

Minutes  
The Township of Cavan Monaghan  
Regular Council Meeting

Tuesday, September 8,  
11:00 a.m.  
Council Chambers

Those members in attendance remotely were:

Council	Scott McFadden	Mayor
	Matthew Graham	Deputy Mayor
	Tim Belch	Councillor
	Ryan Huntley	Councillor
	Cathy Moore	Councillor
Staff	Yvette Hurley	CAO
	Elana Arthurs	Clerk
	Cindy Page	Deputy Clerk
	Kimberley Pope	Director of Finance/Treasurer
	Karen Ellis	Director of Planning
	Wayne Hancock	Director of Public Works
	John Connolly	Executive Director of Planning & Development
	Kyle Phillips	Chief Building Official / By-law Enforcement Officer
	Chris Allison	Parks and Facilities Supervisor

**1. Open Session**

**2. Call to Order**

Mayor McFadden called the meeting to order at 11:00 a.m.

**3. Approval of the Agenda**

R/08/09/20/01

Moved by: Graham

Seconded by: Belch

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

**Recorded**

**For**

Belch

X

Huntley

X

Moore

X

Graham	X
McFadden	X
<b>Results</b>	<b>5</b>

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

**5.1 Resolution to move into Closed Session**

R/08/09/20/02

Moved by: Huntley

Seconded by: Moore

That the Council for the Township of Cavan Monaghan move into Closed Session under Section 239(2) of the Municipal Act (2001), as amended, to consider:

litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

<b>Recorded</b>	<b>For</b>
Huntley	X
Belch	X
Moore	X
Graham	X
McFadden	X
<b>Results</b>	<b>5</b>

**Carried**

**5.2 Minutes of the Closed Session held June 15, 2020**

**5.3 Letter from Cassels Brock & Blackwell LLP Re: Township of Cavan Monaghan Growth Management Strategy 2020/County of Peterborough Official Plan**

Mayor McFadden called for a recess until 1:00 p.m. (11:18 a.m.)

The Regular Council meeting reconvene. (1:00 p.m.)

**6. Moment of Silence in recognition of former Reeve and Warden Dave Nelson - 1:00 p.m.**

Mayor McFadden requested that a moment of silence be observed in recognition of former Reeve and Warden Dave Nelson.

**7. Report from Closed Session**

There was no report from Closed Session.

**8. Public Meeting**

Councillor Belch left the meeting. (1:12 p.m.)

**8.1 Resolution to open the Public Meeting**

R/08/09/20/03

Moved by: Graham

Seconded by: Moore

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

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Huntley	X	
Moore	X	
McFadden	X	
<b>Results</b>	<b>4</b>	<b>0</b>

**Carried**

Councillor Belch returned to the meeting. (1:14 p.m.)

**8.2 Report - Planning-2020-26 Proposed Housekeeping Zoning By-law Amendment re: Ebenezer Cemetery**

Ms. Ellis spoke to the need for the housekeeping Zoning By-law Amendment regarding the Ebenezer Cemetery.

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

Council discussed the size of the property and sought clarification.

**8.4 Questions/Comments from members of the public**

There were no questions or comments from members of the public.

**8.5 Consideration of the Report**

R/08/09/20/04

Moved by: Graham

Seconded by: Moore

That Council review and consider all public and agency comments

received regarding this application; and  
That By-law No. 2020-52 be approved.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Graham	X	
Moore	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

#### **8.6 Resolution to close the Public Meeting**

R/08/09/20/05

Moved by: Graham

Seconded by: Huntley

That the public meeting be closed.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Moore	X	
Huntley	X	
Graham	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

### **9. Delegations**

#### **9.1 Woodleigh Farms Ltd, Norm Lamothe - Leaf and Yard Waste Diversion Opportunity**

R/08/09/20/06

Moved by: Graham

Seconded by: Huntley

That Council direct staff to work with Norm Lamothe in exploring a further commitment with regard to leaf and yard waste material and that the

technologies being explored are reviewed to be permitted in an agricultural zone.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Moore	X	
Huntley	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

## **10. Minutes**

### **10.1 Minutes of the Regular Meeting held August 4, 2020**

R/08/09/20/07

Moved by: Graham

Seconded by: Huntley

That the minutes of the Regular Council meeting held August 4, 2020 be approved as presented.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

## **11. Minutes from Committees and Boards**

There were no minutes from Committees or Boards.

## **12. Reports**

### **12.1 Report - Finance 2020-19 - 2018-2020 Actual to Budget Comparison up to July 31, 2020**

R/08/09/20/08

Moved by: Huntley

Seconded by: Moore

That Council receives the 2018-2020 Actual to Budget Comparison Report, for the period from January 1 to July 31 for each fiscal year.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Graham	X	
Moore	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**12.2 Report - Finance-2020-18 COVID-19 Update No. 3, Waiving of Penalty/Interest Charges and loss of Revenues (April 1 to August 31, 2020)**

R/08/09/20/09

Moved by: Belch

Seconded by: Moore

That Council extend the delegated authority to Yvette Hurley, CAO and Kimberley Pope, Director of Finance/Treasurer to waive user fees and charges until October 31, 2020;

That Council direct Staff to advertise through the Township website, social media and the Millbrook Times that the municipality has extended the waiving of user fees and charges until October 31, 2020 and will reactivate user fees and charges, including interest and penalty, effective November 1, 2020; and

That Council direct staff to send a letter of thanks to Doug Ford, Premier of Ontario and Laurie Scott, MPP for Haliburton-Kawartha Lakes-Brock for the \$217,000 under Phase 1 of the Safe Restart funding allocated to the municipality.

Deputy Mayor Graham declared a pecuniary interest due to his relationship to the owner of the Millbrook Times.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Moore	X	
McFadden	X	
<b>Results</b>	<b>4</b>	<b>0</b>

**Carried**

### 12.3 Report - Planning-2020-28 County Official Plan Project Status Report

R/08/09/20/10

Moved by: Graham

Seconded by: Huntley

That Report Planning 2020-28 be received for information.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Belch	X	
Huntley	X	
Moore	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

### 12.4 Report - Planning-2020-27 Pristine Homes Part Lot Control Exemption By-law - Block 131, Plan 45M-256

R/08/09/20/11

Moved by: Graham

Seconded by: Huntley

That By-law No. 2020-51 be approved to temporarily remove Part Lot Control from Block 131 on Plan 45 M-256 as permitted under Section 50(7) of the Planning Act; and

That By-law No. 2020-51 be forwarded to Peterborough County for approval.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Moore	X	
Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**12.5 Report - Planning-2020-29 Jack & Lorna Scriver Severance Application B-34-20**

R/08/09/20/12

Moved by: Moore

Seconded by: Belch

That the Township of Cavan Monaghan support severance application B-34-20 because it conforms to the Township's Official Plan; and

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

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Moore	X	
Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**12.6 Report - Planning-2020-30 Sandford and Simmons Severance Application B-42-20**

R/08/09/20/13

Moved by: Belch

Seconded by: Huntley

That this report be deferred until the September 21, 2020 Regular Council meeting pending additional information.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Moore	X	
Huntley	X	
Graham	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**



**12.7 Report - Planning-2020-31 Sandford and Simmons Severance Application B-43-20**

R/08/09/20/14

Moved by: Huntley

Seconded by: Graham

That this report be deferred until the September 21, 2020 Regular Council meeting pending additional information.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Graham	X	
Moore	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**12.8 Report - Public Works-2020-18 Water Wastewater Master Servicing Study RFP**

R/08/09/20/15

Moved by: Graham

Seconded by: Moore

That Council authorize Staff to retain the professional consulting services of R.V. Anderson Associates Limited (RVA) for the completion of a Water and Wastewater Master Servicing Study in the amount of \$149,958.85 plus net municipal H.S.T. in the amount of \$ 2,639.28. The upset amount would be \$167,857.94 which includes a 10% contingency in the amount of \$15,259.82 for additional work that may be required; and

That Council preapprove the amount of \$ 118,000.00 in the 2021 water/wastewater capital budget to complete this project and provide funding. Funds are to be provided through Development Charges.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Belch	X	
Moore	X	

Huntley	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

## **12.9 Report - Building-2020-03 Building Inspector Appointment By-law**

R/08/09/20/16

Moved by: Huntley

Seconded by: Graham

That Council appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Moore	X	
Belch	X	
Huntley	X	
Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

## **12.10 Report - Corporate Services-2020-17 Cavan Monaghan Task Force on Policing**

R/08/09/20/17

Moved by: Graham

Seconded by: Belch

That Council approve the Terms of Reference for the Cavan Monaghan Task Force on Policing; and

That Council appoint Mayor McFadden as the Chair of the Task Force and Councillor Huntley as an additional member of the Task Force; and

That Council direct Staff to recruit four (4) additional members to fulfill the required compliment of the Task Force.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Moore	X	

Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

#### **12.11 Report - Corporate Services-2020-18 Ward Boundary Review**

R/08/09/20/18

Moved by: Graham

Seconded by: Huntley

That Council direct staff to request a formal proposal from Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review for the Township of Cavan Monaghan in preparation of the 2022 Municipal Election; and

That it be requested that the consultant include consideration in aligning the Millbrook Ward with the boundaries applied in the planning documents.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

#### **12.12 Report - CAO/Parks and Facilities 2020-04 - Cavan Monaghan Community Centre Outdoor Fitness Project**

R/08/09/20/19

Moved by: Graham

Seconded by: Huntley

That Council authorizes an addition to the Cavan Monaghan Community Centre of the installation of an outdoor fitness area located in conjunction with the existing playground structure and surrounding concrete boardwalk;

That Council send a letter thanking the Orange Lodge Millbrook Branch for its legacy fund contribution to the community; and

That the letter include that a steel label be affixed to each of the pieces of

equipment acknowledging the generosity of the Orange Lodge Millbrook Branch.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Huntley	X	
Moore	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

### **12.13 Report - CAO-2020 Report and Capital Project Status**

R/08/09/20/20

Moved by: Graham

Seconded by: Moore

That R/15/06/20/11 be amended by removing “and That Council direct Staff to research a comprehensive COVID-19 recovery strategy and report back to Council.”

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

R/08/09/20/21

Moved by: Graham

Seconded by: Belch

That Council receive Report-CAO-2020 Report and Capital Project Status for information.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	

Belch	X	
Moore	X	
Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

#### **12.14 Council/Committee Verbal Reports**

Councillor Belch spoke to September Ganaraska Conservation Authority meeting still to be scheduled.

Councillor Huntley spoke to the upcoming BIA social event on September 11<sup>th</sup> and the upcoming Municipal Revitalization and Heritage Advisory Committee meeting on September 17<sup>th</sup>.

R/08/09/20/22

Moved by: Belch

Seconded by: Graham

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

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Moore	X	
Graham	X	
Huntley	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

#### **13. General Business**

There was no General Business.

#### **14. Correspondence for Information**

There was no correspondence for information brought forward.

#### **15. Correspondence for Action**

There was no correspondence for action.

#### **16. By-laws**

- 16.1 By-law No. 2020-50 being a by-law to appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan**
- 16.2 By-law No. 2020-51 being a by-law to temporarily exempt certain lands within Registered Plan 45M-256 for the Township of Cavan Monaghan from Part Lot Control**
- 16.3 By-law No. 2020-52 being a by-law to amend By-law No. 2018, as amended, otherwise known as The Township of Cavan Monaghan Zoning By-law**

R/08/09/20/23

Moved by: Graham

Seconded by: Huntley

That By-law No. 2020-50 being a by-law to appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan; and that By-law No. 2020-51 being a by-law to temporarily exempt certain lands within Registered Plan 45M-256 for the Township of Cavan Monaghan from Part Lot Control; and that By-law No. 2020-52 being a by-law to amend By-law No. 2018, as amended, otherwise known as the Township of Cavan Monaghan Zoning By-law be read a first, second and third time this 8<sup>th</sup> day of September, 2020 signed by the Mayor and Clerk and the corporate seal attached.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Belch	X	
Moore	X	
Huntley	X	
Graham	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**17. Unfinished Business**

There was no unfinished business.

**18. Notice of Motion**

There were no notices of motion.

**19. Confirming By-law**

- 19.1 By-law No. 2020-53 being a by-law to confirm the proceedings of the meeting held September 8, 2020**

R/08/09/20/24

Moved by: Graham

Seconded by: Moore

That By-law No. 2020-53 being a by-law to confirm the proceedings of the meeting held September 8, 2020 be read a first, second and third time and passed this 8th day of September signed by the Mayor and Clerk and the Corporate Seal attached.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Huntley	X	
Moore	X	
Belch	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**20. Adjournment**

R/08/09/20/25

Moved by: Huntley

Seconded by: Graham

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:36 p.m.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Belch	X	
Graham	X	
Moore	X	
McFadden	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

---

Scott McFadden  
Mayor

---

Elana Arthurs  
Clerk