-28            Map D-1 on Schedule A    (2023-xx Wiseman)**

a) Minimum lot area 3000 m<sup>2</sup>

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

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing.

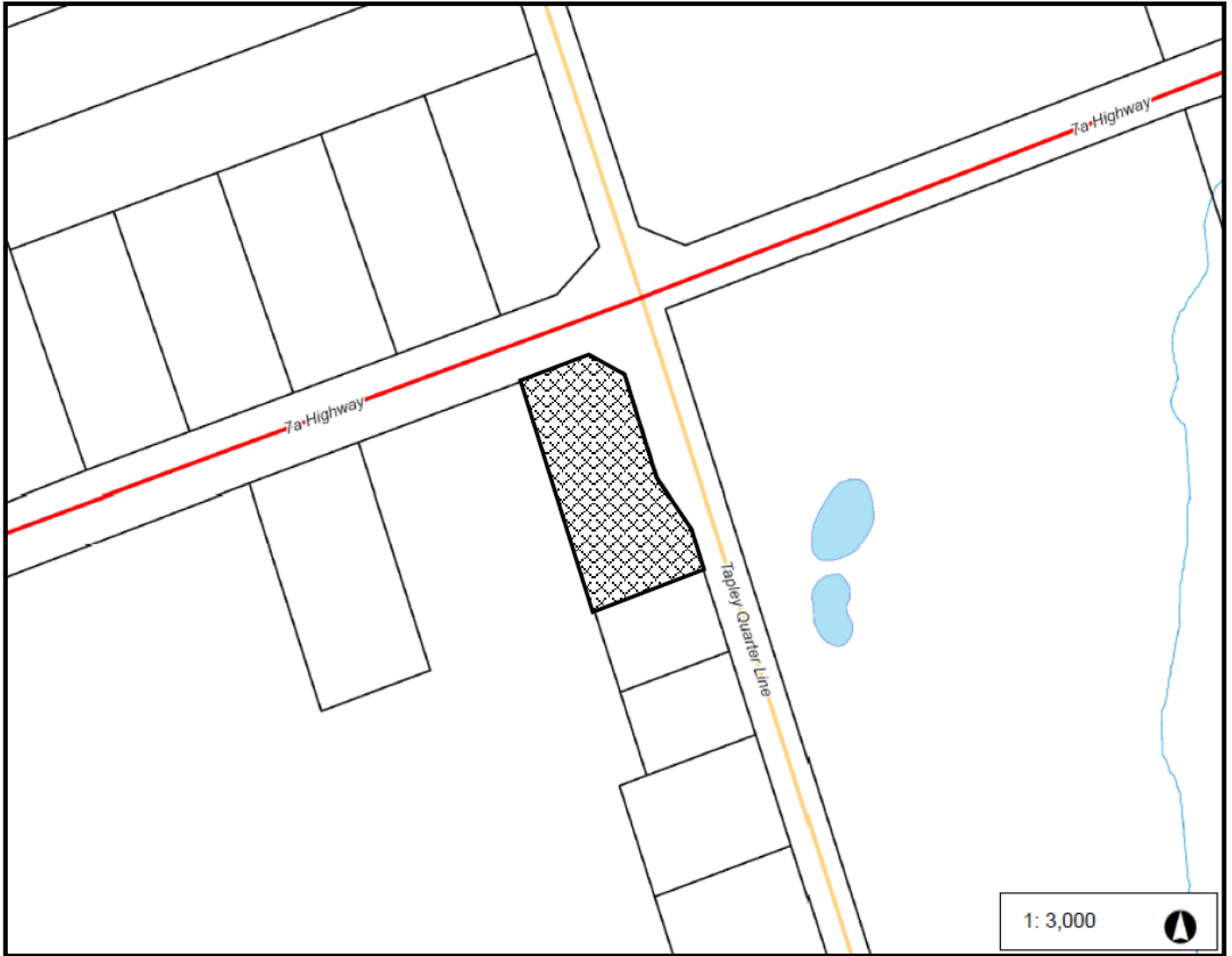
If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this ..... day of ..... 2023.

\_\_\_\_\_  
Matthew Graham  
Mayor

\_\_\_\_\_  
Cindy Page  
Clerk

**Schedule "1" to By-law No. 2023 - \_\_\_\_**



**Area Affected by this By-law**  
 Part Lot 6, Concession 8 (Cavan)  
 461 Tapley ¼ Line  
 Roll Number 1509-010-030-25300  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "1" to By-law No.  
 2023 - \_\_\_\_  
 passed this \_\_\_\_ day of \_\_\_\_\_,  
 2023.



Rezone to the Rural Residential Exception Twenty-eight (RR-28) Zone.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2023-05
<b>Subject:</b>	Sidewalk Plow Tender T-PW-23-01

**Recommendation:**

That Council reject all tenders for T-PW-23-01 Sidewalk Plow.

---

**Overview:**

The Tender for Sidewalk Plow was called and posted to the Township website and Biddingo on February 2, 2023. The closing date was February 23, 2023 at 11:00 a.m. The Tender was opened publically at 11:15 a.m. the same day with Ward 3 Councillor Lance Nachoff, Karlie Cornish-Tkalec, Kimberley Pope, Wayne Hancock and Drew Hutchison representing the Township.

Three bids were received as outlined below:

- |   |                            |
|---|----------------------------|
| 1. Cubex Ltd.                                   | \$193,120.81 (plus H.S.T.) |
| 2. FST Canada Inc, o/a<br>Joe Johnson Equipment | \$196,765.90 (plus H.S.T.) |
| 3. JD Brule Inc.                                | \$199,724.65 (plus H.S.T.) |

Staff are recommending that Council reject all tenders for T-PW-23-01 Sidewalk Plow. This recommendation is based on the tender specifications and that all tenderers were not able to meet the required specifications. The proposal call document includes a clause that the Municipality retains the right to accept or reject any proposal. Staff had also contacted the Township solicitor for additional direction, during this review it was agreed that the tenderers did not meet specifications within the tender and therefore shall be rejected.

**Financial Impact:**

The amount of \$180,000.00 was approved in the 2023 capital budget (02-4675-3910) for the purchase of a sidewalk plow.

The Sidewalk Plow is a necessary addition to the operations fleet in order to improve our winter maintenance operations. With guidance from the Township solicitor, staff will revise the tender call document before re-tendering.

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

Drew Hutchison  
Public Works Engineering Technician



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2023-06
<b>Subject:</b>	Tender T-PW-23-03 Grader

**Recommendations:**

1. That Council award the Grader Tender T-PW-23-03, to Toromont Industries (Caterpillar), at the lowest tender amount, of \$569,509.00 with H.S.T. of \$74,036.17 for a total amount of \$643,545.17. After the municipal H.S.T. rebate, the net price for the Grader is \$589,732.11. Staff are requesting the additional cost of \$29,732.11, in excess of the \$560,000 approved Capital Budget, to be borrowed from the Asset Replacement Reserve and recovered in the 2024 Budget as a pre-approval, through the 2024 property tax rates; and
2. That Council approve the purchase of six provisional items, which are a Craig 301RM Series Masted Wing, Craig 1072 Series One Way Plow, Raglan Tire Gravel Packer, a Rear Mount Scarifier and Ripper at the additional amount of \$121,480.00 with H.S.T. of \$15,792.40 for a total amount of \$137,272.40. After the municipal H.S.T. rebate, the net price for the provisional items combined is \$123,618.04. Staff are requesting the provisional items of \$123,618.04 to be purchased with the Grader in 2023 with funds borrowed from the Asset Replacement Reserve and recovered in the 2024 Budget as a pre-approval, through the 2024 property tax rates; and
3. That the existing Grader #31-10 be declared surplus and sold under the Tangible Capital Asset Policy, Disposal Subsection, Disposal of Real Property or Tangible Capital Assets.

**Overview:**

The Tender for a new Grader was called and posted to Biddingo on February 2, 2023. The closing date was February 23, 2023 at 11:00 a.m. The Tender was opened publicly, on YouTube, at 11:15 a.m. the same day with Ward 2 Councillor Lance Nachoff, Karlie Cornish-Tkalec, Kimberley Pope, Wayne Hancock and Drew Hutchison representing the Township.

Two bids were received as outlined below:

- |                       |  |
|-----------------------|--|
| 1. Toromont CAT       | \$569,509.00 (excluding applicable H.S.T.) |
| 2. Brandt Tractor LTD | \$575,000.00 (excluding applicable H.S.T.) |

Council pre-approved the budget for a Grader replacement (Finance 2022-19) as the existing Grader is nearing the end of asset useful life. The existing Grader was purchased in 2010 and has over 6,000 working hours on it and is a vital piece of equipment for the Township. During the summer months it is utilized for road grading, scarifying/ ripping road for capital project preparation, addressing various roadway concerns, and maintenance needs, during the winter months it is utilized for snow removal, ice removal and road maintenance.

Township staff received a quote on this machine in the summer of 2022 in preparation of the 2023 Capital Budget. At that time, several of the provisional attachments were included in the overall price. When this tender was called, staff had separated the base machine price from the attachments and these were noted as provisional items. The tender price for the base machine came in very high and just over the Capital budget amount with no attachments included. The suppliers are indicating that the prices of equipment have increased significantly over the last year. They have also noted that most attachments are being priced separately.

Staff are recommending the purchase of the new Grader and the purchase of six provisional items:

<b>Provisional Items</b>				
<b>1</b>		<b>Craig 100 Series Universal Plow Harness – or equivalent</b>	1	\$11,800.00
<b>2</b>		<b>Craig 301RM Series Masted Wing – or equivalent</b>	1	\$31,216.00
<b>3</b>		<b>Craig 1072 Series One Way Plow – or equivalent</b>	1	\$18,905.00
<b>4</b>		<b>Rear Mount Scarifier – or equivalent</b>	1	\$31,166.00
<b>5</b>		<b>Ripper</b>	1	\$2,100.00
<b>6</b>		<b>Raglan Tire Gravel Packer – or equivalent</b>	1	\$26,293.00

The provisional items recommended by staff are key attachments for the purchase of the grader. Presently, the existing grader is equipped with equivalent attachments which have been used for the extent of the graders life span. Due to the amount of usage for these attachments, they are nearing the end of their useful life and would not be suitable to use on a new machine.

The expected delivery date for the new Grader is September 1, 2023 as per the tender specifications.

**Financial Impact:**

The replacement of the 2010 John Deer Grader #31-10 was approved over a two year period by Council (Final Budget approval, Finance 2022-02) with \$250,000 transferred to the Asset Replacement Reserves (ARR) in year one as funded through the 2022 property tax rates. Council approved the purchase of the Grader in year two, 2023 Capital Budget (Final Budget approval, Finance 2023-03) totaling \$560,000 funded as; \$250,000 (2022 Budget), \$68,500 proceeds from sale of 2008 Volvo Grader, \$100,000 proceeds from sale of 2010 JD Grader, and the remaining funds of \$141,500 as funded

through the ARR. Staff is recommending to keep the present Grader until the new Grader is received. The present Grader will then be sold through Gov Deals.

The Tender from Toromont CAT of \$569,509.00 with H.S.T. of \$74,036.17 totals \$643,545.17. After the municipal H.S.T. rebate, the net price for the Grader is \$589,732.11. Staff are requesting the additional cost of \$29,732.11, in excess of the \$560,000 approved Capital Budget, with funds borrowed from the Asset Replacement Reserve and recovered in the 2024 Budget as a pre-approval, through the 2024 property tax rates.

The provisional items on the Tender from Toromont CAT have a combined price of \$121,480.00 with H.S.T. of \$15,792.40 for a total amount of \$137,272.40. After the municipal H.S.T. rebate, the net price for the provisional items combined is \$123,618.04. Staff are requesting the provisional items of \$123,618.04 be purchased with the Grader in 2023 with funds borrowed from the Asset Replacement Reserve and recovered in the 2024 Budget as a pre-approval, through the 2024 property tax rates.

Staff are recommending proceeding with this purchase as present market indications are noting that the costs are projected to continue to increase. There are no signs that prices will remain the same and delivery dates will be increasingly problematic.

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

Drew Hutchison  
Engineering Technician





## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Jessica Fradley, Water Wastewater Technician
<b>Report Number:</b>	Public Works 2023-08
<b>Subject:</b>	Annual MECP Drinking Water Reports

**Recommendation:**

That Council receives Public Works Report 2023-08 Annual MECP Drinking Water Reports for information.

**Overview:**

The purpose of the report is to provide council and members of the public information about the Millbrook Drinking Water System for the 2022 reporting year.

The Ontario Ministry of Environment Conservation and Parks (MECP) regulates and enforces the production and delivery of safe potable water to consumers under the *Safe Drinking Water Act (SDWA), 2002* and associated regulations. Most notably is the *Ontario Drinking Water System Regulation (O. Reg. 170/03)* which outlines treatment and testing parameters.

Each year it is a requirement under *O. Reg. 170/03 – Schedule 22* that the Owner of a Drinking Water Subsystem produce a Summary Report. The purpose of this summary report is to keep Town Council (the Owner) and the public informed regarding the quality of their drinking water. This report must be presented to Council no later than March 31, for the previous year. Contained within the report is a summary of quantities and flow rates for the water supplied during the reporting period including monthly averages, maximum daily flow, and instantaneous peak flow rates with a comparison to the Permit to Take Water and the Municipal Drinking Water Licence.

Additionally, under *O.Reg. 170/03 - Section 11* it requires owners of Drinking Water systems to ensure an Annual Report is also prepared. The Annual Report must contain a brief description of the system including the treatment chemicals used, summarizes the test results from samples taken, describe any corrective actions taken, and any major expenses incurred during the reporting period.

The City of Peterborough has completed the Summary Report and Annual Report on behalf of the Township as they are the Operating Authority of the Millbrook Drinking Water System. In 2022 the Township and Operating Authority were in full compliance with the SDWA.

These reports are available to the public on the Township website.

**Financial Impact:**

Not applicable.

**Attachment:**

1. 2022 Summary Report – Millbrook Drinking Water System
2. 2022 Annual Report – Millbrook Municipal Well House

Respectfully Submitted by,

Jessica Fradley,  
Water Wastewater Technician

Wayne Hancock  
Director of Public Works

Reviewed by,

Yvette Hurley  
Chief Administrative Officer

**2022**

**SUMMARY REPORT  
FOR MUNICIPALITIES**

**Millbrook Municipal Well House**

**PERIOD: JANUARY 1, 2022 – DECEMBER 31, 2022**



**Municipal Drinking Water Licence: 136-101, Issue No. 7**

**Municipal Waterworks No: 220000781**

February 28th, 2023

## Executive Summary

The Ontario Ministry of Environment Conservation and Parks (MECP) regulates and enforces the production and delivery of safe potable water to consumers under the *Safe Drinking Water Act, (SDWA) 2002* and associated regulations. Most notably is the *Ontario Drinking Water System Regulation (O. Reg.) 170/03* which outlines treatment and testing parameters.

Each year it is a requirement under *O. Reg. 170/03 – Schedule 22* that the owner of a Drinking Water Subsystem produce a summary report. The purpose of this summary report is to keep Town Council (the Owner) and the public informed regarding the quality of their drinking water.

This report is submitted annually for the previous calendar year and is required to contain the following information:

- Council must receive the report no later than March 31<sup>st</sup> for the previous calendar year.
- List the requirements of the SDWA, the regulations, and the system's approval.
- Any order(s) from the MECP that the system failed to meet at any time during the period covered by the report, specify the duration of the failure and describe the measure that were taken to correct the failure.
- Summary of quantities and flow rates of the water supplied during the period covered including monthly averages, maximum daily flows and daily instantaneous peak flow rates.
- A comparison of the summary of quantities and flow rates to the system's approved Permit to Take Water and Municipal Drinking Water Licence.
- Any additional data or other information that may be useful for Council.

## **1.0 Introduction**

This summary report is a requirement of the Drinking Water Systems Regulation; O. Reg. 170/03 specifically Schedule 22. This report must be submitted no later than March 31<sup>st</sup> to members of the Municipal Council. The contents must list the requirements of the Safe Drinking Water Act, 2002, the regulations, the system's approval, drinking water works permit, municipal drinking water Licence and any orders that the system failed to meet at any time during the reporting period covered along with specifying the duration of the failure and the correct measures taken to correct the failure.

A summary of the quantities and the flow rates of the water supplied during the reporting period, including monthly averages, maximum daily flows and daily instantaneous peak flows. The summary shall be compared to the rated capacity and flows provided in the system's Permit To Take Water (PTTW) and Municipal Drinking Water Licence (MDWL).

This summary report is for the period from January 1<sup>st</sup> to December 31<sup>st</sup>, 2022. This report is available to the public free of charge. It is available on the Township of Cavan Monaghan web site (<https://www.cavanmonaghan.net>). A copy can also be obtained from the Cavan Monaghan Municipal Office upon request.

### **1.1 Plant Description and Treatment Process**

The Millbrook Drinking Water System consists of three (3) wells, a pump house with treatment and control facilities, chlorine contact pipe, water storage tank, booster pumping station and approximately 9.554 kilometers of distribution water mains with diameters of 150mm, 200mm and 250mm.

### **1.2 Source Water (Raw Water)**

The raw water source for the Millbrook Drinking Water System consists of three (3) drilled wells (30m deep). These wells are non-GUDI wells, meaning the raw well water quality is not influenced by surface waters.

### **1.3 Raw Water Intake Facilities**

Raw water is drawn from the three wells via submersible vertical turbine pump (one per well) rated at 1,500 Litres per minute. The three pumps discharge into a common discharge header and the pumping rate of each pump is controlled by a variable frequency drive.

## 1.4 Disinfection

### Primary Disinfection – Pre-contact pipe

At the common discharge header sodium hypochlorite is added prior to the oversized chlorine contact pipe. Sodium Hypochlorite is added to ensure that any potential harmful organisms (pathogens) are destroyed prior to distribution.

The contact pipe ensures sufficient contact time to achieve the pathogen destruction. Free Available Chlorine (FAC) residual is continuously measured after the contact pipe to ensure that the required residual is being discharged to the distribution system.

### Secondary Disinfection – Distribution System and Standpipe

Secondary disinfection is accomplished by adding sufficient sodium hypochlorite at the pumphouse to maintain an appropriate chlorine residual in the distribution system and storage tank. This residual is intended to control microbiological re-contamination, bacterial regrowth, biofilm formation and serve as an indicator of system integrity. FAC residual is measured continuously by online analyzers at the storage tank inlet and outlet to ensure that the required residual is being maintained and applied to the distribution system. There are also four sampling stations throughout the distribution system that are routinely checked for adequate FAC residual.

## 1.5 Standpipe and Booster Pumping Station

A 2,600 m<sup>3</sup> glass-fused-to-steel standpipe located at 988 County Road 10 (behind the Township Municipal Office) provides storage and maintains pressure in the distribution network. The site contains a bulk water loading station for truck filling, and a booster pumping station that provides water to a separate pressure zone in Millbrook (north of Brookside Street and west of County Road 10). The Booster station serviced by three (3) vertical in-line centrifugal booster pumps each with a capacity of 11 Litres per second and two (2) vertical in-line centrifugal high flow pumps each with a capacity of 120 litres per second.

## 1.6 Sample Analysis

Provincial regulations and the current Municipal Drinking Water Licence (MDWL), dictate the sampling and monitoring requirements for the system. Water quality is tested throughout the treatment process and from four dedicated sampling locations throughout the distribution system. Distribution system samples are collected once per week from each location. Where required by regulation, samples are submitted to an accredited laboratory for analyses.

## 2.0 Compliance

The Ministry conducted the annual Drinking Water System Inspection (Event Number 1-114973402) on August 23<sup>rd</sup>, 2022, with the final inspection report being received October 3<sup>rd</sup>, 2022. No compliance issues were noted in the inspection and the drinking water system received an Inspection Report Rating (IRR) of 100%.

## 3.0 Summary of Flows and Quantities

The volume of water delivered in 2022 was within the limits stipulated in the Municipal Drinking Water Licence and the Permit to Take Water. These two documents permit a maximum water taking of 3,000 m<sup>3</sup>/day; and a peak flow rate of 1,500 L/minute. However, paragraph 3.4 of the Permit to Take Water (Number: 7704-AW7HJF) allows for the temporary exceedance of the peak flow rate when necessary for maintenance activities. In August and September operational staff performed valve maintenance and winterization activities, that resulted in a slight increase of peak flow over the allowable limit.

Table 1 provides a summary of the volume of water delivered to the Millbrook Drinking Water System in 2022.

**Table 1 – Volumer of Water Delivered**

Month	Average Daily (m <sup>3</sup> /day)	Maximum Daily (m <sup>3</sup> /day)	Peak Flows (L/min)
January	668.75	1,022.41	1,271.40
February	706.45	1,031.82	1,275.00
March	688.09	921.86	1,278.60
April	653.23	850.73	1,466.40
May	773.67	1,104.94	1,279.20
June	821.61	1,064.00	1,279.80
July	823.93	1,064.55	1,352.40
August	790.33	1,112.46	1,961.40*
September	740.87	935.62	1,638.60*
October	687.66	800.19	1,337.40
November	667.10	833.74	1,356.00
December	643.24	772.16	1,269.00

**Table 2 – Licence and Permit Limits**

	Maximum Daily (m <sup>3</sup> /day)	Peak Flows (L/min)
Municipal Drinking Water Licence: Number: 136-101 Expires June 24, 2026	3,000 m <sup>3</sup> /day	----
Permit to Take Water Number: 7704-AW7HJF Expires March 31, 2024	3,000 m <sup>3</sup> /day	1,500 L/min

**4.0 Annual Report**

Raw and Finished water are sampled and tested for chemical, physical and microbiological parameters in accordance with the requirements of O. Reg. 170/03. This annual report must be completed for the previous year by February 28<sup>th</sup> and also made available to the public free of charge. The annual report was posted to the Township website on February 28<sup>th</sup>, 2023, along with a public notice indicating where the report can be located.

**5.0 Drinking Water Quality Management Standard**

This section provides an up-date on the Drinking Water Quality Management Standard (DWQMS).

**Licence and Permit**

The current Municipal Drinking Water Licence (MDWL) and Drinking Water Works Permit (DWWP) were issued on June 25<sup>th</sup>, 2021, and are valid until June 24<sup>th</sup>, 2026 with the application for renewal due December 21<sup>st</sup>, 2025.

The Permit to Take Water (PTTW) is valid until March 31<sup>st</sup>, 2024.

**Accreditation 3<sup>rd</sup> Party –certification audit:**

The objective of the certification audit is to determine whether the Drinking Water Quality Management System (QMS) is conforming to the requirements of the MECP DWQMS. The audit of the Millbrook Drinking Water System Operational Plan was conducted by an NSF auditor on August 11<sup>th</sup>, 2022. There were five non-conformances found during this audit and there were 6 opportunities for improvement (OFI) noted during the audit. The non-conformances were investigated and corrected satisfactorily. OFIs will be reviewed for consideration in the DWQMS operational plan review.



**Risk Assessment (Element 7) and Risk Assessment Outcomes (Element 8):**

The 12-month risk assessment review was conducted August 3<sup>rd</sup>, 2020. The team reviewed the previous risk assessment table and found it suitable for the current date.

**Internal Audit (Element 19):**

A desk top internal audit was conducted September 1-2<sup>nd</sup>, 2022. There were seven (7) opportunities for improvement noted which will be included on the next Operational Plan review and update.

**Management Review (Element 20):**

A Management Review was conducted on August 31<sup>st</sup>, 2022, for the period of January 1<sup>st</sup> to August 31<sup>st</sup>, 2022 with top management, which included the Water and Wastewater Operations Manager, Laboratory and Water Services Manager and Environmental Protection Services Manager.

## Appendix A – Legislative Requirements and Applicable Legislation

## **A.0 Legislated Requirements**

### **A.1 Acts and Regulations**

Systems regulated in Ontario must meet the requirements of the *Safe Drinking Water Act, 2002* and its regulations. Most notably, the *Drinking Water Systems Regulation* which sets out the treatment and testing requirements for all categories of regulated water systems.

In Part Two of the Walkerton Inquiry Report, Justice Dennis O'Connor recommended that the Ontario government enact a *Safe Drinking Water Act, 2002* to deal with matters related to treatment and distribution of drinking water. As expressed by Justice O'Connor, the purpose of the *Safe Drinking Water Act, 2002* is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

As recommended by Justice O'Connor, the government passed the *Safe Drinking Water Act, 2002* which expands on existing policy and practice and introduces new features to protect drinking water in Ontario. The act's purpose is to protect human health through the control and regulation of drinking water systems and drinking water testing. The act also provides legislative authority to implement 50 of the 93 recommendations made in Justice O'Connor's Part Two Report.

### **A.2 Safe Drinking Water Act, 2002**

The SDWA states that the people of Ontario are entitled to expect their drinking water to be safe. It provides for the protection of human health and prevents drinking water health hazards through the control and regulation of drinking water systems and drinking water testing.

The SDWA along with its associated regulations specifies the requirements for drinking water systems, testing services, and certification of system operators. It also sets out quality standards and mechanisms for compliance and enforcement.

The two sections of the SDWA that are important for Municipal Councilors and Top Managers/Directors are Section 11: Duties of Owners and Operating Authorities and Section 19: Statutory Standard of Care, Municipal Drinking Water Systems.

### **A.3 Safe Drinking Water Act, 2002 Section 11 Duties of Owners and Operating Authorities**

Section 11 of the Act describes the legal responsibilities of the owners and operating authorities of regulated drinking water systems.

Owners and operating authorities are responsible for ensuring their drinking water system:

1. Provides water that meets all the prescribed drinking water quality standards.
2. Operate in accordance with the Act, regulations and are kept in a fit state of repair.
3. Appropriately staffed and supervised by qualified persons.
4. Comply with all sampling, testing, and monitoring requirements.
5. Meet all reporting requirements.

#### **A.4 Safe Drinking Water Act, 2002 Section 19 Statutory Standard of Care**

Section 19 of the Act, requires that anyone in a position of oversight to the municipal water system applies a statutory standard of care to their oversight activities. This section extends the legal responsibilities to those who are in the position to oversee the municipal drinking water systems. Specifically, the people with decision making authority over the drinking water system. This section requires they exercise the level of care, diligence, and skill with regard to a municipal drinking water system that a reasonably sensible person would be expected to exercise in a similar situation and that they exercise this due diligence honestly, competently and with integrity.

Section 19 Standard of Care applies to the owner of the system, where the drinking water system is owned by a municipality this includes:

- Every person who oversees the accredited operating authority (Millbrook Drinking Water System) for the system.
- Every person who exercises decision making authority over the system.

This does not require that everyone involved in the oversight be an expert, but they must exercise a level of care, diligence and skill in respect of the drinking water system. Part of this diligence would include engaging persons who would have the expertise to operate a drinking water system.

Failure to comply with the SDWA, Section 19 of the Act or its regulations is an offense and has serious consequences for non-compliance which could result in the prosecution of an individual, corporation, or both.

A conviction under Section 19 could result in financial penalties worth \$20,000 per each day or part day the offence occurred, imprisonment or both. If the breach of section 19 is severe enough a fine as much as \$4,000,000 for each day or part day the offence occurred, or imprisonment or both could occur.

To better meet the responsibilities of the Standard of Care everyone in a position of oversight should become and stay informed. Staying informed is best done by:

- Becoming acquainted with drinking water legislation and regulations,

- Understanding the roles and responsibilities of councilors, senior management and other officials who exercise decision making authority,
- Becoming familiar with your drinking water system,
- Hire competent senior management,
- Reading and asking questions about any reports or information,
- Being satisfied that appropriate steps are taken to address any issues and hiring industry experts when required.

### **A.5 Summary of Provincial Drinking Water Legislation**

ACT	REGULATIONS
<i>Water Opportunities Act, 2010</i> <ul style="list-style-type: none"> <li>• Water Technology Acceleration Project</li> </ul>	O. Reg. 40/11
<i>Clean Water Act, 2006</i> <ul style="list-style-type: none"> <li>• Source Protection Areas and Regions</li> <li>• Source Protection Committee</li> <li>• General</li> <li>• Service of Documents</li> </ul>	O. Reg. 284/07 O. Reg. 288/07 O. Reg. 287/07 O. Reg. 231/07
<i>Safe Drinking Water Act, 2002</i> <ul style="list-style-type: none"> <li>• Municipal Residential Drinking Water Systems in Source Protection Areas</li> <li>• Financial Plans</li> <li>• Schools, private schools and day nurseries</li> <li>• Service of Documents</li> <li>• Licensing of Municipal Drinking Water Systems</li> <li>• Compliance and Enforcement</li> <li>• Certification of Drinking Water System Operators and Water Quality Analysts</li> <li>• Drinking Water Testing Services</li> <li>• Definitions of Deficiency and Municipal Drinking Water Systems</li> <li>• Definitions of Words and Expressions Used in the Act</li> <li>• Drinking Water Systems</li> <li>• Ontario Drinking Water Quality Standards</li> </ul>	O. Reg. 205/18 O. Reg. 453/07 O. Reg. 243/07 O. Reg. 229/07 O. Reg. 188/07 O. Reg. 242/05 O. Reg. 128/04  O. Reg. 248/03 O. Reg. 172/03 O. Reg. 171/03 O. Reg. 170/03 O. Reg. 169/03
<i>Ontario Water Resources Act, 1990</i> <ul style="list-style-type: none"> <li>• Charges For Taking Ground Water to Produce Bottled Water</li> <li>• Taking Ground Water to Produce Bottled Water</li> <li>• Experimental Lakes Area (Water Resources)</li> </ul>	O. Reg. 176/17 O. Reg. 463/16 O. Reg. 61/14

**2022 Millbrook Drinking Water System Summary Report**

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<ul style="list-style-type: none"> <li>• Charges for Industrial and Commercial Water Users</li> <li>• Service of Documents</li> <li>• Environmental Penalties</li> <li>• Water Taking and Transfer</li> <li>• Secured Creditors, Receivers, Trustees in Bankruptcy</li> <li>• Approval Exemptions</li> <li>• Transitional Provisions Relating to the Repeal of Part VIII of the Environmental Protection Act</li> <li>• Additional Charges</li> <li>• Wells</li> </ul>	<p>O. Reg. 450/07  O. Reg. 226/07  O. Reg. 223/07  O. Reg. 387/04  O. Reg. 299/02  O. Reg. 525/98    O. Reg. 155/98  O. Reg. 157/93  R.R.O. 1990, Reg. 903</p>
<p><i>Environmental Protection Act, 1990</i>  <i>Along with 81 supporting regulations</i></p> <ul style="list-style-type: none"> <li>• Applications for Environmental Compliance Approvals</li> <li>• Environmental Compliance Approvals – Exemptions from Section 9 of the Act</li> </ul>	<p>O. Reg. 255/11  O. Reg. 524/98</p>

## Appendix B – Acronyms and Definitions

## List of Acronyms

AQWI	Adverse Water Quality Incidents
DWWP	Drinking Water Works Permit
FAC	Free Available Chlorine
GUDI	Ground Water Under Direct Influence of Surface Water
MDWL	Municipal Drinking Water Licence
MECP	Ministry of the Environment Conservation and Parks
MOH	Medical Officer of Health
PTTW	Permit To Take Water
R.R.O	Revised Regulations Ontario (1990)
RWW	Raw Water Well
SDWA	Safe Drinking Water Act
WDS	Water Distribution System
WTP	Water Treatment Plant

## List of Definitions

“Director” - reference to the director appointed under the Safe Drinking Water Act, 2002

“Owner” - Municipal drinking water system is often the municipality as a corporate entity. Members of municipal councils and municipal officials who provide oversight to this corporate entity also provide oversight or exercise decision making authority in respect of the drinking water systems it owns. They are responsible for having policies, management tools and processes in place so that the municipality meets all its legislative and regulatory requirements under the SDWA.

“Operator or Operating Authority” – The Operating Authority is the person or entity that is given responsibility by the owner for the day-to-day operations of the drinking water system, its management, maintenance or alternation. A municipality may take on this operational role through its own staff or it may choose to contract it out to a third party.



# ANNUAL REPORT

FOR

## MILLBROOK DRINKING WATER SYSTEM

**PERIOD: January 1, 2022 – December 31, 2022**

TOWNSHIP OF  
**CAVAN MONAGHAN**



*Have it all. Right here.*

  
peterborough

MECP Waterworks # 220000781  
February 22, 2022

<b>Drinking-Water System Number:</b>	220000781
<b>Drinking-Water System Name:</b>	Millbrook Drinking Water System
<b>Drinking-Water System Owner:</b>	Township of Cavan Monaghan
<b>Drinking-Water System Category:</b>	Water Distribution and Supply Class II
<b>Period being reported:</b>	January 1, 2022 to December 31, 2022

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X ]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X ] No [ ]</b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Cavan Monaghan            988 County Road 10            Millbrook, ON L0A 1G0  <a href="http://www.cavanmonaghan.net">www.cavanmonaghan.net</a></p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">N/A</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">N/A</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</b></p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
N/A	

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**  
 Yes [ ] No [ ] N/A

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method - Social Media (Twitter Facebook or Instagram)

**Describe your Drinking-Water System**

The Millbrook Drinking Water System and distribution system is operated by The City of Peterborough, Environmental Services Division, under contract with the Township of Cavan Monaghan.

The Millbrook Drinking Water System municipal water system consists of the following:

- Three non-GUDI groundwater wells (Due to recurring turbidity issues Well 3 was taken out of service in August 2022 with plans to rehabilitate in 2023.)
- Sodium hypochlorite disinfection feed system with metering pumps
- 71 m of 900 mm oversized contact pipe
- Continuous on-line chlorine analyzers
- Continuous on-line flow meters
- Standpipe with 2,600 m<sup>3</sup> of storage

**List all water treatment chemicals used over this reporting period**

Sodium Hypochlorite (Chlorine)

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Replaced the sodium hypochlorite storage tank, online chlorine and online turbidity analyzers.

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw RW1	52	0 – 0	0 – 0	52	0 – 7
Raw RW2	52	0 – 0	0 - 0	52	0 – 2
Raw RW3	33	0 – 0	0 - 0	33	0 – 9
Treated	53	0 – 0	0 - 0	53	0 – 1
Distribution	208	0 – 0	0 - 0	208	0 – 11

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
<b>Turbidity</b>			
Well 1	52	0.12 – 0.82	NTU
Well 2	52	0.10 – 0.83	
Well 3	33	0.13 – 0.78	
Chlorine - Free Treated Water	8760	1.45 - 1.98	mg/L
Chlorine – Free Distribution	209	1.21 – 1.97	mg/L
Fluoride (If the DWS provides fluoridation)			

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	nit of Measure	Exceedance
Antimony	Jan 24	0.6<MDL	µg/L	No
Arsenic	Jan 24	0.3	µg/L	No
Barium	Jan 24	138	µg/L	No
Boron	Jan 24	18	µg/L	No
Cadmium	Jan 24	0.005	µg/L	No
Chromium	Jan 24	0.11	µg/L	No
Mercury	Jan 24	0.01<MDL	µg/L	No
Selenium	Jan 24	0.69	µg/L	No
Uranium	Jan 24	1.03	µg/L	No

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Fluoride	May 24	0.1<MDL	mg/L	No
Nitrite	Jan 13	0.05<MDL	mg/L	No
	April 14	0.05<MDL		
	July 12	0.05<MDL		
	October 06	0.05<MDL		
Nitrate	Jan 13	0.77	mg/L	No
	April 14	1.27		
	July 12	1.52		
	October 06	0.89		

**Summary of lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	0	0	µg/L	0
Distribution	4	All results - <0.5	µg/L	0

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan 24	0.02<MDL	µg/L	No
Atrazine + N-dealkylated metabolites	Jan 24	0.01<MDL	µg/L	No
Atrazine	Jan 24	0.01<MDL	µg/L	No
Azinphos-methyl	Jan 24	0.05<MDL	µg/L	No
Benzene	Jan 24	0.32<MDL	µg/L	No
Benzo(a)pyrene	Jan 24	0.004<MDL	µg/L	No
Bromoxynil	Jan 24	0.33<MDL	µg/L	No
Carbaryl	Jan 24	0.05<MDL	µg/L	No
Carbofuran	Jan 24	0.01<MDL	µg/L	No
Carbon Tetrachloride	Jan 24	0.17<MDL	µg/L	No
Chlorpyrifos	Jan 24	0.02<MDL	µg/L	No
Diazinon	Jan 24	0.02<MDL	µg/L	No
Dicamba	Jan 24	0.20<MDL	µg/L	No
1,2-Dichlorobenzene	Jan 24	0.41<MDL	µg/L	No
1,4-Dichlorobenzene	Jan 24	0.36<MDL	µg/L	No
1,2-Dichloroethane	Jan 24	0.35<MDL	µg/L	No
Dichloromethane	Jan 24	0.35<MDL	µg/L	No
2,4-Dichlorophenol	Jan 24	0.15<MDL	µg/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan 24	0.19<MDL	µg/L	No
Diclofop-methyl	Jan 24	0.40<MDL	µg/L	No
Dimethoate	Jan 24	0.06<MDL	µg/L	No
Diquat	Jan 24	1<MDL	µg/L	No
Diuron	Jan 24	0.03<MDL	µg/L	No
Glyphosate	Jan 24	1<MDL	µg/L	No

Parameter	Sample Date	Results Value	Unit of Measure	Exceedance
HAA (NOTE: show latest annual average)	Average	5.3<MDL	µg/L	No
Malathion	Jan 24	0.02<MDL	µg/L	No
Metolachlor	Jan 24	0.01<MDL	µg/L	No
Metribuzin	Jan 24	0.02<MDL	µg/L	No
Monochlorobenzene	Jan 24	0.30<MDL	µg/L	No
Paraquat	Jan 24	1<MDL	µg/L	No
Pentachlorophenol	Jan 24	0.15<MDL	µg/L	No
Phorate	Jan 24	0.01<MDL	µg/L	No
Picloram	Jan 24	1<MDL	µg/L	No
Polychlorinated Biphenyls(PCB)	Jan 24	0.04<MDL	µg/L	No
Prometryne	Jan 24	0.03<MDL	µg/L	No
Simazine	Jan 24	0.01<MDL	µg/L	No
THM (NOTE: show latest annual average)	Average	2.13	µg/L	No
Terbufos	Jan 24	0.01<MDL	µg/L	No
Tetrachloroethylene	Jan 24	0.35<MDL	µg/L	No
2,3,4,6-Tetrachlorophenol	Jan 24	0.20<MDL	µg/L	No
Triallate	Jan 24	0.01<MDL	µg/L	No
Trichloroethylene	Jan 24	0.44<MDL	µg/L	No
2,4,6-Trichlorophenol	Jan 24	0.25<MDL	µg/L	No
Trifluralin	Jan 24	0.02<MDL	µg/L	No
Vinyl Chloride	Jan 24	0.17<MDL	µg/L	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
None			



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Bill Balfour, Fire Chief, Fire Department
<b>Report Number:</b>	Fire Department 2023-01
<b>Subject:</b>	Open Air Burning By-law amendments

**Recommendations:**

That Council approves the Open Air Burning By-law No. 2023-25 as attached and repeals By-law No. 2015-36 in its entirety.

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**Overview:**

Currently open air burning within the Township burning is regulated by by-law 2015-36 this by-law sets out the conditions that are required for residents to comply with respect to burning within the Township. One of these conditions is that residents must phone in when they start a burn and phone back in when the burn is completed. This “burn line” is a no cost value added feature under the dispatch contract with the City of Peterborough. The City Fire Department has advised that this automated system is at the end of its useful life cycle and is unable to interface with newer technologies that are being utilized in the communication center and they are not maintaining or replacing the current system.

A review of the entire process surrounding burning within the Township was conducted to find efficiencies for both residents and administration practices. The core parameters of the by-law in respect to the types, size and distance restrictions and requirements remains relevant and consistent with safe burning principals.

Currently burn permits can be purchased in person at the Township office and the libraries or online through the Townships website. Purchases made through the Townships website requires staff to create and invoice that is then mailed to the resident for payment. This online practice was started at the beginning of the COVID-19 pandemic. While this provided an advancement to the previously in-person only practice of purchasing a burn permit, it is administratively inefficient.

Staff reviewed the Who’s Responding software platform that is currently being utilized within the fire departments fire suppression division which shows the members of the department who are responding to incidents to see if there were possible efficiencies that could be implemented to reduce administration costs while improving customer service for residents in regards to the burn permit system.

Who's Responding software provides a service on their application to manage burn permits. In reviewing their burn permit module (Attachment No. 1) and the costs associated with the application, including the needs of the Township it has been estimated that the 50,000.00 Tokens package at \$4000.00 per year would meet the current needs of the Township. The tokens that are used are directly related to the number of 'clicks' used by the residents of the application and based on the number of clicks a resident uses determines the number of tokens used. Unused tokens at the end of the year would be transferable to the following year. Based on this information and the number of burn permits sold annually it is estimated that the costs associated with the number of tokens required for the current burn permit requirement of calling in for starting and stopping fires would require conservatively doubling of the token package which would far outweigh the benefits of this requirement .

The current and long-standing practice of requiring residents to call in when starting and stopping a burn was initiated to ensure that if a burn complaint was received through the communications center unnecessary resources were not being dispatched to these types of incidents. This practice while useful was only one piece in the decision making process of the communication center. Alarm calls from the public are received in the fire communications center, which are screened and classified by the dispatchers trained in the predetermined protocols as directed by the Fire Chief. The current practice of only sending one fire station to a determined burn complaint will continue. The proposed change to past practice is the elimination of having residents call in the starting and stopping of burning. Which aligns with surrounding municipalities.

The revised Burning By-law (Attachment No. 2) contains the following significant proposed changes compared to the current Open Air Burning By-law:

- Discontinuation of requirement to call in before and after burning.
- Purchasing of permits from Township Website and invoicing to be discontinued and move to Who's Responding Platform –Note a link will be provided on Township website to take residents to Who's Responding platform and residents that still wish to purchase their permit (Attachment No. 2) in person can continue to do so at the Township office or Libraries.
- Library Commission to be increased from the current \$2.00 to \$2.50 this proposed increase is to due to transaction fees increases to the library. This increase is estimate to equate to approximately \$100.00 per year.
- Burn Permit holders will be able to receive real-time notifications of burn bans or burn restrictions through one or all of the following methods; text message, email or automated phone calls.

Current fees for Burn Permits are proposed to remain the same along with the types of permits that residents can purchase as per the user fee and charges By-law 2022-71 and any amendments there too. Current fees are as follows:

<b>Permit Type</b>	<b>2023 Fee</b>
Campfire	\$10.00
Brush	\$25.00
Special Permits	\$50.00



**Note:** Online transactions fees are in addition to the fees above and are charged directly to residents these charges are currently 2.9% plus \$0.30 per transaction at the point of sale.

**Financial Impact:**

The costs associated with the proposed changes are included in 2023 Fire Department operating budget and no additional funds are required.

**Attachments:**

1. BurnPermits.com Information Package
2. Proposed Open Air burning By-law No. 2023-25

Respectfully Submitted by,

Reviewed by,

Bill Balfour  
Fire Chief

Yvette Hurley  
Chief Administrative Officer



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## **BurnPermits.com Information Package**

*Fluent IMS*

*PO Box 580,*

*Brockville, Ontario, Canada*

*1-855-358-3684*

*sales@fluentims.com*

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# 01

## OVERVIEW



**BurnPermits.com** was designed to:

- 1) Automate a typically paper-based system in order to reduce the amount of un-billable time spent distributing permits.
- 2) Aid in fire prevention through increased flow of communication between the fire department and the public.

By utilizing our burn permit system, you will not only be automating many of your tedious tasks, but you will also see a substantial increase in compliance by providing an online option.

Ultimately, public education and fire prevention are at the forefront of **BurnPermits.com!**

# 02

## The Problem

Burn permit distribution and fire prevention can take up valuable time and effort. Whether it is manually reviewing mountains of paperwork or driving around the municipality to ensure all burn ban signs are in place.

Our integrative and automated system has proven to:

- Instantly free up time and boost productivity by eliminating paperwork and mundane administrative tasks;
- Give you real-time information about who is actively burning in your area;
- Raise overall compliance by providing an easy-to-use application process, making information easier to access;
- Substantially increase the number of permits distributed to the public;
- Reduce the amount of walk-in traffic in municipal buildings.



# 03

## Key Features - Snapshot

1

### Automated Call-In System

Residents call a local or toll free number from any phone and an automated system indicates the risk level status and allows residents to register their intent to burn. Every call is logged in our system and presented to you in the IMS Admin portal showing you who is burning.

2

### Online Burn Registration

Every step of the permit registration process, from providing account details to making payments can be completed online. Residents can also register their intent to burn online rather than using the call-in system.

3

### Burn Mapping

Your entire fire department, or specific members, can see at a glance where permitted burns are taking place, saving valuable time and manpower from going to waste on false alarms.

4

### Customization

Our system can be modified to suit the needs of your fire department. If you have any additional data you require residents to provide (i.e., Township roll number), we can make it happen.

# 04

## Key Features - Snapshot

5

### Risk Level

Our system provides a means of informing residents of the current burn risk level and the proper guidelines for each level. In addition to this, the system makes it easy to communicate a burn ban via our mass notification feature.

6

### Mass Notifications

BurnPermits.com makes it easy to communicate with your residents. You have the ability to send mass notifications to all account holders via text message, email or automated phone call.

7

### Full Control

With our system, you gain the ability to prevent a burn from being registered during a ban. You also have the ability to revoke permits and prevent permits from being registered to specific areas of your township.

8

### Top-Notch Security

Every part of the online system is protected. Our servers are located in a secure data centre, as well as protected with multiple layers of security so your resident's data is kept safe.

# 05

## Flexible Plans to Suit Every Budget

You can decide whether you buy just enough credits for the permits and notifications you need – or whether you stock up and save for future use. The more you buy, the less each credit costs; and they never expire, so they'll always be there when you need them.

Credits Purchased	Base Price	Discount	Discounted Price
5,000	\$500.00	0.0%	\$500.00
10,000	\$1,000.00	2.5%	\$975.00
15,000	\$1,500.00	5.0%	\$1,425.00
20,000	\$2,000.00	7.5%	\$1,850.00
25,000	\$2,500.00	10.0%	\$2,250.00
50,000	\$5,000.00	20.0%	\$4,000.00
75,000	\$7,500.00	30.0%	\$5,250.00
100,000	\$10,000.00	40.0%	\$6,000.00

### How Our Credit System Works

Public Website:	FREE
Inbound Call/Burn Registration:	1 Credit
Outbound Alert:	1 Credit
Automated Permit:	10 Credits



# 06

## Key Features - In Depth

### Automated Call-In System

Using BurnPermits.com, residents are required to call into the automated phone system before they burn. The reasoning is twofold:

1. It ensures that residents are receiving the most up-to-date information regarding the Municipality's risk level. Residents receive a clear message outlining what is expected of them during their burn.
2. Integration with Who's Responding and the Admin Portal. With every registered burn, an indicator will appear on a map, communicating to Fire Personnel that an active burn is taking place at a specific address.



# 07

## Key Features - In Depth

### Online Burn Registration

Residents may also register their intent to burn online.

The same information communicated to residents via the automated call-in system is provided online when they register their burn. Again, residents are informed of the risk level status and any other important information you deem necessary for the resident to agree to.

### Mass Notifications

The Fire Chief or Designate can send out mass alerts to all residents/permit holders to provide vital information, at any time. You can also filter the mass alert by a variety of parameters in order to reach a targeted group of the population.

Residents can receive notifications via:

- Text Message;
- Email; or
- Phone Call.



# 08

## Key Features - In Depth

### Zoning

BurnPermits.com has the ability to restrict certain permit types based on geographic zone.

If there is a downtown core where no burning is allowed, or only certain types of permits are allowed, the system will communicate this requirement to the resident when they are completing their permit application.

Additionally, in the event that residents violate the terms and conditions of their permit, you can create a restricted zone around someone's address to prevent them from applying for permits in the future. These do not have to be viewable on the public website.



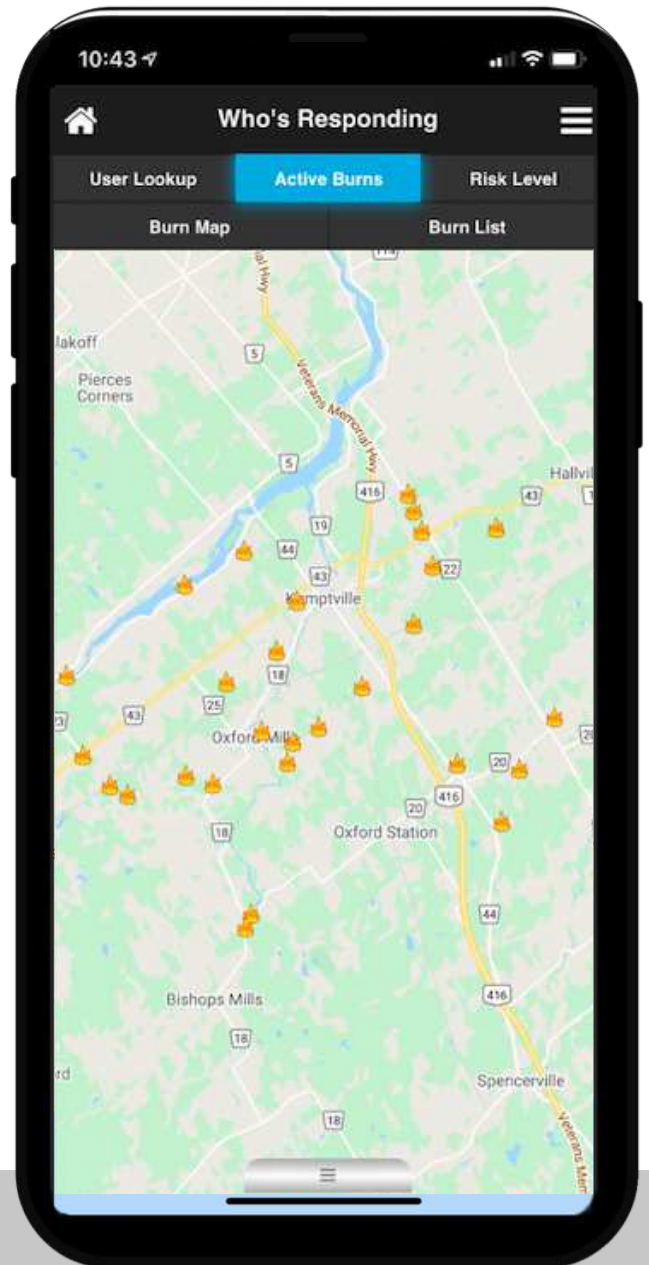
# 09

## Who's Responding Integration

Valid Fire Personnel can search among all accounts for valid permits based on resident name, address or geographic area from their **Who's Responding App**.

Also, admins can change the risk level right from their phone without having to log into the admin portal. All information is saved and reflected back to the public through the automated call-in system and the public website.

Moreover, responding personnel can quickly get a visual of active burns in the area with access to the active burns map



# 10

## Frequently Asked Questions



**Some of our residents don't have computers!  
How do they use this system?**

They can come into the office and register just as they would before. You can enter their information into the system yourself through the IMS Admin Control Panel. They can then call in with their registered phone number whenever they are burning.

**Can permits be submitted for approval before being issued?**

Yes. Applications can be submitted for approval where residents will not be presented with a permit PDF until approval is received.

**How can residents pay for their permits?**

We have two options for accepting payment:

- 1) Square and;
- 2) PayPal

Residents can then pay with their credit card.

# 11

## Frequently Asked Questions

**The funds that are received through Square or PayPal, how are these handled?**

We do not touch any of the funds that go through the payment processing system. The funds go directly from the resident to your Square or PayPal account. From your Square or PayPal account, you can transfer your funds to your municipal bank account with ease.



**Are there any fees associated with Square or PayPal?**

The payment processing provider will charge 2.9% + \$0.30 per transaction for any transaction completed through the online payment window.

**Is the system capable of distributing free permits?**

Yes. The system can accommodate free permits. The pricing measure can be easily changed if in the future you decide to start charging for permits.

# 12

## Frequently Asked Questions

### **What do we need to do for the automated phone system?**

We use a state-of-the-art cloud-based system to make and receive phone calls. We will provide a local or toll-free number. The phone system operates through a digital phone number, that uses the internet (VOIP). We take care of everything remotely, removing the need for additional hardware or phone lines.

### **What kind of alerts can be sent?**

You can send an alert for anything you need to inform your residents of: when there is a change to the risk level, a ban is in effect, changes to pricing, promotions, etc. Residents will receive a text message, phone call or email with your message. You will also be able to control who receives the message by permit type, permit status, geographical location, etc.



# 13

## Frequently Asked Questions

### **Can we use our existing phone number?**

At this time, it is not possible to directly use an existing number with our system. We would recommend that you have calls to your existing number forwarded to the number that we assign you, and advise your residents to use the new number.

### **How customizable are the permits? Can we distribute more than one type?**

Permits can be customized from the terms and conditions to the approval method to the varied prices. You can also have as many permit types distributed through the system as you need.

### **For mass alerting, are credits charged on a per person basis?**

Credits are charged on a per notification basis. So, if a resident signs up to receive texts and emails, then it will cost 2 credits to alert them.





# 14

## Frequently Asked Questions

### **Do residents need to renew their permits? How often?**

The system is adaptable and can be customized to make the transfer to a new permit distribution method easy. If residents are required to renew their permit every calendar year or if permits expire after 2 weeks, **BurnPermits.com** will be able to support it.

### **Do residents need to create a new account every time?**

No. Residents only need to create an account once. When they go back to renew their permit or get a new one, they simply log back into their account and go through the application process again.

### **Is there a free trial to determine if BurnPermits.com will suit our needs?**

Absolutely! We want to ensure that **BurnPermits.com** is the best solution for you. We can create a demo account with full access to all features for your department.



# 15

## Contact Us!



**1-855-358-3684**

**Monday to Friday**

**8:30am - 5:00pm**



**[sales@fluentims.com](mailto:sales@fluentims.com)**



**[www.burnpermits.com](http://www.burnpermits.com)**



**[@whos\\_responding](https://twitter.com/whos_responding)**



**[facebook.com/whosresponding](https://facebook.com/whosresponding)**

**The Township of Cavan Monaghan****By-law No. 2023-25****Being a by-law to prescribe the time for setting fires in the Township of Cavan Monaghan and the precautions to be observed**

**Whereas** the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, provides:

- a. in subsection 7.1(1)(a) that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires;
- b. in subsection 7.1(1)(b) that a council of a municipality may pass by-laws regulating the setting of open air fires, including the times during which open air fires may be set;
- c. in subsection 7.1(3) that a by-law passed under section 7.1 may deal with different areas of the municipality differently;

**And Whereas** subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the municipality to pass by-laws respecting the health, safety and wellbeing of persons;

**And Whereas** the Municipal Act, 2001, S.O. 2001 c. 25, section 128(1), as amended, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances;

**And Whereas** Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighboring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighboring properties and generating false alarms;

**And Whereas** under Section 35(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, the Fire Marshal, a Fire Chief or an Assistant to the Fire Marshal may issue an order to pay the costs incurred by the Province of Ontario or a municipality.

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

**Section 1 – Definitions:**

1.0 In this By-law:

- a. “Approved Device” means a chiminea or other unit that is:
  - i. a ULC/CSA approved device;
  - ii. in conformance with the Technical Standards and Safety Act, 2000, as amended;
  - iii. for outdoor use;
  - iv. Installed in accordance with the manufacturer’s instructions; and
  - v. approved by the Fire Chief.
- b. “Authorized Burning Material” means only environmentally friendly material including, but not limited to, natural wood and brush, and does not include,

among other things, pressure treated wood, recyclables, plastics and household waste.

- c. “Brush Pile” means branches or twigs in a pile larger than 46 cm x 46 cm (18” x 18”), but not to exceed 3 m x 3 m x 1 m (10’ x 10’ x 4’). Rural residents must be 100m (330’) from any structure to burn Brush Piles with a size not greater than 3m x 3m x 1m (10’x10’x 4’).
- d. “Built Up Area” means the Village of Millbrook, subdivisions, and surrounding hamlets including but not limited to Mount Pleasant, Cavan, Bailieboro, Ida and the Five Mile Turn.
- e. “Campfire” means an Open Air Fire of Authorized Burning Material contained within an Approved Device contained in such a way to prevent the spread of the fire, and which fire is no larger than 46 cm x 46 cm (18” x 18”), a minimum of 15 m (50’) from any structure, and is supervised by an adult at all times.
- f. “Fire Chief” means the Fire Chief of the Township of Cavan Monaghan, appointed under the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, or their designate.
- g. “Fire Department” means the Township of Cavan Monaghan Fire Department.
- h. “Municipality” means the Corporation of the Township of Cavan Monaghan and the geographic area thereof.
- i. “Occupant” means the person(s) residing in premises which they do not own.
- j. “Open Air Fire” means any fire which is set outside a building.
- k. “Owner” means the person(s) shown on the latest Assessment Roll.
- l. “Permit” means written authority provided by the Fire Chief in the form attached hereto as Schedule “A”, and which permit forms part of this by-law.
- m. “Tenant” means the person(s) renting or leasing premises.

## **Section 2 – General Conditions**

- 2.0 All persons setting an Open Air Fire in the Municipality must first obtain a Permit from the Fire Department. Should any such fire spread, resulting in the attendance of the Fire Department, the penalties as set out herein will apply to the Owner and/or Tenant of the property.
- 2.1 All persons setting an Open Air Fire in the Municipality shall be responsible for any damage to property or injury to person occasioned by the said fire.
- 2.2 No Open Air Fire shall be maintained when the wind is in such direction or intensity so as to cause any or all of the following:
  - a. A decrease in visibility on any highway or roadway;

- b. A rapid spread of fire through grass or a brush area;
  - c. Public nuisances by creating negative health effects on neighboring residents.
- 2.3 All fires shall be maintained in accordance with Schedule “A” attached hereto and forming part of this by-law.
- 2.4 Every person who contravenes any provision of this by-law is guilty of an offence and is liable to a penalty as set out in Section 3.
- 2.5 Notwithstanding the provisions hereof the Fire Chief may, upon application, approve the setting of any fire, subject to conditions set down by the Fire Chief. Any such approved burn may be subject to the Special Permit fee noted herein, together with any penalty, if applicable.

### Section 3 – Penalties

- 3.0 A penalty may be issued at the discretion of the Fire Chief when **any or all** of the following conditions apply:
- a. An alarm is activated;
  - b. Emergency manpower and emergency equipment is dispatched;
  - c. Damage occurs to life or property;
  - d. The Owner and/or Tenant is not in possession of a valid Permit.
- 3.1 Any person setting, maintaining or allowing to burn a fire and all Owners of property upon which a fire is set, maintained or allowed to burn in the open air shall:
- a. Be responsible for any damages to property occasioned by said fire; and
  - b. Be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including aid from neighboring departments, together with applicable penalties as set out in Section 3.2 hereof.
- 3.2 Penalties may be issued as follows:
- First call – A minimum penalty as per the Municipality’s User Fees and Charges By-law. When costs of resources and manpower exceed the minimum penalty the Fire Chief, at their discretion, may add an additional penalty based on a formula of the Ministry of Transportation of Ontario (“MTO”) hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % of cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township’s User Fees and Charges By-Law.
- b. Subsequent calls – Penalties for subsequent calls will be invoiced to cover costs incurred by the Fire Department, including personnel and equipment called in to extinguish the said fire, based on a formula of the MTO hourly rate times each

Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.

Note: These penalties will be updated in the Municipality's User Fees and Charges By-law and come into effect in as amended.

- 3.3 Any unpaid arrears outstanding will be forwarded to the Municipality's Finance Department for collections, as per the Accounts Receivable Collections Policy.

**Section 4 – Miscellaneous**

- 4.0 This By-law may be cited as "Township of Cavan Monaghan Open Air Burning By-Law".
- 4.1 That By-law No. 2015-36 is hereby repealed in its entirety.
- 4.2 This By-law shall become effective immediately upon passing thereof.

Read a first, second and third time and passed this 6<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk

**Schedule "A"**  
**To By-law No. 2023-25**

**Township of Cavan Monaghan**



988 County Rd 10, Millbrook ON, L0A 1G0 •  
Tel: 705-932-2765 • [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net) •

**Brush Permit**

**Permit #BP-23-001**

<b>Valid From</b> Jan 25, 2023	<b>Expire Date</b> Jan 25, 2024
<b>Occupant Name</b> xxxxxxxx	<b>Telephone</b> (xxx) xxx-xxxx
<b>Rent or Own?</b> Owner	
<b>Open Burn Address</b> xxxxxxxx	
<b>Home Address</b> xxxxxxxx	

**Terms and Conditions**

This Permit forms part of the Township of Cavan Monaghan Open Air Burning By-law No. 2023-25 and contains terms as defined therein. This Permit is also subject to the following terms and conditions:

1. This Permit is not valid when winds are greater than 8 km/hr or 5 miles/hr, or if a burn ban is in effect.
2. The material to be burned shall be limited to wood or by-products of wood. The person who has obtained this Permit:
  - a. shall not permit more than 3 m x 3 m x 1 m (10' x 10' x 4') of material to be burned at any one time for property that meets the required setback in section 3 below;
  - b. shall ensure that the means of extinguishing the fire designated on the Permit is available at the site at all times during the fire;
3. Fires within Built Up Areas must be in an Approved Device, be contained to prevent the spreading of fire, and be a minimum of 15 m (50') from any structure for Campfires only. Rural residents must be 100 m (330') from any structure to burn Brush Piles with a size not greater than 3 m x 3 m x 1 m (10' x 10' x 4'). Special Permits may be issued for larger fires by the Fire Chief based on a plan approved by the Fire Chief. Rural residents on lots will be subject to the Built Up Area conditions.
4. This Permit may be cancelled or suspended at any time by the Fire Chief or their designate and immediately upon receiving notice of such cancellation or suspension; the Permittee shall extinguish any fire started under this Permit.
5. The Permittee shall keep this Permit at the site of the burning operation conducted under the Permit. The person in charge of the burning operation shall produce the Permit to any official of the Cavan Monaghan Fire Department or the City of Peterborough Fire Department (North Monaghan Ward only) when requested to do so.
6. The Permittee shall have at the location of the fire, at least one adult, along with firefighting equipment in serviceable condition, as follows: Garden hose or other water source to extinguish the fire as required.
7. A penalty may be issued at the discretion of the Fire Chief when any or all of the following conditions apply:
  - a. An alarm is activated;
  - b. Emergency manpower and emergency equipment is dispatched;
  - c. Damage occurs to life or property;
  - d. The Owner and/or Tenant is not in possession of a valid Permit.
8. Any person setting, maintaining or allowing to burn a fire and all Owners of property upon which a fire is set, maintained or allowed to burn in the open air shall:
  - a. be responsible for any damages to property occasioned by said fire; and
  - b. be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including aid from neighboring departments, together with applicable penalties as set out in Section 3.2 of By-law 2023-25
9. Penalties may be issued as follows:
  - a. First call – A minimum penalty as per the Municipality's User Fees and Charges By-law. When costs of resources and manpower exceed the minimum penalty the Fire Chief, at their discretion, may add an additional penalty based on a formula of the Ministry of Transportation of Ontario ("MTO") hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.
  - b. Subsequent calls – Penalties for subsequent calls will be invoiced to cover costs incurred by the Fire Department, including personnel and equipment called in to extinguish the said fire, based on a formula of the MTO hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party

contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.

10. Any unpaid arrears outstanding will be forwarded to the Municipality's Finance Department for collections, as per the Accounts Receivable Collections Policy.

11. All slash and land-clearing debris shall be in piles or wind rows at least 3 m (10') apart.

12. Burning Brush Piles is prohibited 30 minutes before sunset until 30 minutes after sunrise any day, unless by special permission. This does not apply to a Campfire.

**If you have any questions, please call Fire Department Administration at 705-932-2765.**


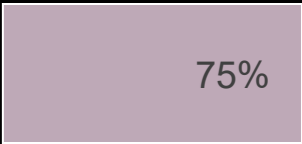
.....  
Signature of Owner

.....  
Signature of Approver:




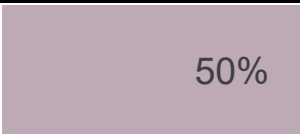
# Report and Capital Project Status


## Report Status

Priority	Directed By	Date Requested	Resolution or Direction	Staff Responsi	Est. Report Date	% Complete
High	Council	2020-12-10	Fire Station / Operations Centre and Millbrook Yard	B. Balfour / K. Pope / W. Hancock	2023	 25%
Normal	Council	2021-10-18	Noise By-law Review	C. Page / K. Philips	2023	 75%
Normal	Council	2022-02-22	Disposition of Land By-law	C. Page / J. Connolly	2023	
Normal	Council	2022-02-07	Investigate Advantages and Disadvantages for a delegated authority by-law as it applies to OPA's and Sub divisions	Y. Hurley / J. Connolly	2023	

# Report and Capital Project Status

## Capital Project Status

Project List	Department	Status	Est. Report Date	% Complete
IT Infrastructure	Information Technology		2023	
IT Modernization Plan Phase 1	ECD	In Progress	2023	
IT Modernization Plan Phase 2	ECD		2023	
Baxter Creek Floodplain SSA (Special Study Area)	Planning	In Progress	2023	
Employment Lands Marketing	ECD		2023	
2019-2022 Downtown CIP	ECD	In Progress	2023	 25%
Downtown Mural	ECD		2023	
Corporate Strategic Plan Update	C.A.O		2023	
Official Plan Updates & Studies	Planning	In Progress	2023	 50%

Project List	Department	Status	Est. Report Date	% Complete
Zoning By-law Review	Planning		2023	
SCBA Units	Fire	In Progress	2023	
Bunker Gear	Fire		2023	
Hoses	Fire		2023	
Parks and Recreational Plan	Parks and Facilities	In Progress	2023	 25%
Maple Leaf Park Shelter Concreate	Parks and Facilities		2023	
Millbrook Depot Storage	Parks and Facilities		2023	
Municipal Office HVAC	Parks and Facilities		2023	
Cavan Depot Roof and Siding	Public Works		2023	
Intersection Replacement with County of Peterborough	Public Works		2023	
Street Light Replacement	Public Works		2023	

**Operating duties are not included**

Project List	Department	Status	Est. Report Date	% Complete
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**Committee of Councils - MVT, MRHAC, BIA**



March 20, 2023

To whom it may concern,

The Township of Cavan Monaghan fully supports the Peterborough Community Health Centre (CHC) proposal submitted in August 2022.

Peterborough is the largest regional centre in Southern Ontario without a CHC and the need in our community is urgent. The Peterborough Ontario Health Team has ranked 3rd worst for premature mortality, 4th worst for physician visits after hospitalization, and 12th worst for average monthly cost among 42 Ontario Health Teams in 2019/20. These are all indicators that correlated with marginalization. As well, the opioid crisis is devastating with the Peterborough Public Health Unit ranked 3rd highest in terms of average opioid related deaths (July 2017-June 2018), and the rate of opioid-related ED Visits in Peterborough almost double that of the province in 2020.

The proposed CHC will serve 6,000 marginalized people in our community. The primary care model of a CHC is adequately structured and resourced for the complex needs of marginalized people including those with brain injuries, mental health challenges, substance use challenges, as well as populations requiring specialized or culturally appropriate care.

Although this facility will be located in the City of Peterborough, its impact will be far reaching into Peterborough County. Many of our residents receive healthcare and other services in the city and the CHC is committed to partnering for service delivery in Peterborough County. By working together, we will ensure that the CHC is successful and serves the needs of our most vulnerable residents.

Other Ontario communities have CHCs which are designed and adequately funded to serve marginalized populations. Given Peterborough's high levels of marginalization and large unattached population, we strongly encourage this historical under-investment in primary care be remedied by funding a CHC in our community.

In addition to our support for this application, our Township is also extremely interested and willing to invest effort and resources into future expansions of the CHC through the creation of an additional clinic in our Township.

If you require any further information, please do not hesitate to contact me.

Sincerely,

Matthew Graham  
Mayor

988 County Rd 10  
Millbrook, Ontario L0A 1G0

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

Phone: 705-932-2929  
Fax: 705-932-3458

**Adoption By-law for Official Plan Amendment No. 12**

**By-law No. 2023-14**

The Council of the Township of Cavan Monaghan, in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. Amendment No. 12 to the Township of Cavan Monaghan Official Plan consisting of the attached text and map (Schedule "1") is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the Peterborough County Planning Department for approval of the aforementioned Amendment No. 12 to the Township of Cavan Monaghan Official Plan.
3. This By-law shall come into force and take effect on the day of the final passing thereof, subject to the approval of the Peterborough County Council.

Enacted and passed this 20th day of March, 2023.

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Matthew Graham  
Mayor

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Cindy Page  
Clerk



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

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing.

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

Read a first, second and third time and passed this 20<sup>th</sup> day of March 2023.

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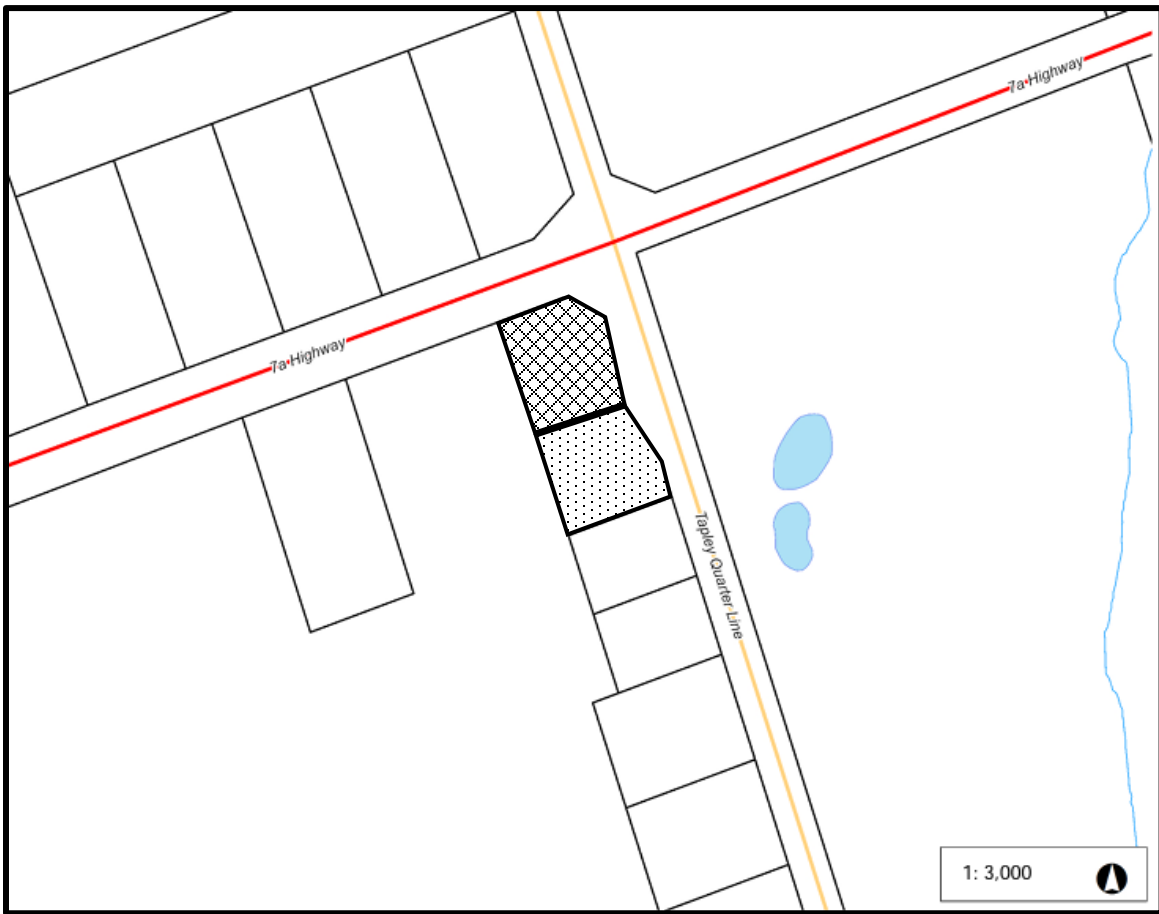
Matthew Graham  
Mayor

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Cindy Page  
Clerk

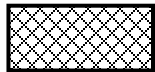


**Schedule "1" to By-law No. 2023 - 15**

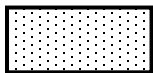


**Area Affected by this By-law**  
Part Lot 6, Concession 8 (Cavan)  
461 Highway 7A  
Roll Number 1509-010-030-25300  
Township of Cavan Monaghan

**Certificate of Authentication**  
This is Schedule "1" to By-law No.  
2023 - 15  
passed this 20th day of March, 2023.



Rezone to the Rural Residential Exception Twenty-eight (RR-28) Zone.



Rezone to the Rural Residential Exception Twenty-eight Holding Ten (RR-28-H10) Zone.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## The Township of Cavan Monaghan

### By-law No. 2023-16

#### **Being a by-law to Repeal and Replace Village of Millbrook By-Law Number 84-8, Designating 3 Bank Street North in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal Village of Millbrook By-Law Number 84-8 designating 3 Bank Street North, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 3 Bank Street North, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 3 Bank Street North is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. By-Law Number 84-8 is hereby repealed.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-16**

### **Section 1: Description of Property**

3 Bank Street North, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the South side of Bank Street North, East of Tupper Street.

### **Section 3: Legal Description**

Part of Lot 15 and Part of Unnumbered Lot, West of Lot 15 on South side of Bank Street North, Being Part of Lot 13, Concession 5, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 3 Bank Street North is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, displays a high degree of craftsmanship, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The house located at 3 Bank Street North in Millbrook is a 1 ½ storey cottage representative of the Regency Style of architecture common in Ontario throughout the 19<sup>th</sup> century. The house is estimated to have been built circa 1837 and is known for being one of the earliest homes in the Millbrook area. While little historical information on the property is known, it is rumoured to have been built by the first Anglican Priest in the region. Throughout its lifespan, the property has seen several uses including being home to a local decoy duck maker and the Ontario Cottage Antiques Business.

The structure is comprised of a three foot thick rubble stone foundation with upper exterior walls clad in pressed tin sheets. As it was a popular building material in the early 20<sup>th</sup> century, it is likely that the exterior was re-clad in tin

panels roughly 100 years after the house's original construction. While unoriginal to the structure, the tin cladding adds to the history of the structure, having likely been in place for nearly a century. The structure is well set back from Bank Street North surrounded by a canopy of historic trees. The principal rooms, including the kitchen, are located within the lower portion of the house, with bedrooms on the upper floor. The house is built into the riverbank and overlooks Baxter Creek to the south. The property was built before roadways became the primary access route to the property. As such, the original front door faces the creek. The house is a unique example of the early history of the area, as it was originally accessed primarily via waterway rather than roadway.

The house displays a high degree of craftsmanship in its construction, featuring a full length tent-shaped verandah and fanciful latticework wrapping around three elevations. The upper portion of the original front face of the house features shuttered windows, a decorated wooden storm door, and side lights surrounding the doorway. This building is a fine and well maintained early example of an Ontario Regency Style Cottage and presents significant heritage value to Millbrook as one of the earliest stone and frame structures in the area.

### **Section 6: Heritage Attributes**

- Original placement and orientation of the building set well back on the south side of Bank Street North and overlooking Baxter Creek to the south
- Scale, form, and massing of the 1 ½ storey building with a square plan
- Decorative chimneys
- Tent-shaped verandah wrapping around the north, west, and south elevations of the house made of corrugated pressed metal
- Wooden tongue and groove soffit on east elevation
- Decorative woodwork associated with the verandah
- Hip roof with small gable on south elevation
- Arched 2-over-2 window with wood muntins on south façade gable
- Round 4-pane window in small rear gable
- Rubble stone foundation with large mortar joints, visible on east, west, and south elevations
- Rear (originally front) doorway with original sidelights and wooden muntins, decorative wood moulding, and modern storm door protecting the original features from the exterior

**The Township of Cavan Monaghan**

**By-law No. 2023-17**

**Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 38 Centre Street (formerly known as 32 Centre Street, in the Village of Millbrook) in the Township of Cavan Monaghan as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 32 Centre Street, Village of Millbrook, now 38 Centre Street, Township of Cavan Monaghan, described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 38 Centre Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 38 Centre Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "1. 32 Centre Street"
  - 2) "(1) '32 Centre Street' being more particularly described in Schedule 'A-1' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-1' attached hereto and forming part of this By-Law."
  - 3) Schedule A-1
  - 4) Schedule B-1
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk

## **Schedule A to By-law No. 2023-17**

### **Section 1: Description of Property**

38 Centre Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the North side of Centre Street, West of Collins Lane.

### **Section 3: Legal Description**

Part 4 of Plan 45R16049, Lots 3, 4, and Part of Lot 2, North side of Centre Street, Registered Plan No. 13 and Part of Lot 12, Concession 5, Formerly in the Geographic Township of Cavan, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 38 Centre Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The property located at 38 Centre Street in Millbrook, Ontario is representative of Ontario farmhouse vernacular architecture of the mid to late 19th century. The lands, originally addressed as 32 Centre Street, were subject to Consent (Severance) Application Nos. B-80-14 and B-81-14. Two new lots were created. The designated property was renumbered and is now addressed as 38 Centre Street, Millbrook, Ontario.

The red brick house exemplifies Ontario farmhouse vernacular architecture and exhibits Georgian influence in its rectangular plan. It is estimated to have been built circa 1862. The house features a symmetrical front elevation. The original door unit no longer exists, but has been replaced with a door, sidelites and curved transom which is assumed to have been similar to the original. The street-facing south façade is of particular heritage interest, including the steep



central gable and sash windows on either side of the front door with flat soldier brick lintels above.

While no other historical information is known about the property, it exhibits features characteristic of typical 19th century Ontario farmhouse architecture and supports the 19<sup>th</sup> century historic character of the Millbrook area.

### **Section 6: Heritage Attributes**

- Placement and orientation of the building set well back on the north side of Centre Street
- Scale, form, and massing of the 1 ½ storey building. Built originally in a rectangular plan, the addition constructed in the rear resulted in a T-shaped plan
- Symmetrical principal (south) elevation with evenly spaced windows on either side of front entryway
- Fenestration pattern and style
- Mixture of flat and semi-circle brick arches
- Brick windowsills
- Red brick construction and cross gable roof with steep central gable on south elevation
- Front entrance masonry opening with curved brick arch

## The Township of Cavan Monaghan

### By-law No. 2023-18

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 6 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 6 Prince Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 6 Prince Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 6 Prince Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "2. 6 Prince Street"
  - 2) "(2) '6 Prince Street' being more particularly described in Schedule 'A-2' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-2' attached hereto and forming part of this By-Law."
  - 3) Schedule A-2
  - 4) Schedule B-2
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-18**

### **Section 1: Description of Property**

6 Prince Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the Northeast side of Prince Street, Southeast of Anne Street.

### **Section 3: Legal Description**

Part of Park Lot 17, East side of Prince Street, Formerly being Part of Lot 12, Concession 4 in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 6 Prince Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with a notable family that is significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The property located at 6 Prince Street in Millbrook exemplifies Ontario farmhouse vernacular architecture. It also exemplifies Georgian and Victorian influence in its styling featuring rigid symmetry in its window arrangement as well as a steep central gable. Estimated to have been built around 1865, the house also features Victorian elements including a large front verandah with railings and decorated wooden columns as well as a rounded window with shutters within the steeply pitched front gable. The historic Prince Street front façade is complemented with pleasant garden planting.

The builder of the house was a prominent figure in the Millbrook community and built the house for dental surgeon, John Abraham Nattress (sometimes spelled Nattress). The Nattress family became legend in Millbrook, serving the community as barbers for three generations. Harold Nattress opened his shop

in 1901 and barbered for 61 years before passing the torch to his son Lyle, who continued the tradition in downtown Millbrook for 63 years.

This property presents both architectural and historical significance within Millbrook for its multi-generational ties to prominent community members and exemplary display of mid-nineteenth century Ontario farmhouse vernacular architecture.

### **Section 6: Heritage Attributes**

- Placement and orientation of the building on the east side of Prince Street
- Scale, form, and massing of the 1 ½ storey building
- Red brick construction with gable roof and central gable on west elevation
- Wooden verandah, railings, columns, and detailing on west elevation
- Wood tongue and groove verandah decking
- Fenestration pattern and style
- Mixture of flat and semi-circle brick arches above windows
- Front entrance including arrangement of sidelites and transom
- Semi-circular window and shutters in front gable

## The Township of Cavan Monaghan

### By-law No. 2023-19

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 7 Anne Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 7 Anne Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 7 Anne Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 7 Anne Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "3. 7 Anne Street"
  - 2) "(3) '7 Anne Street' being more particularly described in Schedule 'A-3' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-3' attached hereto and forming part of this By-Law."
  - 3) Schedule A-3
  - 4) Schedule B-3
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-19**

### **Section 1: Description of Property**

7 Anne Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the Southeast side of Anne Street, West of the intersection of Hay Street, Anne Street, and Needlers Lane.

### **Section 3: Legal Description**

Part 2 of Reference Plan 9R505, Part of Lots 2, 3, and 4, South side of Anne Street, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 7 Anne Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with a notable family that is significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The property located at 7 Anne Street in Millbrook, Ontario is known locally as the Needler House and was built circa 1865. It is representative of late Victorian architecture, presenting as a hybrid of classical and gothic styles dated from 1840-1900. There is a medium pitch gable over the front door. The front door is also surrounded by sidelites and a rectangular multi-pane transom above. The house also features rounded windows at the rear as well as windows leading to the large verandah wrapping around the front and sides of the structure.

The nearby Deyell Mill was built by Walker Needler after the lands were bought in 1857. Walker Needler's eldest son, George, had the house built between 1864 and 1865 on a sloping lawn overlooking the Millpond and 3 storey mill he managed.



The property is of historical significance to Millbrook as it is closely tied to Millbrook's history in the milling industry as well as to prominent figures in the community throughout the 19<sup>th</sup> century. The house is also of architectural significance in the Millbrook area as it is an example in excellent condition of 19<sup>th</sup> century farmhouse vernacular.

### **Section 6: Heritage Attributes**

- Placement and orientation of the building on the southeast side of Anne Street, its principal elevation facing Needler's Mill
- Scale, form, and massing of the 2-storey building with a T-shaped plan
- Red brick construction with medium pitch cross gable roof and smaller gable on north and east elevations
- Symmetry of the bays and chimneys
- Principal elevation entryway with rectangular transom and sidelites, wood panelling detailing and wood muntins
- Fenestration pattern and style
- Mixture of flat, semi-circle and segmental brick window arches
- 6-over-6 wood windows along ground level elevations with wood storm windows
- Semi-circle gable and storm window in Anne Street elevation
- Pointed lancet windows in the rear wing of the house
- Wrap around verandah with decorative woodwork
- Principal elevation gable balcony; with wooden lattice and railing
- Masonry chimney
- Wood Soffit, trim and fascia detailing

## The Township of Cavan Monaghan

### By-law No. 2023-20

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 10 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 10 Prince Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 10 Prince Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 10 Prince Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "4. 10 Prince Street"
  - 2) "(4) '10 Prince Street' being more particularly described in Schedule 'A-4' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-4' attached hereto and forming part of this By-Law."
  - 3) Schedule A-4
  - 4) Schedule B-4
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-20**

### **Section 1: Description of Property**

10 Prince Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the Northeast side of Prince Street, Southeast of Anne Street.

### **Section 3: Legal Description**

Part 1 of Reference Plan 9R2246, Part of Park Lot 17, East side of Prince Street, Registered Plan 3, Formerly being Part of Lot 12, Concession 4, Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 10 Prince Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The house located at 10 Prince Street in Millbrook is representative of Ontario farmhouse vernacular farmhouse architecture. The red brick house, estimated to have been built in the late 1880s, exhibits Regency and Classical Revival influence with a hip roof, offset front door, rectangular multi-light transom and sidelites. The house also features tall, 1 over 1 windows with slight imperfections in the wavy glass panes. A wooden verandah wraps around the north, west, and south elevations, accompanied by decorative woodwork including columns and bracketry.

The rear of the property presents a picturesque view of Baxter Creek and the surrounding Millbrook Conservation Area landscape. The property stands as a unique example of late 19<sup>th</sup> century Ontario vernacular architecture and supports the historic character of the surrounding neighbourhood.

## **Section 6: Heritage Attributes**

- Placement and orientation of the building on the east side of Prince Street
- Scale, form, and massing of the 2 storey structure with a T-shaped plan and low hip roof
- Original red brick construction with rubble stone foundation and large mortar joints visible at the northeast corner of the house
- Fenestration pattern and style
- Flat brick arches
- Wood windows, 1 over 1 hung window and 2 over 2 wood storm windows
- Some original wooden window frames and muntins on the first storey
- Verandah wrapping around south, west, and north elevations with wooden columns, decorative brackets, and V-groove wooden soffit
- Solid wood front door, storm door with 6 glass panes, rectangular transom, and sidelites

## The Township of Cavan Monaghan

### By-law No. 2023-21

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 17 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 17 King Street East, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 17 King Street East, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 17 King Street East is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "5. 17 King Street East"
  - 2) "(5) '17 King Street East' being more particularly described in Schedule 'A-5' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-5' attached hereto and forming part of this By-Law."
  - 3) Schedule A-5
  - 4) Schedule B-5
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-21**

### **Section 1: Description of Property**

17 King Street East, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the South side of King Street East, East of Union Street and West of Distillery Street.

### **Section 3: Legal Description**

Part of Lot 1, South side of King Street East, West side of Distillery Street, Being Part of Lot 12, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 17 King Street East is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with a notable builder and organization significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The commercial building located at 17 King Street East forms a part of the main historic downtown commercial block in Millbrook, Ontario. The building is a fine example of Second Empire Design with French Classical influence. The entire block encompassing 15-21 King Street East was constructed in the late 19<sup>th</sup> century, after The Great Fire of 1875, and is known locally as the Wood and Kells Block. It features many unique architectural elements representative of Second Empire design including a mansard roof with decorated dormers at the top level and oval-shaped windows, an upper cornice with heavy brackets, as well as ornate brickwork underneath. The main floor features large storefront



windows with wooden columns and decorative wooden detailing, as well as a recessed front entryway with French doors.

The section of the block addressed as 17 King Street East, along with the adjoining section to the east, was home to “Wood and Kells,” which dealt in staples and fancy dry goods throughout the 19th century. The store underwent a number of transformations over the years, becoming “Kells and Fowler,” “Fowler and Pendrie,” and finally “Fowler’s Men’s Wear.” Throughout this time, high quality goods such as floor coverings, custom men’s and ladies’ wear, sewing supplies, and groceries were all sold out of 17 King Street East. Throughout the past several decades, the building has served the community through use as a real estate office and book store, as well as a space for the Millbrook and Cavan Historical Society. The upper floors of the building have long been used as apartments.

This building, along with its adjoining sections at 15, 19, and 21 King Street East make up a large portion of the historic view corridor along King Street in downtown Millbrook. The building displays a high degree of craftsmanship and is well preserved. It presents many architectural features unique to this block and the surrounding area. It is a wonderful example of Second Empire Design and a great contributor to Millbrook’s cultural and architectural identity.

### **Section 6: Heritage Attributes**

- Essential structure to the view corridors along King Street; in both the east and west directions
- Placement and orientation of the building on the south side of King Street East, a key component of the King Street East South side streetscape elevation
- Scale, form, and massing of the 2 ½-storey building with a slender, rectangular plan
- Buff brick construction
- Mansard roof with ornate dormers, oval-shaped window openings including inset scroll detailing and decorative soffits
- Large wood storefront windows with decorative base, corners and frame details
- Storefront wood cornice with dentil detailing terminated by large decorative brackets
- Prominent window cornice complete with corbels above second storey windows

- Recessed entryway at ground floor; including wood doors with curved glass panels
- Buff brick pilasters equally separating upper façade window bays
- Wood soffit, fascia, trim detailing, and distinctive brackets at cornice
- Large rectangular window openings on second storey and associated wood trim detailing

## The Township of Cavan Monaghan

### By-law No. 2023-22

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 37 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 37 King Street East, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 37 King Street East, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 37 King Street East is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "7. 37 King Street East"
  - 2) "(7) '37 King Street East' being more particularly described in Schedule 'A-7' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-7' attached hereto and forming part of this By-Law."
  - 3) Schedule A-7
  - 4) Schedule B-7
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-22**

### **Section 1: Description of Property**

37 King Street East, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the South side of King Street East, East of Distillery Street and West of Gravel Road. Property extends from King Street East to the North to Dufferin Street to the South.

### **Section 3: Legal Description**

Lot 3 and Part of Lot 4, South side of King Street and West side of Gravel Road, Part of Lots 3, 4, and 5, North of Dufferin Street, West of Gravel Road, Being Part of Lot 13, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 37 King Street East is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with a notable family that is significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The house located at 37 King Street East in Millbrook, Ontario is in excellent condition and is unique to the region, being representative of Second Empire and Queen Anne styles of architecture. The massing of the house is characteristic of Second Empire design, while the extravagant detailing is indicative of Queen Anne influence. The house, clad in yellow painted clapboard siding, was built circa 1870 as a brick veneer and frame building, which was later re-clad. The building features a hip roof with projecting gables, decorative bargeboard, and deeply overhanging eaves with detailed wooden

brackets below. There is also a small Tuscan tower with wrought iron cresting and small windows atop the front elevation of the house.

Robert Deyell, one of five sons of the first settler in the township, John Deyell, built this two-storey house in 1870 on lands extending from King Street to Dufferin Street. While only the house remains, the property once included a tennis court and summerhouse.

The house was used as a funeral parlour in 1945 by George T. MacPherson, who owned a furniture and undertaking business in downtown Millbrook. He sold the property to John Wallace Haw in 1954. The J. Wallace Haw Funeral Home was purchased by Comstock's of Peterborough in 1965 and continued operating until 1972. After this point, the house became a private residence once more. It later served as a cooking school and fine dining establishment, and as a bed and breakfast.

This property presents both historical and architectural significance within the Millbrook community as it was built by one of Millbrook's first citizens and is adorned by many of his trademarks. The house has served the Millbrook community through various uses for nearly 150 years. The house also presents many unique features representative of the Queen Anne Style and stands out within the community as a rare example of the style in excellent condition. The property contributes greatly to the historic King Street view corridor and forms a great part of the historic character of the neighbourhood.

## **Section 6: Heritage Attributes**

- Placement and orientation of the building set well back on the property, between King Street East and Dufferin Street
- Scale, form, and massing of the 2 storey building with a primarily square plan
- Hip roof with projecting gables on north, east, and west elevations
- Painted wood clapboard siding
- Cut field stone foundation
- Decorative cornice with wood dentil moulding, supported by eave brackets under a deep overhanging wood soffit
- Decorative wood frieze, with alternating angled or vertical v-groove boards, terminated at the underside with a carved trim board, typical for verandah, second floor and tower
- Tuscan tower with wrought iron cresting

- Fenestration pattern and style, including wood shutters
- North Entrance Door opening with rectangular transom above and associated wood detailing
- Stained glass semi-circle windows on north elevation
- 1 over 1 hung wood windows with a mixture of 1 over 1, 2 over 2, 3 pane and 4 pane wood storm windows
- Wood window sills on second storey and wood window sills with aprons on ground floor level
- Wood window cornice with dentil detailing and flat lintel on south elevation windows
- Verandah with decorated wood columns with fan brackets and wood railings wrapping around north and east façades
- Brick chimney with detailing above roof line and along west elevation
- Elaborate wood detailing in gables

## The Township of Cavan Monaghan

### By-law No. 2023-23

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 21 King Street East in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 21 King Street East, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 21 King Street East, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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



1. The property located at 21 King Street East is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "8. 21 King Street East"
  - 2) "(8) '21 King Street East' being more particularly described in Schedule 'A-8' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-8' attached hereto and forming part of this By-Law."
  - 3) Schedule A-8
  - 4) Schedule B-8
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-23**

### **Section 1: Description of Property**

21 King Street East, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the South side of King Street East, East of Union Street and West of Distillery Street.

### **Section 3: Legal Description**

Part 1 of Reference Plan 9R1523, Part of Lot 1, South side of King Street East and West side of Distillery Street, Being Part of Lot 12, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 21 King Street East is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, displays a high degree of craftsmanship, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The commercial building located at 21 King Street East is a part of the historic Wood and Kells commercial block in Millbrook, Ontario representative of the Second Empire style. It is estimated to have been built after The Great Fire of 1875. The building features a variety of notable architectural elements including a wooden entry door with a detailed wooden lintel and semi-circular transom window above as well as first storey windows with semi-circular upper panes and keystone arches on top. Other features of heritage value include 2 over 2 operable wood windows with wood sills and window cornices complete with corbels. There are also brick pilasters delineating the second storey window bays as well as decorative brickwork detailing above the second storey windows and below the wood soffit, fascia, and cornice with heavy brackets.

This building, along with its adjoining sections at 15, 17, and 19 King Street East make up a large portion of the historic view corridor along King Street in downtown Millbrook. The building is well preserved and presents many unique architectural features. It is a wonderful example of Second Empire Design and contributes greatly to Millbrook's architectural identity and historic character.

### **Section 6: Heritage Attributes**

- Essential structure to the view corridors along King Street; in both the east and west directions
- Placement and orientation of the building along the south side of King Street East, a key component of the King Street East South side streetscape elevation
- Scale, form, and massing of the 2 storey building with a slender rectangular plan
- Buff brick construction
- Decorative wood front door with rectangular glazing panels complete with wood cornice above with carved '21' and semi-circular transom window
- Large rectangular window openings on ground floor, with wood sills and decorative brickwork below and wood cornice above completed with semi-circular transom window
- Brick arch with keystone above arched transoms on ground floor
- Decorative band in line with bottom of transoms
- Storefront cornice terminated by large decorative brackets
- Large rectangular 2 over 2 operable wood windows with wood sill and window cornice complete with corbels
- Brick pilasters equally separating upper façade window bays
- Decorative brickwork detailing above second storey windows and below cornice
- Wood soffit, fascia, trim detailing, and distinctive brackets at cornice

## The Township of Cavan Monaghan

### By-law No. 2023-24

#### **Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law 84-12, Designating 53 King Street West in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-Law 84-12 designating 53 King Street West, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 53 King Street West, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;

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

1. The property located at 53 King Street West is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.
2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law 84-12 are hereby repealed:
  - 1) "9. 53 King Street West"
  - 2) "(9) '53 King Street West' being more particularly described in Schedule 'A-9' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-9' attached hereto and forming part of this By-Law."
  - 3) Schedule A-9
  - 4) Schedule B-9
5. All other relevant provision of By-Law 84-12, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 20<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2023-24**

### **Section 1: Description of Property**

53 King Street West, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the South side of King Street West, set well back from the street, East of Main Street and West of Cavan Street.

### **Section 3: Legal Description**

Part of Lots 10, 12, and 13, South of King Street West, West side of Cavan Street, Part of Lots 22 and 23, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 53 King Street West is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with an institution that is significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The property located at 53 King Street West in Millbrook, Ontario is a fine example of a large 19th century farmhouse with Georgian and Italianate influence. The house was built in the early 1880s by Canon W.C. Allen and was used as the rectory for St. Thomas Anglican church. Over the years, the property housed many of the Anglican Church's ministers. As the house was originally a church-owned property, there was no requirement for taxation or accompanying municipal records, making it difficult to accurately date its construction.

Notable architectural features include the symmetrical arrangement of the front elevation, matching bay windows on the lower façade, painted wood doors with

an arched transom window above, and tall, slender sash windows on the upper façade. There is also a small, intricately detailed balcony above the front door. The south elevation of the house features a verandah with decorative wooden bracketry as well as a wood and glass bay window on a 2-storey addition to the west of the house, built in the later 1880s shortly after the main structure was constructed.

The property is a fine example of 19th century Ontario farmhouse architecture. Despite being set well back from King Street West, the house contributes significantly to the historic character of the area.

### **Section 6: Heritage Attributes**

- Placement and orientation of the building set well back on a large plot of land between King Street West to the north and Frederick Street to the south
- Scale, form, and massing of the original 2-storey main house with a 2-storey rear addition creating an L-shaped plan
- Low hipped roof with matching symmetrical buff brick chimneys on north and south sides and two along rear (west) elevation. Brick detailing along exterior walls at north and south chimneys
- Symmetrical arrangement of front façade
- Fenestration pattern and style, including bay windows, 1 over 1 and 2 over 2 wood interior windows, wood storm windows, and wood shutters
- Wood detailing at bay windows including wood soffit, fascia and brackets
- Tall, slender, round window on west elevation second storey
- Wrought iron balcony railing above front entryway
- Exterior buff brick, including flat brick arches above windows
- Entrances:
  - East Elevation; double set of wood doors with large, glazed opening with transom above, wood storm doors, and brick arch
  - South Elevation; single wood door with large arched glazed opening with transom above, wood storm door, various wood doors
- Decorative woodwork of soffit and trim
- Verandah with decorative woodwork along south façade



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 20, 2023
<b>From:</b>	Bill Balfour, Fire Chief, Fire Department
<b>Report Number:</b>	Fire Department 2023-01
<b>Subject:</b>	Open Air Burning By-law amendments

### Recommendations:

That Council approves the Open Air Burning By-law No. 2023-25 as attached and repeals By-law No. 2015-36 in its entirety.

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### Overview:

Currently open air burning within the Township burning is regulated by by-law 2015-36 this by-law sets out the conditions that are required for residents to comply with respect to burning within the Township. One of these conditions is that residents must phone in when they start a burn and phone back in when the burn is completed. This “burn line” is a no cost value added feature under the dispatch contract with the City of Peterborough. The City Fire Department has advised that this automated system is at the end of its useful life cycle and is unable to interface with newer technologies that are being utilized in the communication center and they are not maintaining or replacing the current system.

A review of the entire process surrounding burning within the Township was conducted to find efficiencies for both residents and administration practices. The core parameters of the by-law in respect to the types, size and distance restrictions and requirements remains relevant and consistent with safe burning principals.

Currently burn permits can be purchased in person at the Township office and the libraries or online through the Townships website. Purchases made through the Townships website requires staff to create and invoice that is then mailed to the resident for payment. This online practice was started at the beginning of the COVID-19 pandemic. While this provided an advancement to the previously in-person only practice of purchasing a burn permit, it is administratively inefficient.

Staff reviewed the Who’s Responding software platform that is currently being utilized within the fire departments fire suppression division which shows the members of the department who are responding to incidents to see if there were possible efficiencies that could be implemented to reduce administration costs while improving customer service for residents in regards to the burn permit system.



Who's Responding software provides a service on their application to manage burn permits. In reviewing their burn permit module (Attachment No. 1) and the costs associated with the application, including the needs of the Township it has been estimated that the 50,000.00 Tokens package at \$4000.00 per year would meet the current needs of the Township. The tokens that are used are directly related to the number of 'clicks' used by the residents of the application and based on the number of clicks a resident uses determines the number of tokens used. Unused tokens at the end of the year would be transferable to the following year. Based on this information and the number of burn permits sold annually it is estimated that the costs associated with the number of tokens required for the current burn permit requirement of calling in for starting and stopping fires would require conservatively doubling of the token package which would far outweigh the benefits of this requirement .

The current and long-standing practice of requiring residents to call in when starting and stopping a burn was initiated to ensure that if a burn complaint was received through the communications center unnecessary resources were not being dispatched to these types of incidents. This practice while useful was only one piece in the decision making process of the communication center. Alarm calls from the public are received in the fire communications center, which are screened and classified by the dispatchers trained in the predetermined protocols as directed by the Fire Chief. The current practice of only sending one fire station to a determined burn complaint will continue. The proposed change to past practice is the elimination of having residents call in the starting and stopping of burning. Which aligns with surrounding municipalities.

The revised Burning By-law (Attachment No. 2) contains the following significant proposed changes compared to the current Open Air Burning By-law:

- Discontinuation of requirement to call in before and after burning.
- Purchasing of permits from Township Website and invoicing to be discontinued and move to Who's Responding Platform –Note a link will be provided on Township website to take residents to Who's Responding platform and residents that still wish to purchase their permit (Attachment No. 2) in person can continue to do so at the Township office or Libraries.
- Library Commission to be increased from the current \$2.00 to \$2.50 this proposed increase is to due to transaction fees increases to the library. This increase is estimate to equate to approximately \$100.00 per year.
- Burn Permit holders will be able to receive real-time notifications of burn bans or burn restrictions through one or all of the following methods; text message, email or automated phone calls.

Current fees for Burn Permits are proposed to remain the same along with the types of permits that residents can purchase as per the user fee and charges By-law 2022-71 and any amendments there too. Current fees are as follows:

<b>Permit Type</b>	<b>2023 Fee</b>
Campfire	\$10.00
Brush	\$25.00
Special Permits	\$50.00

**Note:** Online transactions fees are in addition to the fees above and are charged directly to residents these charges are currently 2.9% plus \$0.30 per transaction at the point of sale.

**Financial Impact:**

The costs associated with the proposed changes are included in 2023 Fire Department operating budget and no additional funds are required.

**Attachments:**

1. BurnPermits.com Information Package
2. Proposed Open Air burning By-law No. 2023-25

Respectfully Submitted by,

Reviewed by,

Bill Balfour  
Fire Chief

Yvette Hurley  
Chief Administrative Officer



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## **BurnPermits.com Information Package**

*Fluent IMS*

*PO Box 580,*

*Brockville, Ontario, Canada*

*1-855-358-3684*

*sales@fluentims.com*

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# 01

## OVERVIEW



**BurnPermits.com** was designed to:

- 1) Automate a typically paper-based system in order to reduce the amount of un-billable time spent distributing permits.
- 2) Aid in fire prevention through increased flow of communication between the fire department and the public.

By utilizing our burn permit system, you will not only be automating many of your tedious tasks, but you will also see a substantial increase in compliance by providing an online option.

Ultimately, public education and fire prevention are at the forefront of **BurnPermits.com!**

# 02

## The Problem

Burn permit distribution and fire prevention can take up valuable time and effort. Whether it is manually reviewing mountains of paperwork or driving around the municipality to ensure all burn ban signs are in place.

Our integrative and automated system has proven to:

- Instantly free up time and boost productivity by eliminating paperwork and mundane administrative tasks;
- Give you real-time information about who is actively burning in your area;
- Raise overall compliance by providing an easy-to-use application process, making information easier to access;
- Substantially increase the number of permits distributed to the public;
- Reduce the amount of walk-in traffic in municipal buildings.



# 03

## Key Features - Snapshot

1

### Automated Call-In System

Residents call a local or toll free number from any phone and an automated system indicates the risk level status and allows residents to register their intent to burn. Every call is logged in our system and presented to you in the IMS Admin portal showing you who is burning.

2

### Online Burn Registration

Every step of the permit registration process, from providing account details to making payments can be completed online. Residents can also register their intent to burn online rather than using the call-in system.

3

### Burn Mapping

Your entire fire department, or specific members, can see at a glance where permitted burns are taking place, saving valuable time and manpower from going to waste on false alarms.

4

### Customization

Our system can be modified to suit the needs of your fire department. If you have any additional data you require residents to provide (i.e., Township roll number), we can make it happen.

# 04

## Key Features - Snapshot

5

### Risk Level

Our system provides a means of informing residents of the current burn risk level and the proper guidelines for each level. In addition to this, the system makes it easy to communicate a burn ban via our mass notification feature.

6

### Mass Notifications

BurnPermits.com makes it easy to communicate with your residents. You have the ability to send mass notifications to all account holders via text message, email or automated phone call.

7

### Full Control

With our system, you gain the ability to prevent a burn from being registered during a ban. You also have the ability to revoke permits and prevent permits from being registered to specific areas of your township.

8

### Top-Notch Security

Every part of the online system is protected. Our servers are located in a secure data centre, as well as protected with multiple layers of security so your resident's data is kept safe.



# 05

## Flexible Plans to Suit Every Budget

You can decide whether you buy just enough credits for the permits and notifications you need – or whether you stock up and save for future use. The more you buy, the less each credit costs; and they never expire, so they'll always be there when you need them.

Credits Purchased	Base Price	Discount	Discounted Price
5,000	\$500.00	0.0%	\$500.00
10,000	\$1,000.00	2.5%	\$975.00
15,000	\$1,500.00	5.0%	\$1,425.00
20,000	\$2,000.00	7.5%	\$1,850.00
25,000	\$2,500.00	10.0%	\$2,250.00
50,000	\$5,000.00	20.0%	\$4,000.00
75,000	\$7,500.00	30.0%	\$5,250.00
100,000	\$10,000.00	40.0%	\$6,000.00

### How Our Credit System Works

Public Website:	FREE
Inbound Call/Burn Registration:	1 Credit
Outbound Alert:	1 Credit
Automated Permit:	10 Credits

# 06

## Key Features - In Depth

### Automated Call-In System

Using BurnPermits.com, residents are required to call into the automated phone system before they burn. The reasoning is twofold:

1. It ensures that residents are receiving the most up-to-date information regarding the Municipality's risk level. Residents receive a clear message outlining what is expected of them during their burn.
2. Integration with Who's Responding and the Admin Portal. With every registered burn, an indicator will appear on a map, communicating to Fire Personnel that an active burn is taking place at a specific address.



# 07

## Key Features - In Depth

### Online Burn Registration

Residents may also register their intent to burn online.

The same information communicated to residents via the automated call-in system is provided online when they register their burn. Again, residents are informed of the risk level status and any other important information you deem necessary for the resident to agree to.

### Mass Notifications

The Fire Chief or Designate can send out mass alerts to all residents/permit holders to provide vital information, at any time. You can also filter the mass alert by a variety of parameters in order to reach a targeted group of the population.

Residents can receive notifications via:

- Text Message;
- Email; or
- Phone Call.



# 08

## Key Features - In Depth

### Zoning

BurnPermits.com has the ability to restrict certain permit types based on geographic zone.

If there is a downtown core where no burning is allowed, or only certain types of permits are allowed, the system will communicate this requirement to the resident when they are completing their permit application.

Additionally, in the event that residents violate the terms and conditions of their permit, you can create a restricted zone around someone's address to prevent them from applying for permits in the future. These do not have to be viewable on the public website.



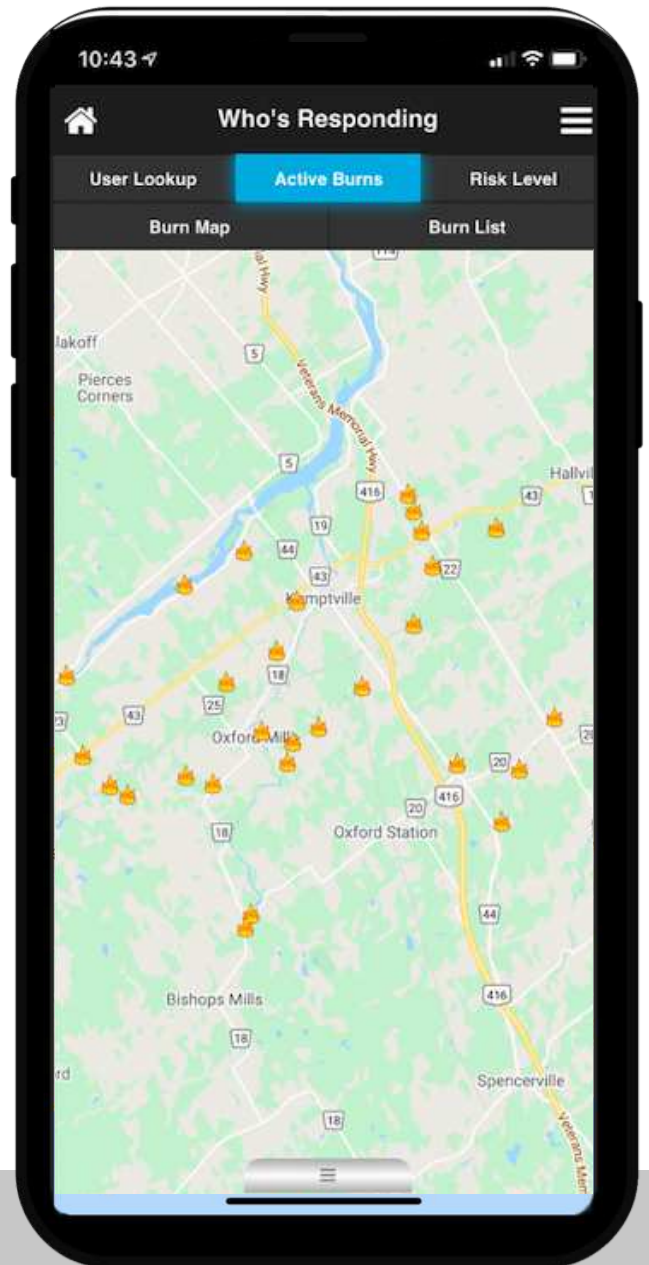
# 09

## Who's Responding Integration

Valid Fire Personnel can search among all accounts for valid permits based on resident name, address or geographic area from their **Who's Responding App**.

Also, admins can change the risk level right from their phone without having to log into the admin portal. All information is saved and reflected back to the public through the automated call-in system and the public website.

Moreover, responding personnel can quickly get a visual of active burns in the area with access to the active burns map



# 10

## Frequently Asked Questions



**Some of our residents don't have computers!  
How do they use this system?**

They can come into the office and register just as they would before. You can enter their information into the system yourself through the IMS Admin Control Panel. They can then call in with their registered phone number whenever they are burning.

**Can permits be submitted for approval before being issued?**

Yes. Applications can be submitted for approval where residents will not be presented with a permit PDF until approval is received.

**How can residents pay for their permits?**

We have two options for accepting payment:

- 1) Square and;
- 2) PayPal

Residents can then pay with their credit card.

# 11

## Frequently Asked Questions

**The funds that are received through Square or PayPal, how are these handled?**

We do not touch any of the funds that go through the payment processing system. The funds go directly from the resident to your Square or PayPal account. From your Square or PayPal account, you can transfer your funds to your municipal bank account with ease.



**Are there any fees associated with Square or PayPal?**

The payment processing provider will charge 2.9% + \$0.30 per transaction for any transaction completed through the online payment window.

**Is the system capable of distributing free permits?**

Yes. The system can accommodate free permits. The pricing measure can be easily changed if in the future you decide to start charging for permits.

# 12

## Frequently Asked Questions

### **What do we need to do for the automated phone system?**

We use a state-of-the-art cloud-based system to make and receive phone calls. We will provide a local or toll-free number. The phone system operates through a digital phone number, that uses the internet (VOIP). We take care of everything remotely, removing the need for additional hardware or phone lines.

### **What kind of alerts can be sent?**

You can send an alert for anything you need to inform your residents of: when there is a change to the risk level, a ban is in effect, changes to pricing, promotions, etc. Residents will receive a text message, phone call or email with your message. You will also be able to control who receives the message by permit type, permit status, geographical location, etc.





# 13

## Frequently Asked Questions

### **Can we use our existing phone number?**

At this time, it is not possible to directly use an existing number with our system. We would recommend that you have calls to your existing number forwarded to the number that we assign you, and advise your residents to use the new number.

### **How customizable are the permits? Can we distribute more than one type?**

Permits can be customized from the terms and conditions to the approval method to the varied prices. You can also have as many permit types distributed through the system as you need.

### **For mass alerting, are credits charged on a per person basis?**

Credits are charged on a per notification basis. So, if a resident signs up to receive texts and emails, then it will cost 2 credits to alert them.



# 14

## Frequently Asked Questions

### **Do residents need to renew their permits? How often?**

The system is adaptable and can be customized to make the transfer to a new permit distribution method easy. If residents are required to renew their permit every calendar year or if permits expire after 2 weeks, **BurnPermits.com** will be able to support it.

### **Do residents need to create a new account every time?**

No. Residents only need to create an account once. When they go back to renew their permit or get a new one, they simply log back into their account and go through the application process again.

### **Is there a free trial to determine if BurnPermits.com will suit our needs?**

Absolutely! We want to ensure that **BurnPermits.com** is the best solution for you. We can create a demo account with full access to all features for your department.



# 15

## Contact Us!



**1-855-358-3684**

**Monday to Friday**

**8:30am - 5:00pm**



**[sales@fluentims.com](mailto:sales@fluentims.com)**



**[www.burnpermits.com](http://www.burnpermits.com)**



**[@whos\\_responding](https://twitter.com/whos_responding)**



**[facebook.com/whosresponding](https://facebook.com/whosresponding)**

**The Township of Cavan Monaghan****By-law No. 2023-25****Being a by-law to prescribe the time for setting fires in the Township of Cavan Monaghan and the precautions to be observed**

**Whereas** the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, provides:

- a. in subsection 7.1(1)(a) that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires;
- b. in subsection 7.1(1)(b) that a council of a municipality may pass by-laws regulating the setting of open air fires, including the times during which open air fires may be set;
- c. in subsection 7.1(3) that a by-law passed under section 7.1 may deal with different areas of the municipality differently;

**And Whereas** subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the municipality to pass by-laws respecting the health, safety and wellbeing of persons;

**And Whereas** the Municipal Act, 2001, S.O. 2001 c. 25, section 128(1), as amended, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are, or could become or cause public nuisances;

**And Whereas** Council considers excessive smoke, smell, airborne sparks or embers to be or could become or cause public nuisances by creating negative health effects on neighboring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighboring properties and generating false alarms;

**And Whereas** under Section 35(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, the Fire Marshal, a Fire Chief or an Assistant to the Fire Marshal may issue an order to pay the costs incurred by the Province of Ontario or a municipality.

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

**Section 1 – Definitions:**

1.0 In this By-law:

- a. “Approved Device” means a chiminea or other unit that is:
  - i. a ULC/CSA approved device;
  - ii. in conformance with the Technical Standards and Safety Act, 2000, as amended;
  - iii. for outdoor use;
  - iv. Installed in accordance with the manufacturer’s instructions; and
  - v. approved by the Fire Chief.
- b. “Authorized Burning Material” means only environmentally friendly material including, but not limited to, natural wood and brush, and does not include,

among other things, pressure treated wood, recyclables, plastics and household waste.

- c. “Brush Pile” means branches or twigs in a pile larger than 46 cm x 46 cm (18” x 18”), but not to exceed 3 m x 3 m x 1 m (10’ x 10’ x 4’). Rural residents must be 100m (330’) from any structure to burn Brush Piles with a size not greater than 3m x 3m x 1m (10’x10’x 4’).
- d. “Built Up Area” means the Village of Millbrook, subdivisions, and surrounding hamlets including but not limited to Mount Pleasant, Cavan, Bailieboro, Ida and the Five Mile Turn.
- e. “Campfire” means an Open Air Fire of Authorized Burning Material contained within an Approved Device contained in such a way to prevent the spread of the fire, and which fire is no larger than 46 cm x 46 cm (18” x 18”), a minimum of 15 m (50’) from any structure, and is supervised by an adult at all times.
- f. “Fire Chief” means the Fire Chief of the Township of Cavan Monaghan, appointed under the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, or their designate.
- g. “Fire Department” means the Township of Cavan Monaghan Fire Department.
- h. “Municipality” means the Corporation of the Township of Cavan Monaghan and the geographic area thereof.
- i. “Occupant” means the person(s) residing in premises which they do not own.
- j. “Open Air Fire” means any fire which is set outside a building.
- k. “Owner” means the person(s) shown on the latest Assessment Roll.
- l. “Permit” means written authority provided by the Fire Chief in the form attached hereto as Schedule “A”, and which permit forms part of this by-law.
- m. “Tenant” means the person(s) renting or leasing premises.

## **Section 2 – General Conditions**

- 2.0 All persons setting an Open Air Fire in the Municipality must first obtain a Permit from the Fire Department. Should any such fire spread, resulting in the attendance of the Fire Department, the penalties as set out herein will apply to the Owner and/or Tenant of the property.
- 2.1 All persons setting an Open Air Fire in the Municipality shall be responsible for any damage to property or injury to person occasioned by the said fire.
- 2.2 No Open Air Fire shall be maintained when the wind is in such direction or intensity so as to cause any or all of the following:
  - a. A decrease in visibility on any highway or roadway;

- b. A rapid spread of fire through grass or a brush area;
  - c. Public nuisances by creating negative health effects on neighboring residents.
- 2.3 All fires shall be maintained in accordance with Schedule “A” attached hereto and forming part of this by-law.
- 2.4 Every person who contravenes any provision of this by-law is guilty of an offence and is liable to a penalty as set out in Section 3.
- 2.5 Notwithstanding the provisions hereof the Fire Chief may, upon application, approve the setting of any fire, subject to conditions set down by the Fire Chief. Any such approved burn may be subject to the Special Permit fee noted herein, together with any penalty, if applicable.

### Section 3 – Penalties

- 3.0 A penalty may be issued at the discretion of the Fire Chief when **any or all** of the following conditions apply:
- a. An alarm is activated;
  - b. Emergency manpower and emergency equipment is dispatched;
  - c. Damage occurs to life or property;
  - d. The Owner and/or Tenant is not in possession of a valid Permit.
- 3.1 Any person setting, maintaining or allowing to burn a fire and all Owners of property upon which a fire is set, maintained or allowed to burn in the open air shall:
- a. Be responsible for any damages to property occasioned by said fire; and
  - b. Be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including aid from neighboring departments, together with applicable penalties as set out in Section 3.2 hereof.
- 3.2 Penalties may be issued as follows:
- First call – A minimum penalty as per the Municipality’s User Fees and Charges By-law. When costs of resources and manpower exceed the minimum penalty the Fire Chief, at their discretion, may add an additional penalty based on a formula of the Ministry of Transportation of Ontario (“MTO”) hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % of cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township’s User Fees and Charges By-Law.
- b. Subsequent calls – Penalties for subsequent calls will be invoiced to cover costs incurred by the Fire Department, including personnel and equipment called in to extinguish the said fire, based on a formula of the MTO hourly rate times each

Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.

Note: These penalties will be updated in the Municipality's User Fees and Charges By-law and come into effect in as amended.

- 3.3 Any unpaid arrears outstanding will be forwarded to the Municipality's Finance Department for collections, as per the Accounts Receivable Collections Policy.

**Section 4 – Miscellaneous**

- 4.0 This By-law may be cited as "Township of Cavan Monaghan Open Air Burning By-Law".
- 4.1 That By-law No. 2015-36 is hereby repealed in its entirety.
- 4.2 This By-law shall become effective immediately upon passing thereof.

Read a first, second and third time and passed this 6<sup>th</sup> day of March, 2023.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk

**Schedule "A"**  
**To By-law No. 2023-25**

**Township of Cavan Monaghan**



988 County Rd 10, Millbrook ON, L0A 1G0 •  
Tel: 705-932-2765 • [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net) •

**Brush Permit**

**Permit #BP-23-001**

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<b>Valid From</b> Jan 25, 2023	<b>Expire Date</b> Jan 25, 2024
<b>Occupant Name</b> xxxxxxxx	<b>Telephone</b> (xxx) xxx-xxxx
<b>Rent or Own?</b> Owner	
<b>Open Burn Address</b> xxxxxxxx	
<b>Home Address</b> xxxxxxxx	

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**Terms and Conditions**

This Permit forms part of the Township of Cavan Monaghan Open Air Burning By-law No. 2023-25 and contains terms as defined therein. This Permit is also subject to the following terms and conditions:

1. This Permit is not valid when winds are greater than 8 km/hr or 5 miles/hr, or if a burn ban is in effect.
2. The material to be burned shall be limited to wood or by-products of wood. The person who has obtained this Permit:
  - a. shall not permit more than 3 m x 3 m x 1 m (10' x 10' x 4') of material to be burned at any one time for property that meets the required setback in section 3 below;
  - b. shall ensure that the means of extinguishing the fire designated on the Permit is available at the site at all times during the fire;
3. Fires within Built Up Areas must be in an Approved Device, be contained to prevent the spreading of fire, and be a minimum of 15 m (50') from any structure for Campfires only. Rural residents must be 100 m (330') from any structure to burn Brush Piles with a size not greater than 3 m x 3 m x 1 m (10' x 10' x 4'). Special Permits may be issued for larger fires by the Fire Chief based on a plan approved by the Fire Chief. Rural residents on lots will be subject to the Built Up Area conditions.
4. This Permit may be cancelled or suspended at any time by the Fire Chief or their designate and immediately upon receiving notice of such cancellation or suspension; the Permittee shall extinguish any fire started under this Permit.
5. The Permittee shall keep this Permit at the site of the burning operation conducted under the Permit. The person in charge of the burning operation shall produce the Permit to any official of the Cavan Monaghan Fire Department or the City of Peterborough Fire Department (North Monaghan Ward only) when requested to do so.
6. The Permittee shall have at the location of the fire, at least one adult, along with firefighting equipment in serviceable condition, as follows: Garden hose or other water source to extinguish the fire as required.
7. A penalty may be issued at the discretion of the Fire Chief when any or all of the following conditions apply:
  - a. An alarm is activated;
  - b. Emergency manpower and emergency equipment is dispatched;
  - c. Damage occurs to life or property;
  - d. The Owner and/or Tenant is not in possession of a valid Permit.
8. Any person setting, maintaining or allowing to burn a fire and all Owners of property upon which a fire is set, maintained or allowed to burn in the open air shall:
  - a. be responsible for any damages to property occasioned by said fire; and
  - b. be liable for the cost of any firefighting equipment and personnel necessary to extinguish said fire, including aid from neighboring departments, together with applicable penalties as set out in Section 3.2 of By-law 2023-25
9. Penalties may be issued as follows:
  - a. First call – A minimum penalty as per the Municipality's User Fees and Charges By-law. When costs of resources and manpower exceed the minimum penalty the Fire Chief, at their discretion, may add an additional penalty based on a formula of the Ministry of Transportation of Ontario ("MTO") hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.
  - b. Subsequent calls – Penalties for subsequent calls will be invoiced to cover costs incurred by the Fire Department, including personnel and equipment called in to extinguish the said fire, based on a formula of the MTO hourly rate times each Fire Department unit dispatched per hour. Any special equipment needed, not limited to Ministry of Natural Resources, other Fire Departments, or third party



contractors, etc., will be billed at cost plus an additional amount 15 % cost to cover up to \$5000.00 and 10% on any extraordinary expense exceeding \$5000.00 to cover administrative expenses in accordance with the Township's User Fees and Charges By-Law.

10. Any unpaid arrears outstanding will be forwarded to the Municipality's Finance Department for collections, as per the Accounts Receivable Collections Policy.

11. All slash and land-clearing debris shall be in piles or wind rows at least 3 m (10') apart.

12. Burning Brush Piles is prohibited 30 minutes before sunset until 30 minutes after sunrise any day, unless by special permission. This does not apply to a Campfire.

**If you have any questions, please call Fire Department Administration at 705-932-2765.**

.....  
Signature of Owner

.....  
Signature of Approver:

**The Township of Cavan Monaghan**

**By-law No. 2023-26**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 20th day of March 2023.**

**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 20th day of March 2023, in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Local Planning Appeal Tribunal or other statutory authority is required are hereby adopted ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents. Read a first, second and third time and passed this 20th day of March 2023.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**