



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

**Monday, August 12, 2024  
12:00 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
	Mark Froment	Deputy Clerk
	Wayne Hancock	Director of Public Works
	Karen Ellis	Director of Planning
	Matt Wilkinson	Planner
	Kyle Phillips	Chief Building Official/By-law Enforcement Officer
	Kimberley Pope	Director of Finance/Treasurer
	Chris Allison	Parks and Facilities Manager
	Brigid Ayotte	Economic Development and Communications Officer
	Drew Hutchinson	Engineering Technician

**1. Call to Order**

Mayor Graham called the meeting to order at 12:00 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2024-185

Moved by: Byrne

Seconded by: Nachoff

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**

**5.1 Resolution to move into Closed Session**

R-2024-186

Moved by: Nachoff

Seconded by: Byrne

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

a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried**

**5.2 Minutes of the Closed Session held June 24, 2024**

**5.3 Aird & Berlis LLP, RE: Sale and Redevelopment of Municipally-owned lands 1066 Syer Line**

Mayor Graham recessed at 12:30 p.m.

**6. Regular Session will reconvene at 1:00 p.m.**

Mayor Graham reconvened the meeting at 1:00 p.m.

**7. Report from Closed Session**

There was no report from Closed Session.

**8. Public Meeting**

**8.1 Resolution to open the Public Meeting**

R-2024-187

Moved by: Byrne

Seconded by: Nachoff

That the Public Meeting be opened in accordance with Section 34 of the Planning Act, R.S.O., 1990.

**Carried**

**8.2 Report - PEB 2024-39 J.K.R. Realty – Zoning By-law Amendment (ZBA-06-24)**

Matt Wilkinson, Planner noted on June 3, 2024, the agent (Roman Trippel) for the property owner (J.K.R. Realty) submitted a Zoning By-law Amendment application to the Township for lands known municipally as

2097 Whittington Drive. A Zoning By-law Amendment is required to permit a place of entertainment (golf simulator) as a secondary permitted use on the property.

The lands subject to the Application are currently zoned Rural Employment (M2). The existing warehouse and office space are permitted in the M2 Zone. A golf simulator is not a permitted use in the M2 Zone. As such, a Zoning By-law amendment is required.

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

Councillor Byrne questioned if the subject property having many different units and one common road would affect the parking of the site.

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

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

### **8.5 Consideration of the Report**

R-2024-188

Moved by: Huntley

Seconded by: Byrne

That Council receive and consider any public comments received; and That By-law No. 2024-43 be approved to rezone the subject lands from the Rural Employment (M2) Zone to the Rural Employment Exception Nine (M2-9) Zone.

**Carried**

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

R-2024-189

Moved by: Huntley

Seconded by: Byrne

That the Public Meeting be closed.

**Carried**

## **9. Presentation**

### **9.1 Lori Richey, Healthcare Advancement Coordinator**

R-2024-190

Moved by: Huntley

Seconded by: Edgerton

That Council receive the presentation from Lori Richey, Healthcare Advancement Coordinator of Peterborough County for information.

**Carried**

### **9.2 Turner Kuhlmeier, D.M. Wills - Road Needs Study Update**

R-2024-191

Moved by: Byrne

Seconded by: Nachoff

That Council receive the presentation from Turner Kuhlmeier of D.M. Wills on the Road Needs Study Update for information.

**Carried**

**10. Delegations**

**10.1 Alex Schmidt - Ganny Enduro 2024, Request for use of the Millbrook Valley Trails**

R-2024-192

Moved by: Huntley

Seconded by: Nachoff

That Council support the delegation from Alex Schmidt and grant permission for the Enduro Mountain Bike 2024 Race being held on October 6, 2024, to utilize the Millbrook Valley Trails network and use Zion Lion, Fire Route 310 and Glamorgan Road.

**Carried**

**11. Minutes**

**11.1 Minutes of the Regular Meeting held June 24, 2024**

R-2024-193

Moved by: Huntley

Seconded by: Edgerton

That the minutes of the Regular Council Meeting held on June 24, 2024 be approved as presented.

**Carried**

**12. Minutes from Committees and Boards**

**12.1 Sustainability Advisory Committee Meeting Minutes of March 15, 2024 and May 17, 2024**

R-2024-194

Moved by: Huntley

Seconded by: Nachoff

That the minutes of the Sustainability Advisory Committee Meetings held on March 15 and May 17, 2024 be received as presented.

**Carried**

**12.2 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of March 21, 2024**

R-2024-195

Moved by: Edgerton

Seconded by: Nachoff

That the minutes of the Municipal Revitalization and Heritage Advisory Committee Meeting held on March 21, 2024 be received as presented.

**Carried**

**12.3 Millbrook Valley Trails Advisory Committee Meeting Minutes April 22, 2024 and May 27, 2024**

R-2024-196

Moved by: Nachoff

Seconded by: Huntley

That the minutes of the Millbrook Valley Trails Advisory Committee Meetings held on April 22 and May 27, 2024 be received as presented.

**Carried**

**12.4 Cavan Monaghan Public Library Board Meeting Minutes of May 21, 2024**

R-2024-197

Moved by: Huntley

Seconded by: Nachoff

That the minutes of the Cavan Monaghan Public Library Board Meeting of May 21, 2024 be received for information.

**Carried**

**12.5 Millbrook Downtown BIA Board of Management Meeting Minutes of April 11, 2024 and May 9, 2024**

R-2024-198

Moved by: Nachoff

Seconded by: Edgerton

That the minutes of the Millbrook Downtown BIA Board of Management Meetings held on April 11 and May 9, 2024 be received for information.

**Carried**

**13. Reports**

**13.1 Report - Public Works 2024-14 Road Needs Study Update**

R-2024-199

Moved by: Nachoff

Seconded by: Huntley

That Council receive the Public Works Report 2024-14 Road Needs Study Update; and

That Council adopt the Cavan Monaghan 2024 Road Needs Study.

**Carried**

**13.2 Report - PEB 2024-38 Revised Communications Policy**

R-2024-200

Moved by: Huntley

Seconded by: Nachoff

That Council adopt the Communications Policy.

**Carried**

**13.3 Report - PEB 2024-40 Station Park Signage Project**

R-2024-201

Moved by: Edgerton

Seconded by: Huntley

That Council support stand-alone sign(s) for the Station Park signage project; and

That Council authorize the Municipal Revitalization and Heritage Advisory Committee to proceed with the design concept for the Station Park signage project as presented; and

That the final sign design concept be presented to Council for endorsement prior to implementation by the Committee.

**Carried**

**13.4 Report - PEB 2024-42 RFP-PEB-2024-01 - Development of a Corporate and Community Data Analysis and Monitoring Program - Contract Award**

R-2024-202

Moved by: Huntley

Seconded by: Nachoff

That Council award the Development of a Corporate and Community Data Analysis and Monitoring Program for \$22,000.00 plus HST \$2,860.00 for a total bid of \$24,860.00 to Aladaco Consulting Inc.

**Carried**

**13.5 Report - Parks and Facilities 2024-03 Municipal Alcohol Policy Update**

R-2024-203

Moved by: Nachoff

Seconded by: Huntley

That Council adopt the revised Municipal Alcohol Policy effective August 2024.

**Carried**

**13.6 Report - CAO Report and Capital Status**

R-2024-204

Moved by: Nachoff

Seconded by: Huntley

That Council receive report CAO Report and Capital Status for information.

**Carried**

**13.7 Council/Committee Verbal Reports**

Deputy Mayor Huntley noted that the BIA's Ladies Night is back on track after COVID and was a success with over 30 vendors participating. He thanked the volunteers for putting the great event together.

R-2024-205

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

**14. General Business**

There was no General Business.

**15. Correspondence for Information**

There was no Correspondence for Information.

**16. Correspondence for Action**

**16.1 Millbrook Zucchini Festival Request**

R-2024-206

Moved by: Nachoff

Seconded by: Huntley

That Council support the request to add the Millbrook Zucchini Festival to the Event Schedule and Insurance for 2024.

**Carried**

**16.2 Kawartha Pine Ridge District School Board - Jeannette Thompson, Manager, Planning Services - Letter Re: Endorsement of Capital Funding Request for a New School in the Township of Cavan Monaghan**

R-2024-207

Moved by: Nachoff

Seconded by: Edgerton

Whereas the Ministry of Education provides capital funding for new public schools within the Province of Ontario; and

Whereas, the Ministry of Education has launched the 2024-25 Capital Priorities Program; and

Whereas, the Kawartha Pine Ridge District School Board, in cooperation with the County of Peterborough and the Township of Cavan Monaghan, have identified a school site within the draft approved plan of subdivision file number 15T-18002 (referred to as the Towerhill North development area); and

Whereas, the City and County of Peterborough Accommodation Background Study indicates, the two local elementary schools, Millbrook/South Cavan Public School and North Cavan Public School are already operating well over their respective student capacities (Millbrook/South Cavan presently at 131% and North Cavan presently at 162%); and

Whereas the Township of Cavan Monaghan has engaged with Watson & Associates Economists Ltd. To complete a Growth Management Study,

which states, “recent building permit activity and active large subdivision developments in the planning approvals process suggests that housing growth will remain strong in the Millbrook Urban Settlement Area over the next 5 – 10 years”; and

Whereas this same study indicates that the Township of Cavan Monaghan is anticipated to experience significant growth between 2016 to 2041, with a forecasted housing development of an average of 120 units annually compared to a historical average of 24 units annually over the past 15 years; and

Be it resolved that the Council of the Township of Cavan Monaghan supports the Kawartha Pine Ridge District School Boards request for capital funding to construct a new school in the Towerhill North development area; and

That MPP Laurie Scott be copied on the letter.

**Carried**

**16.3 Letter to the Premier of Ontario - Mayor Graham**

R-2024-208

Moved by: Huntley

Seconded by: Nachoff

That Council support the Mayor and Staff to send a letter to the Premier of Ontario and the Minister of Housing, Infrastructure and Communities of Canada outlining Council’s concerns with the delay and associated costs with the utility services that are required to meet the growth targets in Cavan Monaghan.

**Carried**

**17. By-laws**

**17.1 By-law No. 2024-43 Zoning By-law Amendment 2097 Whittington Drive**

R-2024-209

Moved by: Edgerton

Seconded by: Nachoff

That By-law No. 2024-43 being a Zoning By-law Amendment for 2097 Whittington Drive be read a first, second and third time and passed this 12<sup>th</sup> day of August signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**18. Unfinished Business**

There was no Unfinished Business.

**19. Notice of Motion**

There were no Notices of Motion.



**20. Confirming By-law**

**20.1 By-law No. 2024-44 being a by-law to confirm the proceedings of the meeting held August 12, 2024**

R-2024-210

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-44 being a by-law to confirm the proceedings of the meeting held August 12, 2024 be read a first, second and third time and passed this 12<sup>th</sup> day of August signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**21. Adjournment**

R-2024-211

Moved by: Nachoff

Seconded by: Edgerton

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:55 p.m.

**Carried**

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**