



**Minutes**  
**The Township of Cavan Monaghan**  
**Municipal Revitalization and Heritage Advisory Committee Meeting**  
**Thursday, January 20, 2022**  
**9:00 a.m.**  
**Remote Location**

**Those members in attendance:**

Ryan Huntley, Councillor  
Rob Ross, Chair  
Heather Clarke  
Ena D'Altroy  
Peter Ramsay (joined 9:15 a.m.)  
Ashley Stewart  
Bruce Lepper

**Those members absent:**

Tim Belch, Councillor

**Staff members in attendance:**

Cindy Page	Clerk
Brigid Ayotte	Economic Development Coordinator
Karen Ellis	Director of Planning

**1. Open Session**

**2. Call to Order**

Chair Rob Ross called the meeting to order at 9:01 a.m.

**3. Approval of the Agenda**

Moved by: Stewart

Seconded by: Clarke

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

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

There was no closed session.

**6. Minutes**

**6.1 Minutes of the meeting held November 18, 2021**

Moved by: Huntley

Seconded by: D'Altroy

That the minutes of the meeting held November 18, 2021 be approved as presented.

**Carried**

**7. Business Arising from the Minutes**

There was no business arising from the minutes.

**8. Reports**

**8.1 BIA Update – Heather Clarke**

Heather Clarke provided an update on the BIA initiatives noting they are getting close to finishing their 2022 Budget. Ms. Clarke noted that the BIA had received a significant donation of \$25,000 from Kawartha Downs. Busy times working on events and hoping to add a Spring Festival. The donation can add to enhance the events, advertising and marketing. Ms. Clarke noted that events and initiatives are being increased in hopes to generate more traffic coming into the village, encouraging any new ideas to be shared with the BIA.

**8.2 Financial Report – Brigid Ayotte**

Brigid Ayotte reviewed the financial report noting there has not been changes to the budget since November.

**9. General Business**

**9.1 CIP Update – Brigid Ayotte**

Brigid Ayotte provided the Committee with an update on the CIP program noting that 8 applications were received with a total request of \$35,143; however, the allocated budget was for only \$25,000. Noting the Evaluation Committee has meet and a report will be going to Council on February 7, 2022 awarding the applications.

The Township Wide CIP is underway and the Discussion Paper and Background Study has been circulated to the Department Heads and TAC Ms. Ayotte outlined the recommendations and outcomes from the Consultant on Program Delivery outlining Geographical Area - Downtown Millbrook (already existing) Millbrook Urban Fringe (settlement area) and the Rural Area, or Program Based (18 financial incentives in total) or a Hybrid approach. A report will be going to Council on February 7, looking for direction on what option Council would like to move forward with the CIP.

Discussion occurred around who would administer the program for the full Municipality.

**9.2 1 King Street Tree Concern Update – Brigid Ayotte**

Ms. Ayotte provided the update to the Committee that Wayne Hancock, Director of Public Works was taking a report to Council based on recommendations for the trees to be removed and replaced with mature native species trees. Staff will provide an update after the Council report is presented. Ms. Ayotte noted that she offered the assistance of Committee if required in creating a Communications Plan.

**9.3 Deyell Parkette Signage Update – Karen Ellis**

Ms. Ellis provided an update on behalf of the Sub-committee on the direction to reduce the verbiage for the Deyell Parkette Signage, noting there was discussion on tying the current times to the historical. Ms. Ellis asked the Committee’s feedback on information to be included on the signage; do you want the signage to relate to current information as well as historic information and options for considering on how it came about, who created it.

The Committee felt that acknowledgement of the Committee is good, but do not want to see if overshadow the historical content. Less verbiage on the signage and perhaps have more detailed information through means of QR codes and brochures.

The Sub-committee will provide an update to the Committee in February, noting the timeline to have the final verbiage completed with the primary focus on the historic information with a line identifying the contribution for the Committee(s), then bring back to the Committee for approval, while working in the background on information for the QR codes, hoping to install the signage this Spring. Ms. Ayotte will assist with creating the QR codes.

**9.4 Workplan 2021/2022**

The Committee reviewed the workplan for 2021/2022 noting updates and that once the budget is approved the workplan will be updated.

**10. Adjournment**

Moved by: Clarke

Seconded by: D’Altroy

That the Municipal Revitalization and Heritage Advisory Committee adjourn. (9:50 a.m.)

**Carried**

**10.1 Next meeting date February 17, 2021**

- Update on finalizing the Deyell Parkette Signage

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**Rob Ross**  
**Chair**

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**Cindy Page**  
**Clerk**