



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

**Thursday, November 21, 2024  
9:00 a.m.  
Council Chambers**

**Those members in attendance were:**

|         |  |   |
|---------|--|---|
| Council | Matthew Graham<br>Gerry Byrne<br>Lance Nachoff   | Mayor<br>Councillor<br>Councillor   |
| Staff   | Yvette Hurley<br>Cindy Page<br>Mark Froment<br>Kimberley Pope<br>Megan Lytle<br>Karen Ellis<br>Chris Allison<br>Wayne Hancock<br>Kyle Phillips<br>Megan Lytle<br>Bill Balfour<br>Brigid Ayotte<br><br>Drew Hutchison | CAO<br>Clerk<br>Deputy Clerk<br>Director of Finance<br>Finance Clerk<br>Director of Planning<br>Parks and Facilities Manager<br>Director of Public Works<br>Chief Building Official/By-law Enforcement<br>Finance Clerk<br>Fire Chief<br>Economic Development and Communications<br>Officer<br>Engineering Technician |

**Those members absent:**

|         |                                 |                            |
|---------|---------------------------------|----------------------------|
| Council | Ryan Huntley<br>Nelson Edgerton | Deputy Mayor<br>Councillor |
|---------|---------------------------------|----------------------------|

**1. Call to Order**

Mayor Graham called the meeting to order at 9:00 a.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2024-313

Moved by: Byrne

Seconded by: Nachoff

That the agenda for the Special 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 was no Closed Session.

**6. Presentation**

**6.1 MPAC Updates - Sarah Groves, Account Manager**

R-2024-314

Moved by: Byrne

Seconded by: Nachoff

That Council receive the MPAC Updates presentation from Sarah Groves, Account Manager for information.

**Carried**

**6.2 Cavan Monaghan Public Library Board - Karla Buckborough, CEO/Chief Librarian and Earl McLeod, Chair**

R-2024-315

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Karla Buckborough, CEO/Chief Librarian for Cavan Monaghan Public Libraries for information.

**Carried**

**6.3 Millbrook Downtown Business Improvement Area Board of Management - Deputy Mayor Ryan Huntley**

R-2024-316

Moved by: Byrne

Seconded by: Nachoff

That Council defer the presentation for the Millbrook Downtown Business Improvement Area Board of Management until the 2nd Draft 2025 Budget Meeting.

**Carried**

**6.4 Robert Jackson, Chair - Millbrook Valley Trails Advisory Committee**

R-2024-317

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Robert Jackson, Chair of the Millbrook Valley Trails Advisory Committee for information.

**Carried**

**6.5 Ashley Stewart, Chair, and John Collver, Vice Chair - Municipal Revitalization and Heritage Advisory Committee**

R-2024-318

Moved by: Nachoff

Seconded by: Byrne

That Council support the addition of the revised presentation from Ashley Stewart, Chair and John Collver, Vice Chair of the Municipal Revitalization and Heritage Advisory Committee.

**Carried**

R-2024-319

Moved by: Byrne

Seconded by: Nachoff

That Council direct staff to have a follow-up meeting with MRHAC to clarify the operating and capital budgets; and

That Council receive the presentation from Ashley Stewart, Chair and John Collver, Vice Chair of the Municipal Revitalization and Heritage Advisory Committee for information.

**Carried**

**6.6 Lisa Crawford, Vice Chair - Sustainability Advisory Committee**

R-2024-320

Moved by: Byrne

Seconded by: Nachoff

That Council receive the presentation from Lisa Crawford, Vice Chair of the Sustainability Advisory Committee for information.

**Carried**

Mayor Graham called for a recess 10:48 a.m. to 11:00 a.m.

**7.1 Report - Finance 2024-13 1st Draft 2025 Budget Presentation**

Kimberley Pope, Director of Finance/Treasurer prepared a presentation to provide Council with an overview of the proposed Operating and Capital Budgets. The first draft of the 2025 Operating and Capital Budgets was presented for review, discussion and education purposes between

management and Council. This budget does not include any changes to service levels that the municipality currently provides.

R-2024-321

Moved by: Graham

Seconded by: Nachoff

That Council direct Staff to allocate the equivalent of a 1% Municipal Residential Tax Levy increase to a new designated Parkland General Reserve Fund in the 2025 Capital Budget.

**Carried**

R-2024-322

Moved by: Nachoff

Seconded by: Byrne

That Council direct Staff to close the Municipal Council Grant Reserve and transfer the balance of \$57,050 to the new Parkland General Reserve Fund; and

That Council direct Staff to close the committed Parkland Reserve Fund (City of Peterborough) and transfer the balance of \$42,875 to the new Parkland General Reserve Fund.

**Carried**

R-2024-323

Moved by: Nachoff

Seconded by: Byrne

That Council receive the 1st Draft 2025 Budget for discussion and education purposes; and

That Council direct Staff to come back with a revised 2025 Budget in January 2025.

**Carried**

## **8. Confirming By-law**

### **8.1 By-law No. 2024-62 being a by-law to confirm the proceedings of the special meeting held November 21, 2024**

R-2024-324

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-62 being a by-law to confirm the proceedings of special council meeting held on November 21, 2024 be read a first, second and third time and passed this 21<sup>st</sup> day of November signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

## **9. Adjournment**

R-2024-325

Moved by: Nachoff

Seconded by: Byrne  
That the Special Council Meeting of the Township of Cavan Monaghan adjourn at  
12:03 p.m.

**Carried**

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**