



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

**Monday, December 16, 2024
11:00 a.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 (joined at 1:00 p.m.)
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Chris Allison	Parks and Facilities Manager
	Kimberley Pope	Director of Finance/Treasurer
	Wayne Hancock	Director of Public Works
	Drew Hutchinson	Engineering Technician
	Bill Balfour	Fire Chief

1. Call to Order

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

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2024-340

Moved by: Byrne

Seconded by: Edgerton

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-2024-341

Moved by: Huntley

Seconded by: Byrne

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:

advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

5.2 Minutes of the Closed Session held December 2, 2024

5.3 Aird & Berlis LLP and Cambium Inc. Re: Millbrook Arena Update

Mayor Graham recessed at 11:57 a.m.

6. Reconvene Open Session 1:00 p.m.

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

7. Report from Closed Session

R-2024-342

Moved by: Byrne

Seconded by: Huntley

That Council direct Staff to make public Report: Parks and Facilities 2024-05 Mould Assessment Results and Required Remediation Millbrook Arena.

Carried

8. Delegation

8.1 Ilmar Simanovskis, City of Peterborough Commissioner, Municipal Operations - Re: Peterborough Regional Airport Community Update

R-2024-343

Moved by: Huntley

Seconded by: Byrne

That Council allow Kyle Bruce, City of Peterborough Airport Administration Manager, to participate in the delegation.

Carried

R-2024-344

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Kyle Bruce, City of Peterborough Airport Administration Manager, providing an update on the

Peterborough Regional Airport for information.

Carried

9. Minutes

9.1 Minutes of the Regular Meeting held December 2, 2024

R-2024-345

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Regular Council Meeting held December 2, 2024 be approved as presented.

Carried

10. Reports

10.1 Report - Finance 2024-14 2025 User Fees and Charges By-law Update

R-2024-346

Moved by: Nachoff

Seconded by: Huntley

That Council approves By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges, effective January 1, 2025.

Carried

10.2 Report - PEB 2024-57 Cavan Monaghan Township Pre-consultation By-law

R-2024-347

Moved by: Huntley

Seconded by: Nachoff

That Report PEB 2024-57 be received for information; and
That By-law No. 2023-37 (Pre-consultation By-law) be repealed in its entirety; and
That By-law No. 2024-67 (Pre-consultation By-law) be approved.

Carried

10.3 Report - Public Works 2024-25 Kennedy Drive Subdivision Assumption

R-2024-348

Moved by: Byrne

Seconded by: Nachoff

That Council approve By-law No. 2024-69, being a by-law to assume and dedicate Kennedy Drive, as shown on Plans 45M-249, as a public highway.

Carried

10.4 Report - Public Works 2024-26 Recommended Updates to the Municipal Addressing By-law No. 99-86

R-2024-349
 Moved by: Huntley
 Seconded by: Nachoff
 That Council adopt By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any public roadways in the Township of Cavan Monaghan.

Carried

10.5 Report - Fire 2024-03 Training Officer

R-2024-350
 Moved by: Nachoff
 Seconded by: Huntley
 That Council approve the hiring of a full-time Training Officer to ensure compliance with Ontario Regulation 343/22; and
 That adjustments to the Fire Department's 2025 operating budget be made to accommodate the position for the second budget presentation.

Recorded	For	Against
Edgerton		X
Nachoff	X	
Graham	X	
Byrne		X
Huntley	X	
Results	3	2

Carried

10.6 Report - CAO Report and Capital Status

R-2024-351
 Moved by: Nachoff
 Seconded by: Huntley
 That Council direct Staff to investigate the potential for the lands around the existing Fire Hall at 52 King Street East, Millbrook to be used for additional downtown parking once the facility is no longer in use by the Fire Service and report back to Council.

Carried

R-2024-352
 Moved by: Byrne
 Seconded by: Nachoff
 That Council direct Staff to investigate if the Mental Health and Wellness Mobile Unit would be interested in utilizing the space of the existing Fire Hall at 52 King Street East, Millbrook once the facility is no longer in use by the Fire Service and report back to Council.

Carried

R-2024-353
Moved by: Huntley
Seconded by: Nachoff
That Council receive Report CAO Report and Capital Status for information.

Carried

10.7 Council/Committee Verbal Reports

Councillor Byrne noted the Santa Claus Parade was very nice and thanked the Volunteer Firefighters for their support and the banquet on Saturday Night.

Mayor Graham noted the winners for the Santa Claus Parade and thanked the volunteers, Staff and the Legion for another great Parade noting every year gets better. The first place float was Otonabee Massage and Wellness, the second place was The Friendship Forces and third place was Eagleson Construction. Mayor Graham attended the Annual Firefighters Award Banquet and thanked the Fire Chief and Volunteer Firefighters for all their great work.

R-2024-354
Moved by: Byrne
Seconded by: Huntley
That Council receive the Council/Committee verbal reports for information.

Carried

11. General Business

There was no General Business.

12. Correspondence for Information

12.1 Media Release - The Merger of HKPR District Health Unit and Peterborough Public Health Moves Forward

R-2024-355
Moved by: Byrne
Seconded by: Nachoff
That Council receive the media release on the Merger of HKPR District Health Unit and Peterborough Public Health for information.

Carried

13. Correspondence for Action

There was no Correspondence for Action.

14. By-laws

14.1 By-law No. 2024-67 being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior

to submission of a complete application titled “Pre-consultation By-law”

- 14.2 **By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges**
- 14.3 **By-law No. 2024-69 being a by-law to assume and dedicate Kennedy Drive as a Public Highway**
- 14.4 **By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan**

R-2024-356

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2024-67 being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior to submission of a complete application titled “Pre-consultation By-law” and that By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges and that By-law No. 2024-69 being a by-law to assume and dedicate Kennedy Drive as a Public Highway and that By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan be read a first, second and third time and passed this 16th day of December signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

15. Unfinished Business

There was no Unfinished Business.

16. Notice of Motion

There were no Notices of Motion.

17. Confirming By-law

- 17.1 **By-law No. 2024-71 being a by-law to confirm the proceedings of the meeting held December 16, 2024**

R-2024-357

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-71 being a by-law to confirm the proceedings of the meeting held December 16, 2024 be read a first, second and third time and passed this 16th day of December signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

18. Adjournment

R-2024-358

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:06 p.m.

Matthew Graham
Mayor

Cindy Page
Clerk