



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

**Monday, March 3, 2025
11:30 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
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Kimberley Pope	Director of Finance/Treasurer
	Matthew Wilkinson	Planner
	Wayne Hancock	Director of Public Works
	Brigid Ayotte	Economic Development/Communications Officer
	Bill Balfour	Fire Chief
	Jessica Auchterlonie	Planning, Building and By-law Administrator

1. Call to Order

Mayor Graham called the meeting to order at 11:30 a.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-63

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-2025-64

Moved by: Byrne

Seconded by: Huntley

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:

personal matters about an identifiable individual, including municipal or local board employees; and
litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

5.2 Minutes of the Closed Session held January 27, 2025

5.3 Report - Corporate Services 2025-03 Committee and Board Vacancy Appointments

5.4 Report - Fire 2025-01 Fire Station Completion

Mayor Graham recessed at 12:04 p.m. until 1:00 p.m.

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

7. Report from Closed Session

R-2025-65

Moved by: Byrne

Seconded by: Nachoff

That Council appoint Doug Wilson to the Municipal Revitalization and Heritage Advisory Committee for the 2022-2026 term of Council; and

That Council support the temporary appointment of Kim Blackwell to the Downtown Millbrook B.I.A. Board of Management during Timmi Brady's absence.

Carried

8. Public Meeting

8.1 Resolution to open the Public Meeting

R-2025-66

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 2025-13 Zoning By-law Amendment (ZBA-09-24), 347 Sharpe Line

Matthew Wilkinson, Planner, outlined that the owner of 347 Sharpe Line, Mark Travers, wishes to amend the zoning on the subject lands to permit an accessory apartment in a detached agricultural accessory building. Township Planning Staff deemed the Application complete November 4, 2024. The Application was placed on hold at the request of the Applicant until early 2025. The Application applies to an existing lot of record located at 347 Sharpe Line as Part of Lot 5, Concession 10 (Cavan). The subject lands are approximately 40.5 hectares (100 acres) in size with approximately 510 metres (1,700 feet) of lot frontage on Sharpe Line. The property is currently developed with a single detached dwelling approximately 743 square metres (4,688 square feet) in size. The house is serviced with a private well and septic system. The Applicant wishes to construct an accessory apartment, approximately 185 square metres (2000 square feet) in size, attached to a 185 square metre (2000 square foot) accessory building on private services within the residential cluster on the subject property. The lands subject to the Application are zoned Agricultural (A) and Natural Linkage (NL) as shown on Map C-1 to By-law No. 2018-58, as amended. A Zoning By-law Amendment is required to permit an accessory apartment in an accessory building. The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the property from the Agricultural (A) Zone to the Agricultural Exception Nineteen (A-19) Zone. The A-19 Zone will permit a detached accessory apartment attached to an accessory building. The By-law will also define 'residential cluster' for this property.

8.3 Questions/Comments from members of Council

There were no questions from members of Council.

8.4 Questions/Comments from members of the public

There were no questions from members of the public.

8.5 Consideration of the Report

R-2025-67

Moved by: Byrne

Seconded by: Huntley

That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-09-24; and

That By-law No. 2025-13 be approved to rezone a portion of the subject lands from the Agricultural (A) Zone to the Agricultural Exception Nineteen (A-19) Zone.

Carried

8.6 Resolution to close the Public Meeting

R-2025-68

Moved by: Byrne

Seconded by: Huntley

That the Public Meeting be closed.

Carried

9. Presentation

9.1 Rob Adams, Town Hall Consulting: Corporate Strategic Plan 2025 – 2030

R-2025-69

Moved by: Nachoff

Seconded by: Huntley

That Council receive the presentation from Rob Adam of Town Hall Consulting: Corporate Strategic Plan 2025 – 2030 for information.

Carried

10. Minutes

10.1 Minutes of the Regular Meeting held February 18, 2025

R-2025-70

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Regular Council Meeting held February 18, 2025 be approved as presented.

Carried

11. Minutes from Committees and Boards

11.1 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of September 13, 2024, October 28, 2024, and December 20, 2024

R-2025-71

Moved by: Nachoff

Seconded by: Edgerton

That the minutes of the Municipal Revitalization and Heritage Advisory Committee Meetings of September 13, 2024, October 28, 2024, and December 20, 2024 be approved as presented.

Carried

11.2 Millbrook Downtown BIA Board of Management Meeting Minutes of January 9, 2025

R-2025-72

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Millbrook Downtown BIA Board of Management

Meeting of January 9, 2025 be received for information.

Carried

12. Reports

12.1 Report - CAO 2025-03 Corporate Strategic Plan 2025 - 2030

R-2025-73

Moved by: Huntley

Seconded by: Nachoff

That Council adopt the Corporate Strategic Plan 2025-2030 prepared by Town Hall Consulting Inc.

Carried

12.2 Report - Fire 2025-02 Fire Station Completion and Revised Lease Agreement

R-2025-74

Moved by: Edgerton

Seconded by: Nachoff

That Council receive Fire Department 2025-02 regarding the final cost for new Fire Station No. 1 Project; and

That Council execute the attached revised lease agreement, for paramedic emergency services located at the New Fire and Ambulance Station, between the County of Peterborough and the Township of Cavan Monaghan; and

That Council sign By-law No. 2025-14 to authorize the execution of the revised lease agreement between the County of Peterborough and the Township of Cavan Monaghan.

Carried

Mayor Graham recessed from 1:45 p.m. to 1:50 p.m.

12.3 Report - Finance 2025-03 Capital Project Financing Options

R-2025-75

Moved by: Huntley

Seconded by: Edgerton

That Council approve internal borrowing of \$5,052,854 from the Asset Replacement Reserve (ARR) for the Parks & Public Works Depot, Public Works Operations Center, and Fire Station, for the growth related Development Charge loan at Bank of Canada (BoC) lending rate of 3.25%, over a 15 year term; and

That Council approve internal borrowing of \$5,405,471 from the Asset Replacement Reserve (ARR) for the Parks & Public Works Depot, Public Works Operations Center, and Fire Station, for the non-growth related Township Capital loan at Consumer Price Index (CPI) of 1.9%, over a 15 year term.

That Council approve the transfer of \$369,550 from the Canada Community Building Fund (CCBF) reserve towards the Fire Station Capital project.

Recorded	For	Against
Nachoff	X	
Edgerton	X	
Graham	X	
Byrne	X	
Huntley	X	
Results	5	0

Carried

12.4 Report - Finance 2025-04 2024 Statement of Council Remuneration and Expenses Report

R-2025-76

Moved by: Byrne

Seconded by: Huntley

That Council approve the addition to the agenda of the amended Attachment #1 to Finance Report 2025-04 2024 Statement of Council Remuneration and Expense Report for information.

Carried

R-2025-77

Moved by: Byrne

Seconded by: Nachoff

That Council receives the 2024 Statement of Council Remuneration and Expense Report.

Carried

12.5 Report - Public Works 2025-03 Acquisition and Dedication of Parts 1 & 2, 45R-17724 as Part of Public Road Allowance for Fallis Line

R-2025-78

Moved by: Edgerton

Seconded by: Huntley

That Council approve the acquisition of Part 1 & 2, 45R-17724 as part of the public road allowance for Fallis Line at the total price of \$5000.00; and That Council dedicate this portion of Fallis Line which is Part 1 & 2, 45R-17724 as public road allowance after purchase is finalized; and That the Mayor and Clerk be authorized to execute By-law No. 2025-15 being a By-law to dedicate Parts 1 & 2 on Plan 45R-17724 as part of the public road allowance for Fallis Line after purchase is finalized.

Carried

12.6 Report - PEB 2025-06 2024 Community Improvement Plan Recipients - 2nd Intake

R-2025-79

Moved by: Byrne

Seconded by: Nachoff

That Council accept the proposed 2024 Community Improvement Plan (CIP) Grant Recipient St. Paul's Cemetery & Chapel – 2nd Intake as presented and \$3,000.00 be allocated from the Community Improvement Plan Incentives Capital Budget; and

That applications be received on a first come, first serve basis to the limit of the available funding for this year.

Carried

12.7 Report - Corporate Services 2025-04 174th Millbrook Fair – Community Festival Designation

R-2025-80

Moved by: Huntley

Seconded by: Byrne

That the Township of Cavan Monaghan designate the 174th Millbrook Fair as a Community Festival and municipally significant event; and

That the Millbrook Agricultural Society is responsible for policing costs during the hours of operation of the Beer Barn and Trackside Lounge; and

That the Community Festival Designation be conditional upon the minimum police presence on the Fairgrounds being as follows:

Two (2) Officers on June 12 from 5:00 p.m. to 12:00 a.m.

Four (4) Officers on June 13 from 5:00 p.m. to 1:00 a.m.

Four (4) Officers on June 14 from 12:00 p.m. to 1:00 a.m.

Carried

12.8 Council/Committee Verbal Reports

Councillor Nachoff spoke to the GRCA's Annual General Meeting where they appointed a new President and Vice President. He noted the budget was passed and he will maintain his appointment to the Recreational Users Committee as the Board Member Representative.

Councillor Byrne noted there is plenty of public skating hours available for the kids during March Break at the CMCC.

Mayor Graham noted there were no updates as the Library Board meeting was cancelled.

R-2025-81

Moved by: Byrne

Seconded by: Huntley

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

Carried

13. General Business

There was no General Business.

14. Correspondence for Information

There was no Correspondence for Information.

15. Correspondence for Action

There was no Correspondence for Action.

16. By-laws

16.1 By-law No. 2025-13 Zoning By-law Amendment 347 Sharpe Line

16.2 By-law No. 2025-14 being a by-law to execute a revised Lease Agreement between the Township of Cavan Monaghan and the County of Peterborough

16.3 By-law No. 2025-15 being a by-law to dedicate as part of public road allowance a portion of Fallis Line described as Part of Lot 12 in Concession 6, Geographic Township of Cavan being Parts 1 and 2, Plan 45R-17724; Township of Cavan Monaghan

R-2025-82

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-13 Zoning By-law Amendment 347 Sharpe Line and By-law No. 2025-14 being a by-law to execute a revised Lease Agreement between the Township of Cavan Monaghan and the County of Peterborough and By-law No. 2025-15 being a by-law to dedicate as part of public road allowance a portion of Fallis Line described as Part of Lot 12 in Concession 6, Geographic Township of Cavan being Parts 1 and 2, Plan 45R-17724; Township of Cavan Monaghan be read a first, second and third time and passed this 3rd day of March signed by the Mayor and Clerk and the Corporate Seal attached.

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. 2025-16 being a by-law to confirm the proceedings of the meeting held March 3, 2025

R-2025-83

Moved by: Byrne

Seconded by: Edgerton

That By-law No. 2025-16 being a by-law to confirm the proceedings of the meeting held March 3, 2025 be read a first, second and third time and passed this 3rd day of March signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

20. Adjournment

R-2025-84

Moved by: Nachoff

Seconded by: Edgerton

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:53 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk