



Regular Council Meeting

To:	Mayor and Council
Date:	March 17, 2025
From:	Yvette Hurley, Chief Administrative Officer Chris Allison, Parks & Facilities Manager
Report Number:	CAO 2025-04
Subject:	Concept Designs and Site Plans for a Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre

Recommendations:

1. That Council receive for information the Preferred Site Plan for the Downtown Park and the Preferred Site Plan for the Remaining Lands at the Cavan Monaghan Community Centre (CMCC) prepared by Landscape Planning Ltd. and that these site plans be used as a guide to prioritize future recreational needs as funding and resources become available; and
2. That Council direct staff to establish a Downtown Park and Remaining CMCC Lands Task Force, that will work with the Preferred Site Plans as a guide to prioritize the phases and funding opportunities for future recreational needs; and
3. That staff report back to Council with the Task Force Terms of Reference.

Overview:

Council directed staff to carryout Parks and Recreation Strategic Plan – Vision 2035 Strategic Direction #3 (Provide Quality Recreation and Culture Facilities to Meet Growing and Changing Need), Phase 3 of the planning process to develop a concept design and site plan for a Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre (CMCC), section 6.4 and 6.5 of the Parks and Recreation Strategic Plan – Vision 2035. Staff issued the Request for Proposal (RFP) PF-02-2024 on May 13, 2024, and Landscape Planning Ltd. was awarded the proposal to develop two concept designs and site plans for a Downtown Park and the Remaining Lands at the CMCC at the June 24th, 2024 Regular Council meeting.

Since June, Landscape Planning Ltd. have been reviewing all prior documentation, consulting with the public, stakeholders and agencies, staff, and Council to develop several conceptual designs along with associated cost estimates. These designs were further refined then presented to the public at an Open House on November 19, 2024, to gather feedback and further refine the designs for each site. The public were also

invited to submit their paper comment forms in person at various locations throughout the Township or provide online feedback until December 3, 2024.

Based on the feedback collected during the public open house, the paper comment forms, and online comments, Landscape Planning Ltd. took the preferred site plans and further refined them to address phasing, budgeting and conservation restrictions. The results of the above work are the conceptual design and Preferred Site Plans for a Downtown Park and the Remaining Lands at the CMCC that include phasing and implementation recommendations. The intent is that these concept designs will work as a tool to guide and prioritize future recreational needs in Cavan Monaghan.

The first presentation on the initial findings was presented to Council on September 16th, 2024 and the presentation today dated March 17th, 2025 is the final document which identifies the final site plans and possible phasing options.

Staff is seeking Council's support in establishing a Downtown Park and Remaining CMCC Lands Task Force that will work with these preferred site plans and prioritize the phases and funding opportunities for Council's consideration.

Financial Impact:

The cost for the development of the Concept Designs and Site Plans for a Downtown Park and Remaining Lands at the CMCC was included in the 2024/2025 Capital budget. Any costs associated with the preparation of refined conceptual plans, phasing and implementation will be identified in future budget proposals and reports to Council.

Linkage to the Strategic Plan

This report aligns with Strategic Priority #2 Community Vitality, Objective 1. Enhance and optimize recreation in the Township, Objective 2. Develop a Downtown Park and Objective. 4 Build upon existing indoor and outdoor spaces to promote health and wellness.

Attachments:

Attachment No. 1 – Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre Council Presentation March 17, 2025

Attachment No. 2 – Final Report Vision 2035 – Parks and Recreation Strategic Plan Section 6.4 and 6.5.

Attachment No. 3 – Downtown Park Council Education Session Landscape Planning Presentation September 16, 2024

Respectfully Submitted by,

Yvette Hurley
Chief Administrative Officer



Township of Cavan Monaghan

Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre

Council Presentation



Agenda



Land Acknowledgement



We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg.

We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.



Project Objectives

Request for Proposal (PF-02-2024): Supporting Vision 2035 - Parks and Recreation Strategic Plan, Landscape Planning Ltd. was retained to create two separate concept designs and site plans for the Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre (CMCC). This direction was the next steps that were highlighted in the Section 6.4 and 6.5 of the plan adopted by Council in December 2023. The RFP included the following:

- Analysis of existing conditions of both sites.
- Analysis of existing locations to identify constraints and opportunities.
- Review and gather feedback from the public, Township staff, and Council
- Consultation with stakeholders including agencies such as ORCA
- Estimated full build out costs
- Presentation of conceptual plans to Council
- Preparation of refined conceptual plans, including final estimated capital costs, phasing, and implementation recommendations.



Purpose of Meeting

This session aims to provide the Township of Cavan Monaghan Council with a summary of the feedback received for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre projects, as part of the public engagement process and present the preferred site plans for each site prepared in response to the feedback to date, phasing and implementation recommendations.

The Process to Date



Prior Documents & Consultation

Reference Documents:

- 1) Vision 2035, Parks and Recreation Strategic Plan (2023)
- 2) Millbrook Arena Emanating from the Parks and Recreation Plan (2023)
- 3) Downtown Millbrook Revitalization Strategy (2013)

Online Survey

An online survey "Downtown Park Survey" was made available to community members to assist with community engagement.

The survey was conducted from July 25, 2024 – August 30, 2024, and received a total of 523 complete responses.

The results of the survey were presented in the Downtown Park Survey Summary Report and presented to Council at a Special Council Meeting on September 16, 2024.

Stakeholder Consultation

Targeted stakeholder consultation meetings have been conducted with the following groups:

- Otonabee Regional Conservation Authority (ORCA)
- Baxter Creek Watershed Alliance
- Millbrook and Cavan Historical Society

Targeted right-holder consultation meetings have been conducted with the following group:

- Hiawatha First Nation

Township Council

On September 16, 2024, Township Council hears report from Landscape Planning summarizing the public survey results. The results from the public survey were used to determine what amenities should be considered for the Downtown Park Conceptual Plans.

After Council input, Landscape started preparing conceptual designs.

The Process to Date



Concept Design

Landscape Planning developed several conceptual designs along with associated cost estimates. These designs incorporated the original Strategic Direction as laid out in section 6.4 and 6.5 in Vision 2035, Parks and Recreation Strategic Plan, the Township staff and Council's objectives and the public's vision, as expressed in the online survey.

Open House

On November 19, 2024, from 4:00 pm to 7:00 pm, Landscape Planning and the Township of Cavan Monaghan hosted a public open house to present and discuss preliminary park designs, answer questions, and gather feedback to refine the designs for each park. Mayor Matthew Graham, Deputy Mayor Ryan Huntley, councillors, and Township staff were in attendance.

Participants submitted paper comment forms, affixed stickers to their preferred amenities on printed copies of the conceptual plans or provide online comments until December 3, 2024.

Concept Updates

Based on the priority ranking of amenities from the Public Survey, the summary feedback received at the Open House, the online voting and paper comments and taking into consideration the conservation restrictions, a preferred concept emerged.

Landscape Planning refined the preferred concept and developed additional supporting graphics for each site plan.

Further refinements were made to address phasing, budgeting, and conservation limits.

Report Back to Council

On March 17th, 2025, Landscape Planning will present the preferred site plans for each park, with estimated costs, phasing and implementation recommendations.

Downtown Park – Concept 3



Concept 3

Program Elements:

- Parking Lot (33 Parking Spaces)
- Park Pathways
- Picnic Area
- Great Lawn / Event Space
- Washroom Building (2 Universal)
- Civic Plaza
- Shade Structures (2)
- Playground
- Relocated Bell
- Opportunities For Public Art
- Bridge Crossings
- Pedestrian Connections

Estimated Project Cost:

\$ 4,600,000.00

Downtown Park – General Feedback

1. Many respondents expressed excitement about the park development for day-to-day gatherings and special events.
2. Stronger connections (main gateway) to King Street East.
3. The width of interior pathways should be increased to accommodate outdoor markets and maintenance vehicles.
4. Provide a turnaround at the end of Distillery Street and limit parking that may disturb adjacent residents.
5. A larger plaza area in front of Needler's Mill, as it is the focal point, should be considered.
6. More facilities geared towards accessibility should be included to accommodate the aging population of Millbrook.
7. The idea of a large shade shelter for protection against weather (rain and sun) and for community events was well-received.
8. Impervious paving should be considered, especially due to the floodplain.
9. Washroom facilities are greatly needed, especially with the addition of outdoor event space in the Downtown core.
10. Some respondents questioned the logic of investing \$4.6 million in the park and requested a cost-benefit analysis.

Downtown Park – Preferred Site Plan

Key Revisions:

- Reconfigured plaza layout and location
- Increased passive open space
- Reduced size of the playground
- Removed parking stalls at the end of Distillery St.
- Reduced the amount of hardscaping
- Modified bridge alignments over Little Creek
- Created a focal seating plaza in front of Needler's Mill
- Utilizes existing alignment of road for emergency access
- Achieved overall cost reduction





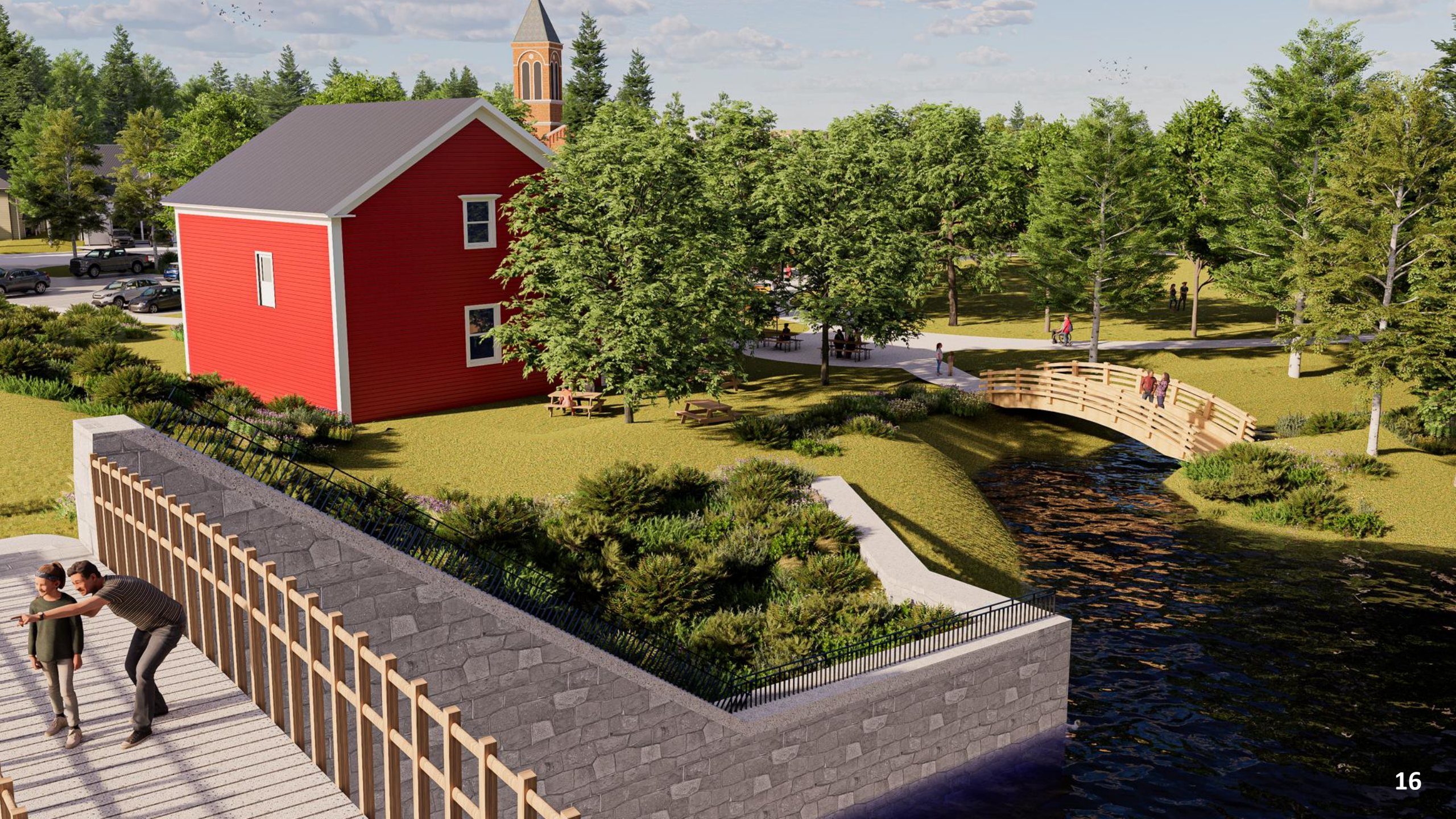






'NEEDLER'S MUSEUM'





Downtown Park – Phase 1

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions)	\$212,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$286,000.00
Site Electrical (general requirements, washroom building)	\$30,000.00
Hardscape (primary walkways, parking lot, curbs)	\$343,000.00
Furnishings (benches, wood privacy fence)	\$68,000.00
Washroom Building (2 universal washrooms)	\$425,000.00
Softscape (sod)	\$115,000.00
Soft Costs (consulting fees, contingency, permits)	\$339,830.40
Estimated Phase 1 Cost: \$1,818,830.40	



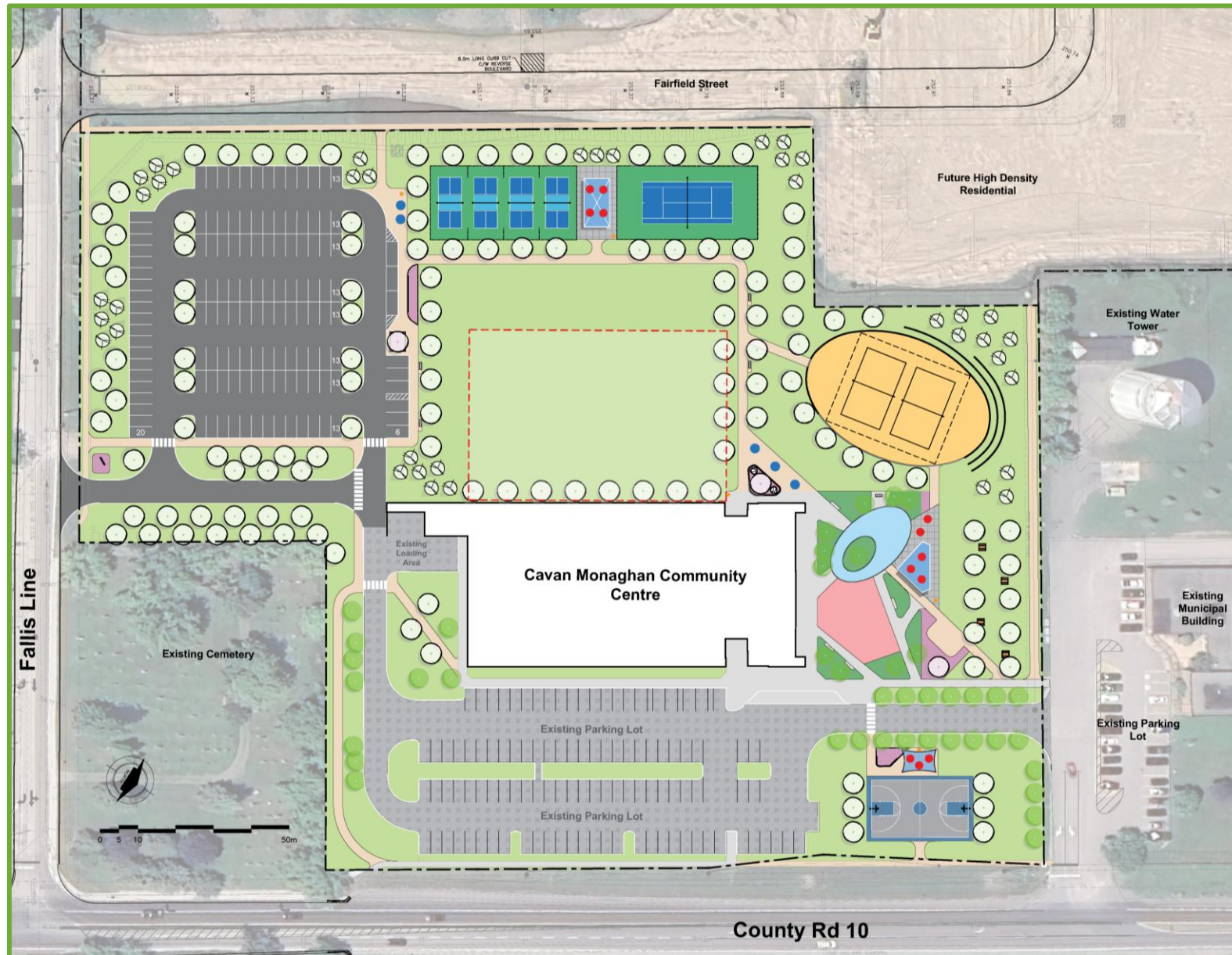
 = Provisional (not included in estimated Phase 1 cost)

Downtown Park – Phase 2

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions, remedial work)	\$223,000.00
Site Servicing and Grading (site preparation, oil grit separator)	\$48,500.00
Site Electrical (parking lot, shade structure, and pathway lighting)	\$204,000.00
Hardscape (plaza concrete, seatwalls /planter curbs)	\$143,475.00
Playground (playground surfacing, play curb, equipment, playground subdrain)	\$204,850.00
Furnishings (shade structures, signage, bike parking, benches, gathering tables, litter receptacle, decorative elements, stage, pedestrian bridges)	\$1,008,650.00
Softscape (sod, trees, shrubs, naturalization)	\$138,280.00
Distillery Street Remedial Works (line painting, signage, plantings, curbs)	\$298,545.00
Soft Costs (consulting fees, contingency, permits)	\$580,398.75
Estimated Phase 2 Cost: \$2,849,148.75	



CMCC – Concept 1



Concept 1

Program Elements:

- Parking Lot (130 Parking Spaces)
- Park Pathways
- Picnic Area
- Multi-Use Court
- Pedestrian Plaza
- Shade Structures (2)
- Shade Sail
- Beach Volleyball Courts (2)
- Pickleball Courts (4)
- Tennis Court (1)

Estimated Project Cost:

\$ 5,700,000.00

CMCC – General Feedback

1. Concept 1 allows for potential building expansion.
2. The beach volleyball area may be underutilized, requiring significant maintenance and potentially attracting issues like dog messes.
3. Tennis facilities might not see high usage like pickleball.
4. Due to the proximity of County Road 10 and the separation caused by the parking area, there should be no programmed features at the entrance corner as shown. This area should be reserved for additional parking and stormwater management features.
5. More open space should be preserved.

CMCC – Preferred Site Plan

Key Revisions:

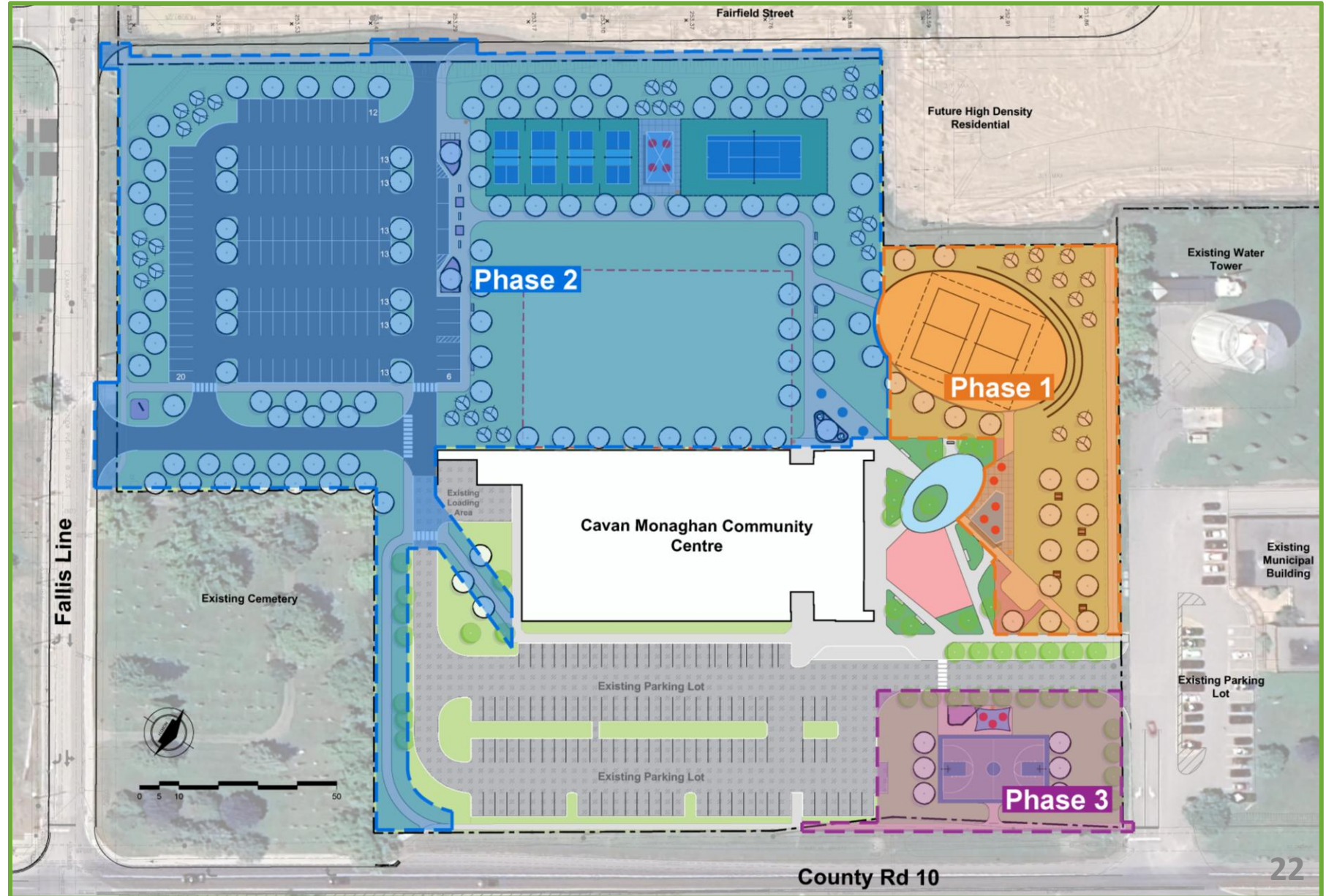
- Added a parking lot entrance along Fairfield St.
- Reconfigured the plaza layout at the vehicular drop off area.
- Shifted the pickleball/tennis hub northeast, away from the future residential area on Fairfield St.



CMCC – Phasing

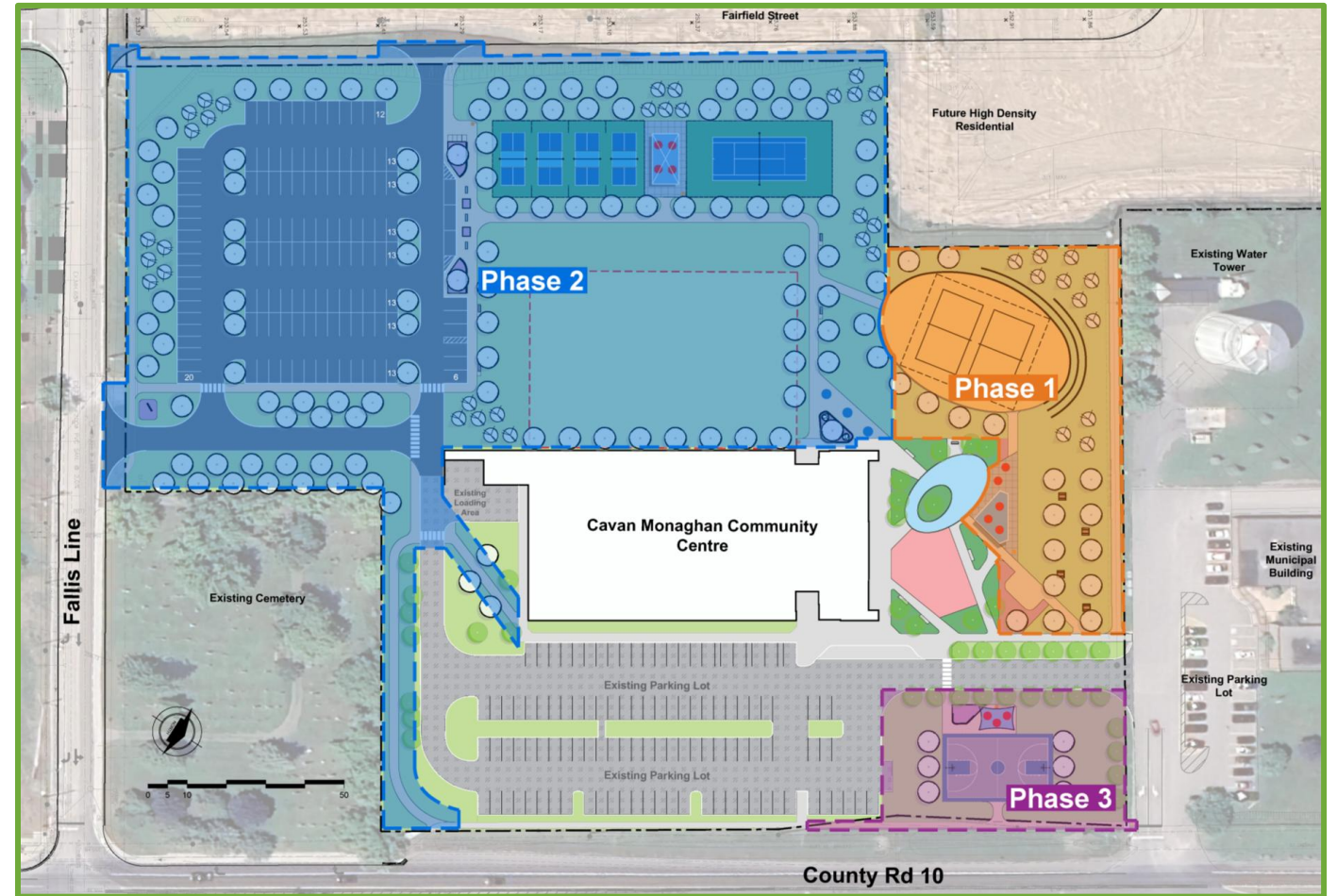
Phasing

- Phase 1**
Estimated Project Cost: \$1,530,000.00
- Phase 2**
Estimated Project Cost: \$3,545,000.00
- Phase 3**
Estimated Project Cost: \$855,000.00



CMCC – Phase 1

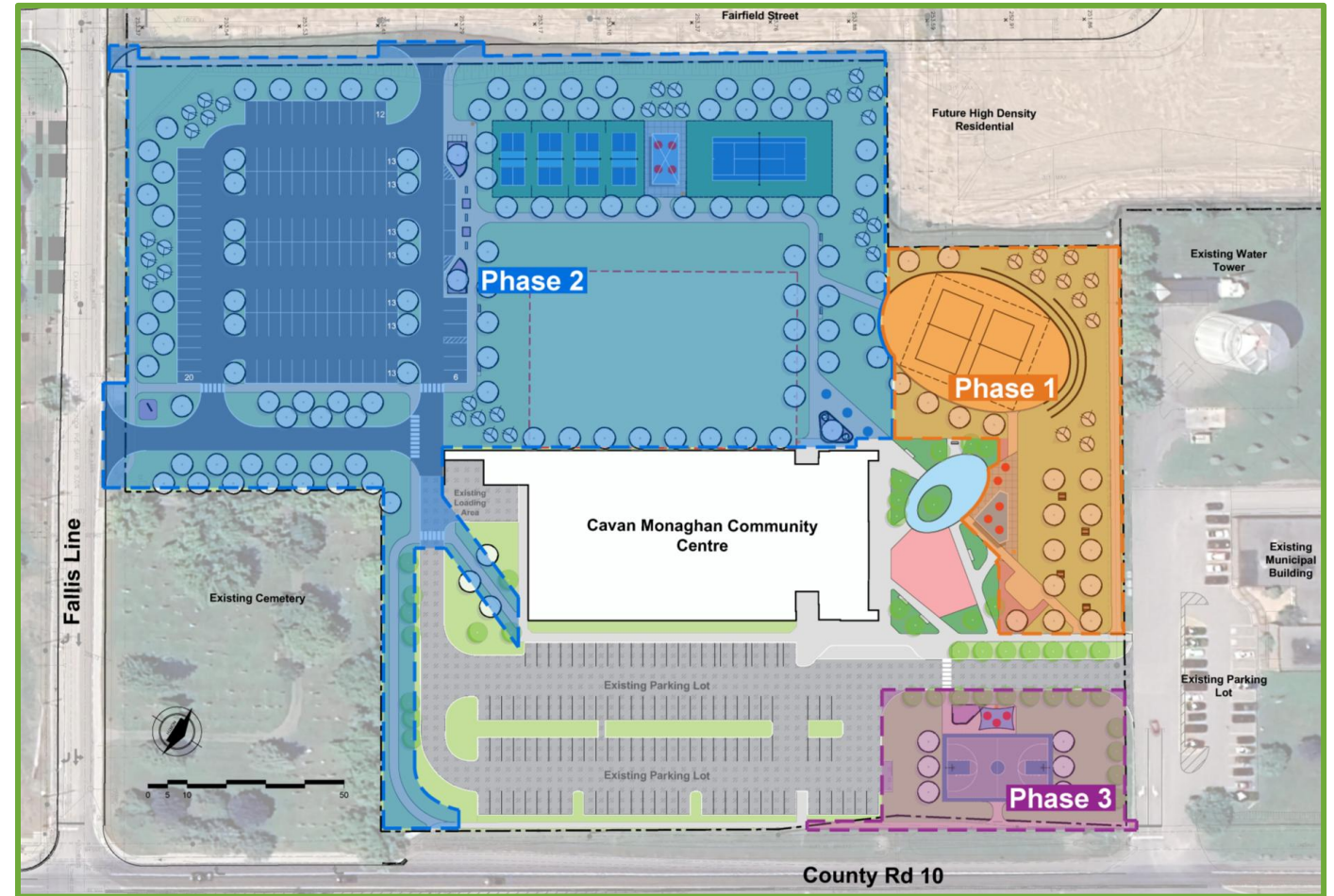
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$265,000.00
Site Electrical (general requirements, volleyball and pathway lighting)	\$196,000.00
Hardscape (primary walkways, retaining walls)	\$260,750.00
Beach Volleyball – 2 Courts (sand, nets, curb)	\$175,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, fitness equipment relocation)	\$203,950.00
Softscape (sod, trees, shrubs)	\$56,200.00
Soft Costs (consulting fees, contingency, permits)	\$298,100.00
Estimated Phase 1 Cost: \$ 1,530,000.00	



CMCC – Phase 2

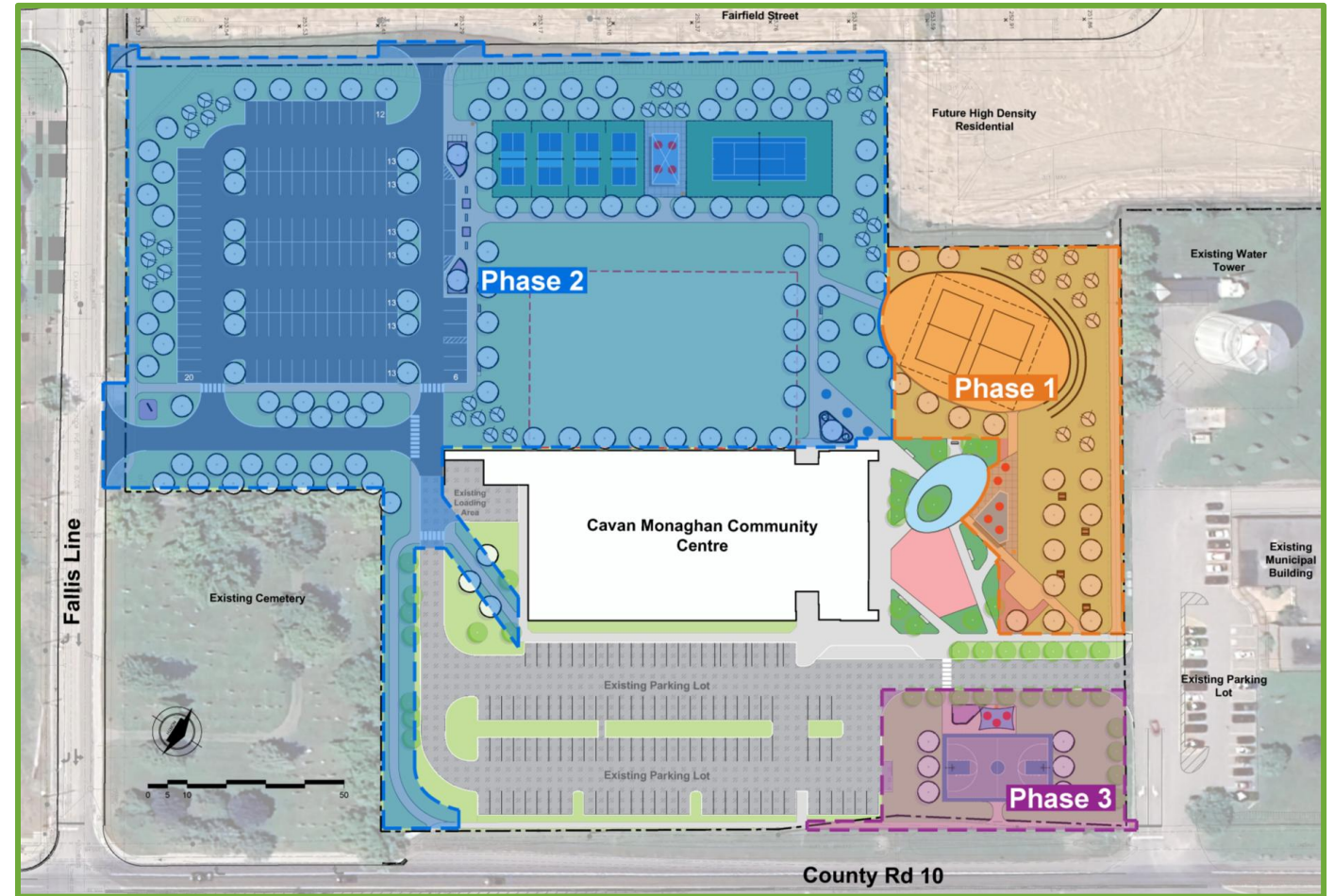
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$300,000.00
Site Electrical (general requirements, parking lot, pickleball/tennis and pathway lighting)	\$416,000.00
Hardscape (primary walkways, line paint, parking lot/ curb, planter curbs, seatwalls)	\$1,091,575.00
Pickleball Courts (4) Tennis Courts (2) – (acrylic surface, benches, fencing, nets, signage)	\$325,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, signage)	\$410,250.00
Softscape (sod, trees, shrubs)	\$267,450.00
Soft Costs (consulting fees, contingency, permits)	\$659,725.00

Estimated Phase 2 Cost: \$ 3,545,000.00



CMCC – Phase 3

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$110,000.00
Site Electrical (general requirements, multi-use court and pathway lighting)	\$177,000.00
Hardscape (primary walkways, planter curbs, seatwalls)	\$55,000.00
Multi-use Court (asphalt/ acrylic surface, goal nets, line paint, curb)	\$136,000.00
Furnishings (benches, gathering tables, shade sail, litter receptacles)	\$96,400.00
Softscape (sod, trees, shrubs)	\$26,000.00
Soft Costs (consulting fees, contingency, permits)	\$179,600.00
Estimated Phase 3 Cost: \$855,000.00	





Next Steps / Discussion

1. For Council to receive the two Preferred Site Plans for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre
2. For Council to consider establishing a Downtown Park and Remaining CMCC Lands Task Force that will work with the Preferred Site Plans and prioritize the phases and funding opportunities for Council consideration.

The intent is that these concept designs will work as a tool to guide and prioritize future recreational needs in Cavan Monaghan.

[Link to the Parks & Recreation Strategic Plan – Vision 2030](#)



Thank You

TOWNSHIP OF
CAVAN MONAGHAN

Have it all. Right here.

 landscape planning
LANDSCAPE ARCHITECTS

6.4 Strategic Direction for the Future of the Millbrook Arena and Associated Lands

As noted earlier, as part of this Plan and through separate studies, an in-depth assessment of the structural, electrical, mechanical aspects of the building, a designated substance survey, and a functionality assessment of the 50+ year old Millbrook Arena were completed between 2019 and 2023. The results of these studies are included in the Background Report and under separate cover.

Considerable community engagement associated with this Plan (household survey, user group surveys, a Community Forum and second survey, and follow-up discussions with user groups) concluded that the preferred option of about 75% of those engaged in the process favoured decommissioning the arena and replacing it with a downtown park or civic square. A critical consideration of one third of Forum delegates was that an appropriate opportunity to accommodate existing uses of the arena be found before the building is decommissioned.

On June 5, 2023, Cavan Monaghan Council passed the following resolution:

- That staff be directed to commence planning for the creation of a community park on the Millbrook Arena lands; and
- That the existing users of the Millbrook Arena be permitted to use the existing facility in its current state until the final plans for the community park are approved by Council or that the facility becomes a health and safety concern; and
- That Council's direction be carried forward in Phase Two of the Parks and Recreation Plan – Vision 2035.

Within **Strategic Direction #3 (Provide Quality Recreation and Culture Facilities to Meet Growing and Changing Needs)**, various facilities were identified as potential candidates for this park/civic square. That emerging list of facilities and features will need to be fully vetted in Phase Three of this planning process. It was decided not to list candidate facilities in Vision 2035 so as not to overly influence the upcoming community engagement and planning/visioning process in 2024.

The 2013 Millbrook Revitalization Study also provided some general directions regarding the nature of this park/civic square. See **Figure 6-3** on the next page for the broad concept for this property that was contained in that study. The graphic illustrates the potential lands that may be associated with the park/civic square. The design concept was left intentionally vague to allow for further demand assessment and community engagement regarding its purpose and composition.

An analysis of the site and adjacent lands will identify the exact extent of the park/civic square. Opportunities and constraints will have to be researched before deciding about potential facilities and designing the space.

The Vision: Create a signature downtown park or civic square that will become a focal point and gathering place for the community. The park will be largely passive in nature and will connect to the downtown commercial area, Old Millbrook School Park and Public Library, the Millbrook Conservation Area, and the Millbrook Valley Trail network - to create an inspiring open space campus within the centre of Millbrook.

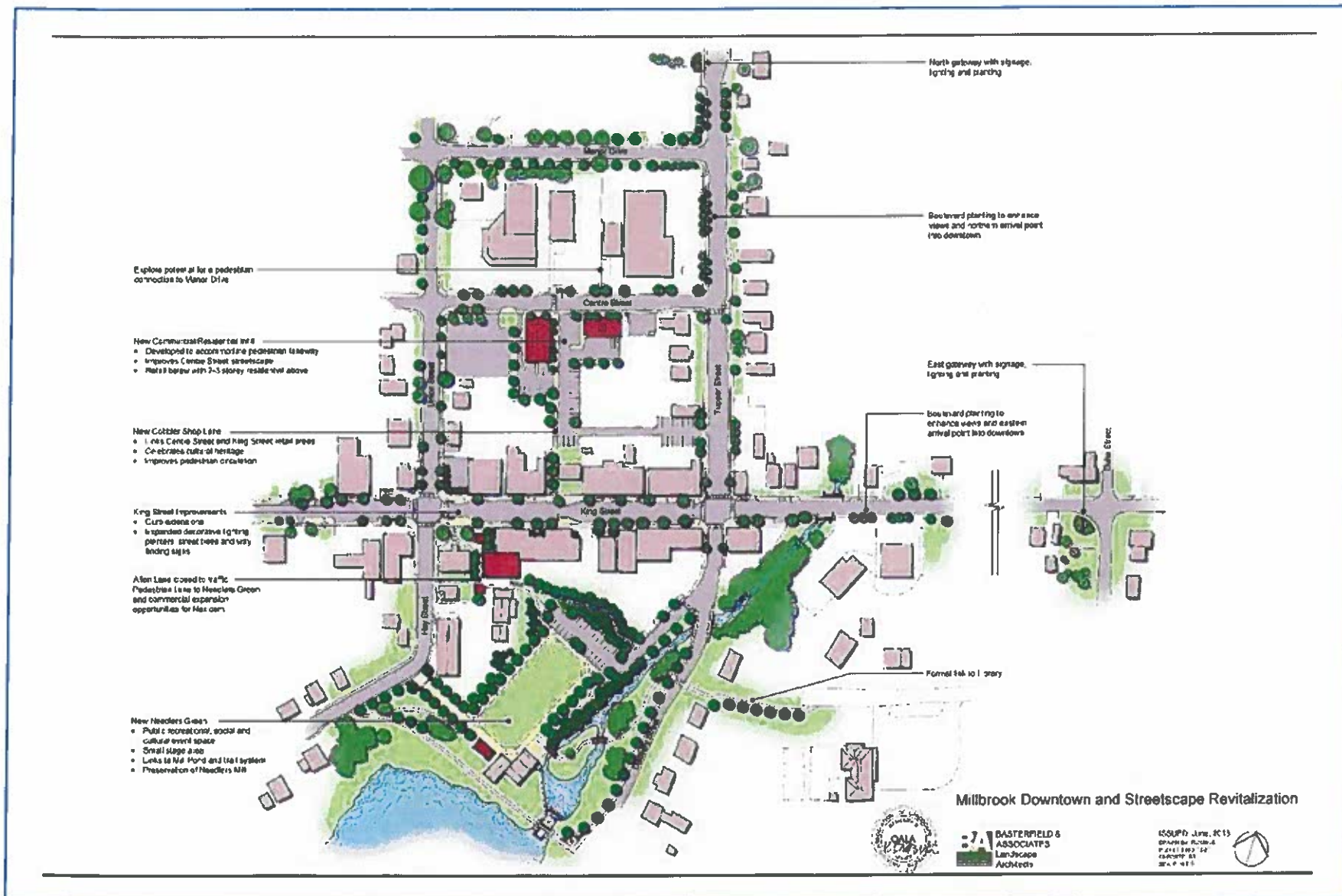


Figure 6-3: From the Millbrook Downtown and Streetscape Revitalization, 2013

6.5 Strategic Direction for the Cavan Monaghan Community Centre and Associated Lands

Introduction

The community engagement, demand research and preliminary site and facility analysis from Vision 2035 recommends the following strategic direction for the Cavan Monaghan Community Centre (CMCC) and associated undeveloped lands.

This current list of indoor and outdoor facilities and features will be further detailed as part of proposed Phase Three of this planning project (2024).

The main deliverables will include at least the following:

- Further detail for the indoor facilities;
- A high-level block layout for an enlarged community centre;
- A conceptual site plan for the remaining portion of the property;
- A capital cost estimate, and
- An implementation strategy.

Potential Building Expansion

As demand warrants over the next ten years and beyond, expand the Cavan Monaghan Community Centre. It may be necessary to phase the expansion - with one or the other main component proceeding first. Regardless of which anchor facility is provided first, changerooms and some of the other common elements will be required in Phase One.

At this time, the following components are the most likely candidates to expand the CMCC. Although a second ice surface was indicated in the initial design of the CMCC and there will likely be sufficient demand for a second ice surface by the time the target population of 18,000 is reached, current community opinion suggests that other types of facilities will provide more value to a wider segment of the community in the medium term. Therefore, other facilities have been given priority over a second ice pad at the CMCC. Opportunities for additional indoor ice may become available within the region, likely through a partnership(s), or a second ice pad could be provided at the proposed active recreation/sports park. See **Action 3.1.1**.

Candidate Indoor Facility Components to be Considered:

- **Single or double gymnasium** – modified to also be a public assembly space and occasional performance facility. To support the performance facility, improved acoustics, a portable stage, enhanced/specialized lighting and sound, a ‘green room’, and other features to be determined will be required).
- **Fitness/wellness centre** (size and features TBD in Phase Three)
- **Changerooms** to support the proposed gymnasium, the strength and conditioning gym, and the aerobics studio.
- **Flexible, multi-purpose spaces** to support culture and recreation activities and meetings (contiguous/dividable – number and size TBD in Phase Three).
- **A dedicated space for older adults** (who will also use the other components at the CMCC). See **Action 3.20.3**.
- **Additional public space** (e.g., washrooms, food services, expanded foyer)
- **Additional office space** (administration, program and maintenance staff).

- **Storage** to support the original building and all new facilities and their uses.
- **Additional parking** will be required to support existing and new uses.

Candidate Outdoor Facilities

Since the CMCC is a signature facility serving the entire Township, the outdoor facilities located there should be scaled accordingly and have community-wide appeal. However, because the developing residential community to the west (Towerhill North) does not have any neighbourhood parkland within the southern half of the development area, the outdoor area associated with the community centre building will have to double as a Neighbourhood and a Community park. Therefore, facilities typical of a Neighbourhood park and a Community park should be included.

Fortunately, some of the facilities typical of a Neighbourhood park have already been provided as part of the community centre development to date:

- playground,
- small-scale outdoor fitness gym,
- sitting areas, and
- display garden.

It is recommended that the remaining area north, northwest and west of the proposed expanded community centre building be designated for additional recreation facilities to meet both neighbourhood and Township-wide needs.

To create sufficient level land in the area directly south of the water tower, it is likely that a retaining wall be required along the northwestern edge/corner of the park property.

The following types of **additional** facilities should be considered for this area (if the eventual building footprint permits):

- a waterplay facility
- 4 pickleball courts with room set aside to expand to 6 and then 8 if demand warrants
- a basketball/multi-sport court
- a tennis court (with room to add another later and light)
- 4 beach volleyball courts (phased 2+2)
- A 4,000 sf² skateboard facility, with room allocated to expand to 7,000 ft² in future
- a gazebo/shade structure/picnic pavilion
- pathways that connect the facilities (limestone screenings or paved)
- benches located strategically along the pathways, each bench with a shade tree
- other shade trees

Pedestrian Link - It will be essential to provide a lit, hard-surface pedestrian/bicycle link from the facilities at the CMCC to the residential community of approximately 2,000 people that is planned for the area directly adjacent to the community centre on the west (Towerhill North).

Based on the above and any other input, prepare a conceptual plan for the remaining lands at the Cavan Monaghan Community Centre and the proposed expansion of the community centre.

This task is proposed for 2024 as Phase Three of this planning process.

See **Figure 6-4** for a graphic illustration of the initial thinking about the possible configuration of additional outdoor facilities at the CMCC and an approximate footprint for building expansion. The proposed 2024 planning and design process will determine the size and orientation of the indoor facilities which will adjust the generalized building footprint that is shown in **Figure 6-6**. The eventual building footprint and required parking to support existing and new uses will determine the area remaining for outdoor facilities. That may impact what is proposed for outdoor facilities.

Note: As first introduced under **Actions 2.5.2** and **3.3.12**, when development of this property commences, it is recommended that the entire outdoor space be graded and seeded to provide a temporary space for the Maple Leaf Cavan FC to operate part of their soccer program, utilizing temporary portable nets and smaller pitches. When the proposed sports park is acquired and additional soccer pitches are provided there, and addition facilities and expanded parking are scheduled at the CMCC, the temporary area available for the minor soccer program will have to be reduced and eventually eliminated.



Photos of the remaining lands associated with the Cavan Monaghan Community Centre

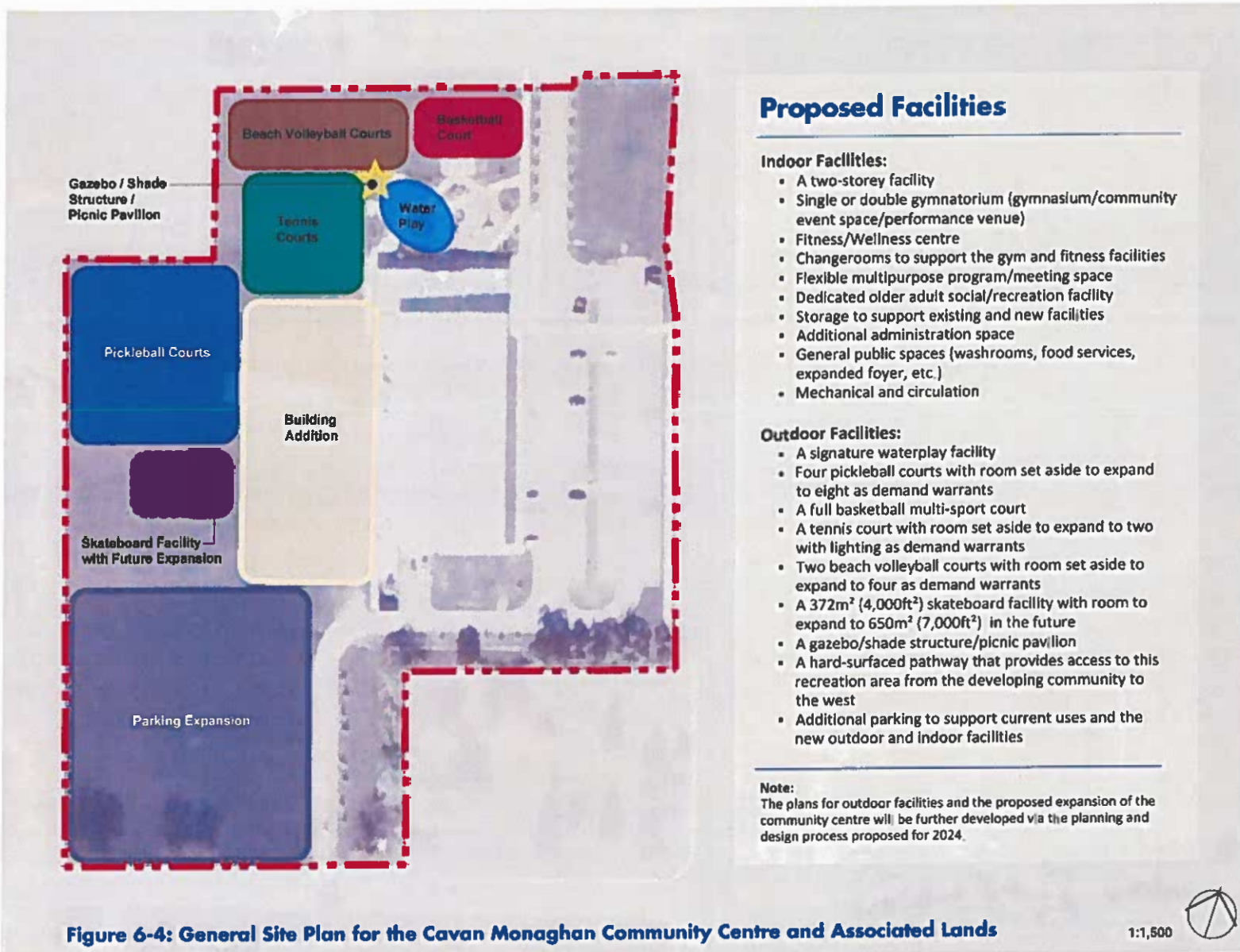


Figure 6-4: General Site Plan for the Cavan Monaghan Community Centre and Associated Lands



Township of Cavan Monaghan

Downtown Park

Council Educational Session



Agenda



Land Acknowledgement



We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg.

We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings

Introductions



Township of Cavan Monaghan Project Team:

Yvette Hurley, Chief Administrative Officer/Deputy Clerk/Deputy Treasurer

Chris Allison, Parks & Facilities Manager

Jennifer Steen, Executive Assistance to Corporate Services

Landscape Planning Limited (Consultant):

John Shank, Principal

Greg Baskin, Senior Associate

Holly MacAlpine, Landscape Architectural Designer



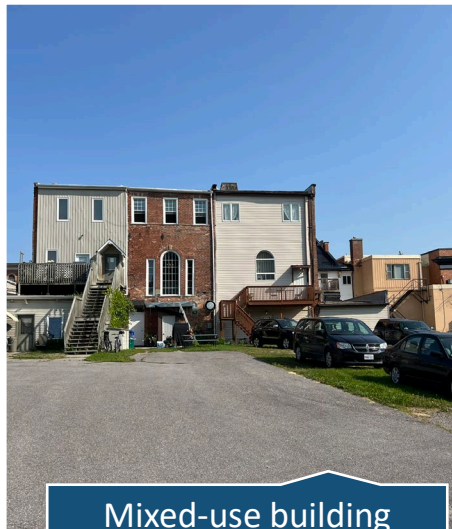
Purpose of Meeting



Council education session to provide the Township of Cavan Monaghan Council with a summary of the feedback received from the public survey for a community park in Downtown Millbrook on the lands of the Millbrook Arena.



Pedestrian bridge and island



Mixed-use building parking lot



Needlers Lane



Connection to Old Millbrook School and Library



Millbrook Arena

Project Overview



- R-2023-1 68, Moved by: Graham Seconded by: Huntley That Staff be directed to commence planning for the creation of a community park on the Millbrook Arena lands; and That the existing users of the Millbrook Arena be permitted to use the existing facility in its current state until the final plans for the community park are approved by Council or that the facility becomes a health and safety concern; and That Council’s direction be carried forward in Phase Two of the Parks and Recreation Plan — Vision 2035.

- The creation of a signature downtown park or civic square will become a focal point and gathering space for the community in the centre of Millbrook.
- Landscape Planning was retained by the Township in June 2024 through an RFP process.



Project Overview

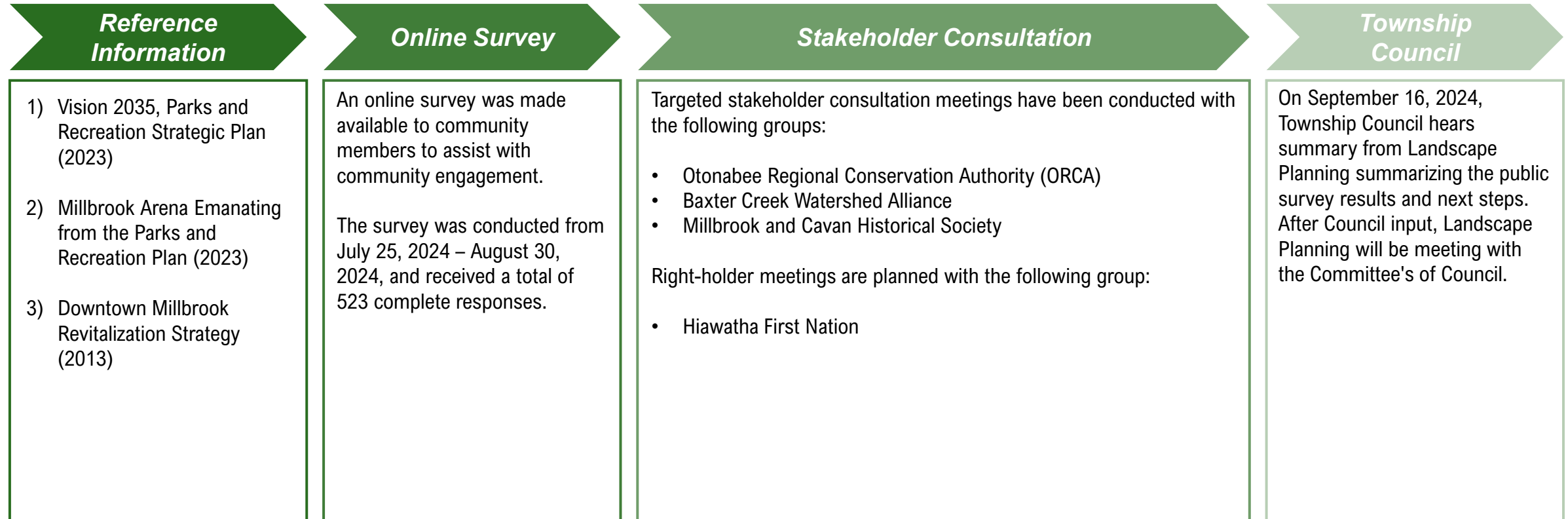


- Located at 4 Needler's Lane, Millbrook
- Designated as Community Core and Natural Linkage in the Township Official Plan, zoned as Future Development and Natural Linkage.
- Approximately 1 acre in size, the parcel is bound by Needler's Lane, Baxter Creek, Little Creek, Commercial Properties and Mill Pond.
- Adjacent to Otonabee Conservation (ORCA) lands and situated within the floodplain.



--- Approximate Boundary of Arena Lands

The Process to Date



Public Survey – Overview

- Public Survey Opened: **July 25, 2024**
- Public Survey Closed: **August 30, 2024**
- Community informed through post cards distributed at community events, Township project page, social media posts on Instagram and Facebook, and the Millbrook Times.
- Paper copies also distributed at the Municipal Office, Cavan Monaghan Community Centre, Millbrook Library, and Bruce Johnston Library
- A total of **523** complete survey responses!



Give us your Feedback!

Tell us what you would like to see! Complete the online survey:

www.cavanmonaghan.net/downtownpark

Or visit any of the locations below and pick up a paper copy of the survey:

- Municipal Office
- Cavan Monaghan Community Centre
- Millbrook Library
- Bruce Johnston Library



Visit the website:

cavanmonaghan.net/downtownpark

Subscribe to the page and stay up-to-date on the project!



Give us your Feedback!

Landscape Planning Architects have been hired to develop a conceptual design and site plan for a Downtown Park in Millbrook.



Contact Us →

Visit the website:

cavanmonaghan.net/downtownpark

Subscribe now and find out how you can participate!

Public Survey – Summary Outline

Survey Summary Report prepared outlining:

- Introduction
- Survey notices
- Summary of findings
- Analysis of results
- Conclusion

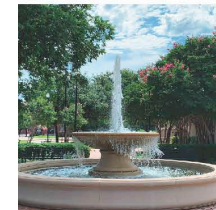
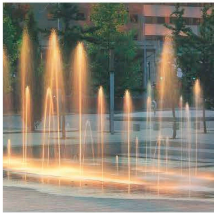
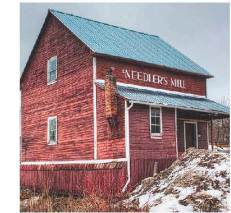


DOWNTOWN PARK

SURVEY SUMMARY REPORT

September 2024

Prepared for:



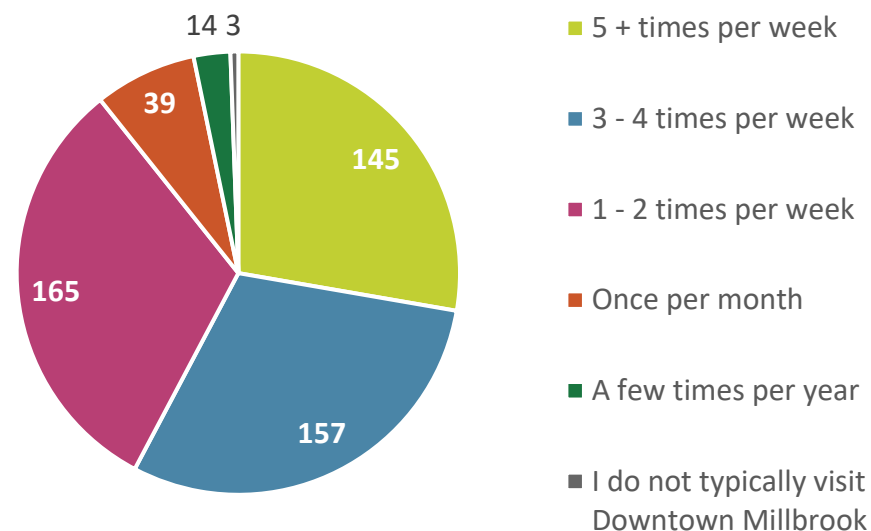
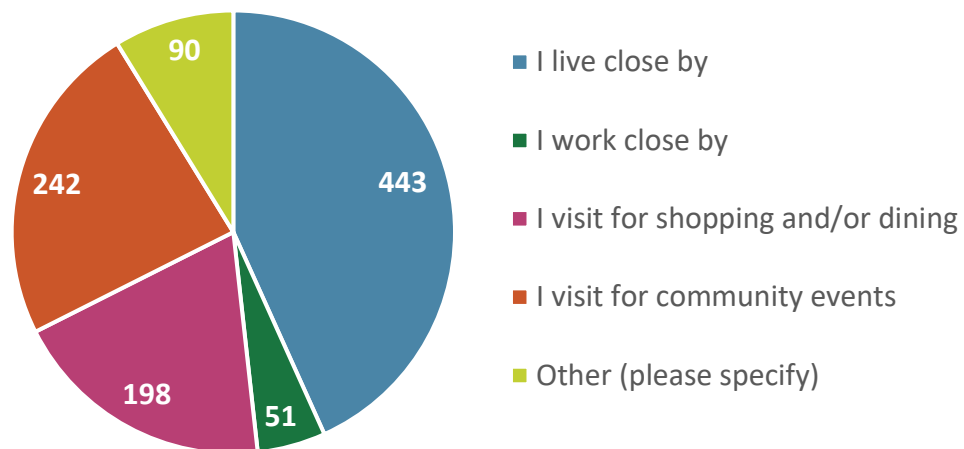
Prepared by:





Public Survey – Summary

- **443** respondents live close to the Downtown
- **318** respondents visit the Downtown on Weekends
- **145** respondents visit the Downtown 5 + times per week
- **157** respondents visit the Downtown 3-4 times per week
- **371** respondents visit the Downtown for recreational purposes (parks, trail system, etc.)
- **358** respondents visit the Downtown for shopping
- **89** respondents indicated they visit the Downtown to use the arena

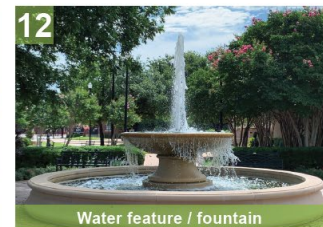
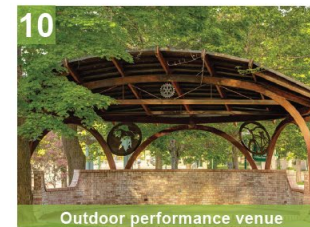


Public Survey – Summary



Priority ranking of the facilities the public would like to see in the Downtown Park:

1. Washroom Facilities (**2.90** weighted rank)
2. Natural Ice Skating Trail (**2.76** weighted rank)
3. Playground Equipment (**2.55** weighted rank)
4. Walking Pathways with lighted rest stations and connections to adjacent trails (**2.51** weighted rank)
5. Pollinator / display gardens (**2.48** weighted rank)
6. Viewing areas for the pond, creek and Medds Mountain (**2.47** weighted rank)
7. Water Play (**2.33** weighted rank)
8. Open Lawn / Passive Area for Activities (**2.31** weighted rank)
9. Shade Structure / Picnic Pavilion (**2.27** weighted rank)
10. Outdoor Performance Venue (**2.24** weighted rank)
11. Community Square / Gathering Space (**2.21** weighted rank)
12. Water Feature (**1.58** weighted rank)
13. Other: Parking facilities

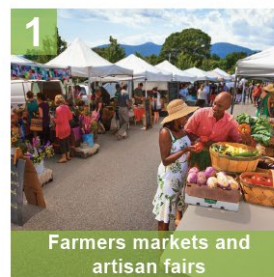




Public Survey – Summary

Priority ranking of the activities / events the public would like to see hosted in the Downtown Park:

1. Farmers Markets and Artisan Fairs (**308**)
2. Seasonal Events (winter festivals / holiday markets) (**305**)
3. Children's play and family activities (**247**)
4. Outdoor concerts and music festivals (**239**)
5. Movie nights and outdoor film screenings (**188**)
6. Cultural celebrations and community events (**181**)
7. Fitness sessions (**140**)
8. Art exhibitions and sculptural displays (**110**)

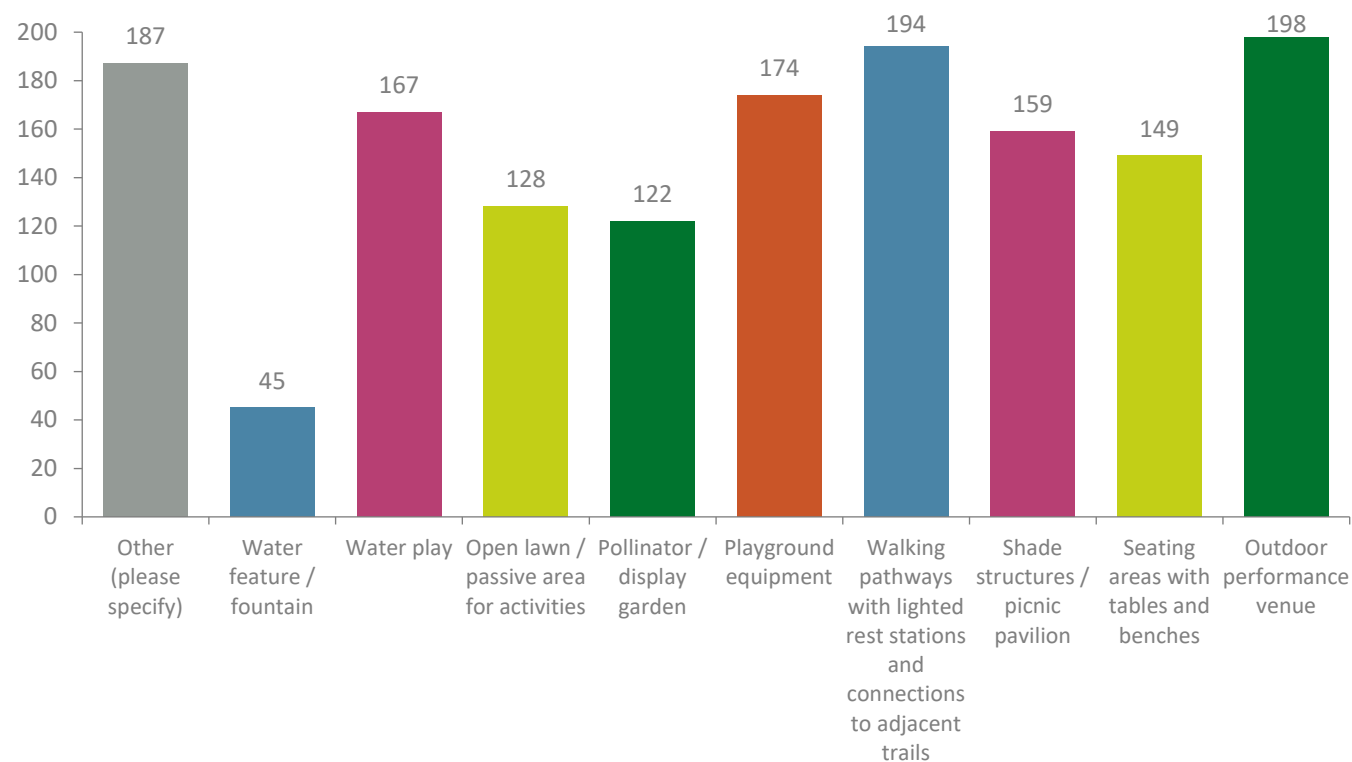




Public Survey – Summary

Respondents expressed interest in the following **summer** amenities:

1. Outdoor Performance Venue (**198**)
2. Walking Pathways with lighted rest stations and connections to trails (**194**)
3. Play equipment (**174**)
4. Water Play (**167**)
5. Shade Structure / Pavilion (**159**)
6. Seating Areas with tables and benches (**149**)
7. Other: respondents suggested retaining the existing arena for indoor sports

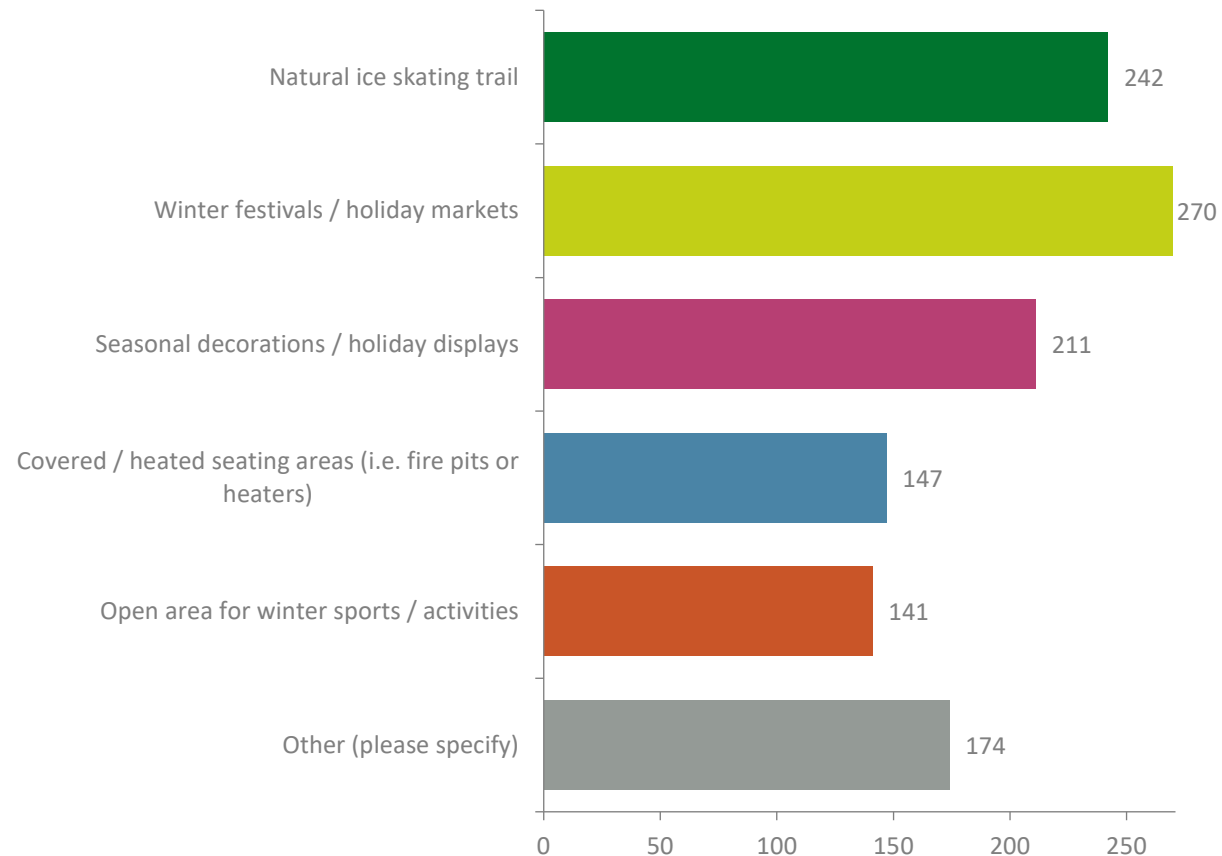




Public Survey – Summary

Respondents expressed interest in the following **winter** activities:

1. Winter Festivals / Holiday Markets (**270**)
2. Natural Ice Skating Trail (**242**)
3. Seasonal Decorations / Holiday Displays (**211**)
4. Covered / heated seating areas (**147**)
5. Open Areas for winter sports / activities (**141**)
6. Other: respondents suggested retaining the existing arena for indoor sports

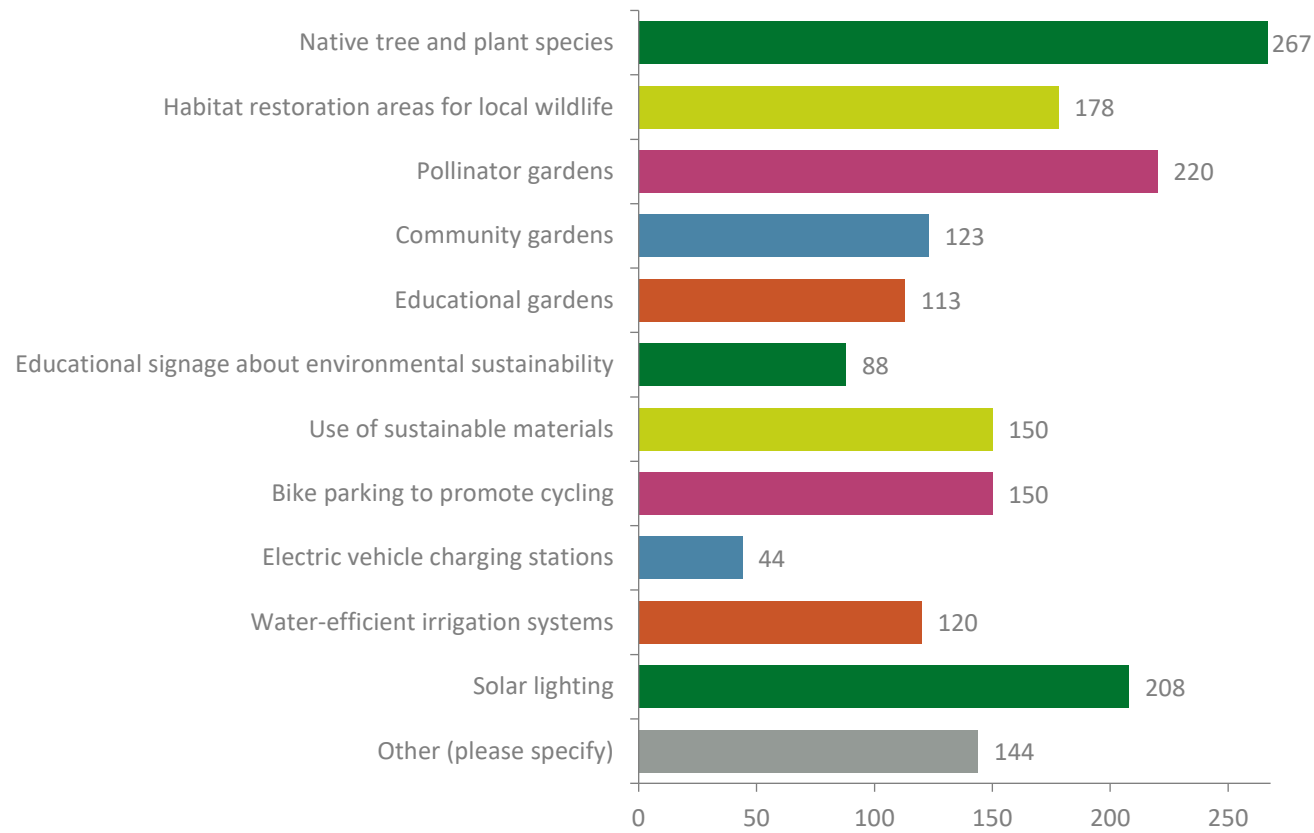




Public Survey – Summary

Respondents expressed interest in the following **sustainability initiatives**:

1. Native Tree and plant species (**267**)
2. Pollinator Gardens (**220**)
3. Solar Lighting (**208**)
4. Habitat restoration (**178**)
5. Use of sustainable materials (**150**)
6. Bike parking to promote cycling (**150**)
7. Community Gardens (**123**)
8. Water efficient irrigation systems (**120**)
9. Educational Gardens (**113**)
10. Educational Signage (**88**)
11. Electric Vehicle Charging Stations (**44**)
12. Other: respondents suggested retaining the existing arena

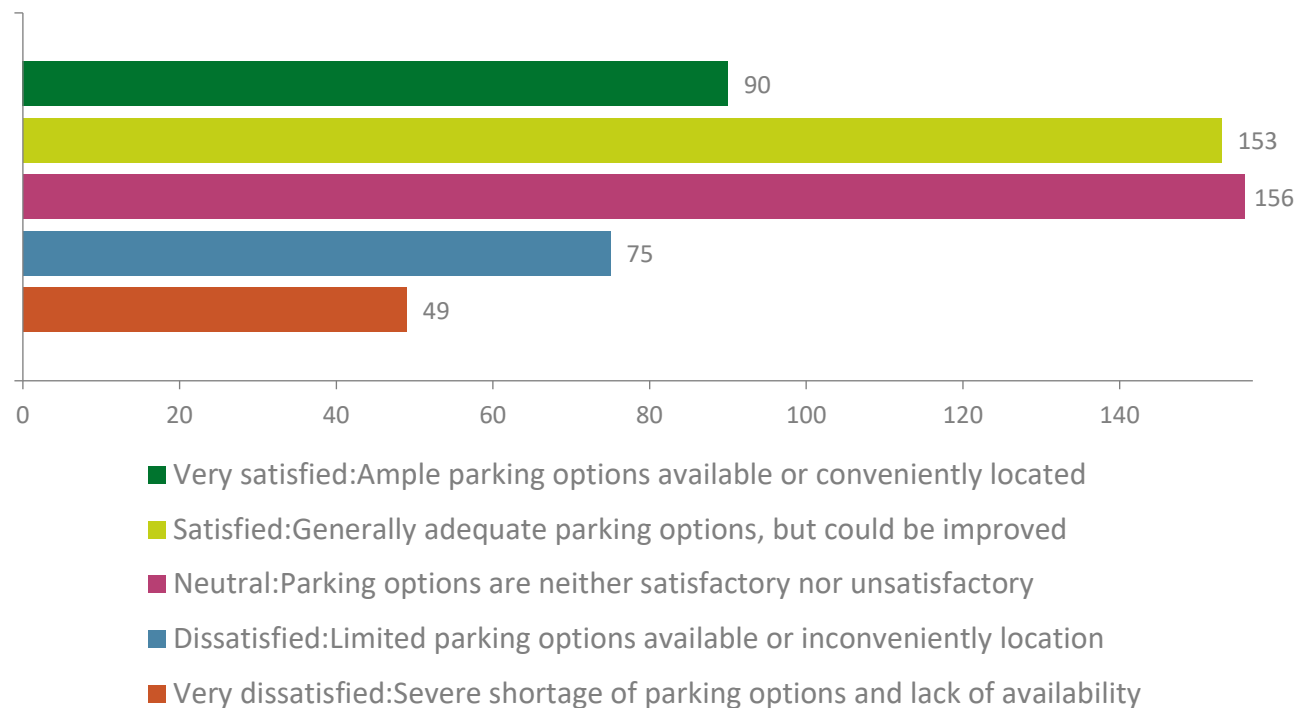




Public Survey – Conclusions

Respondents expressed the following about parking options near the Downtown Park:

1. Very Satisfied: **17.2%**
2. Satisfied but could be improved: **29.3%**
3. Neutral: **29.8%**
4. Dissatisfied: **14.3%**
5. Very Dissatisfied: **9.3%**



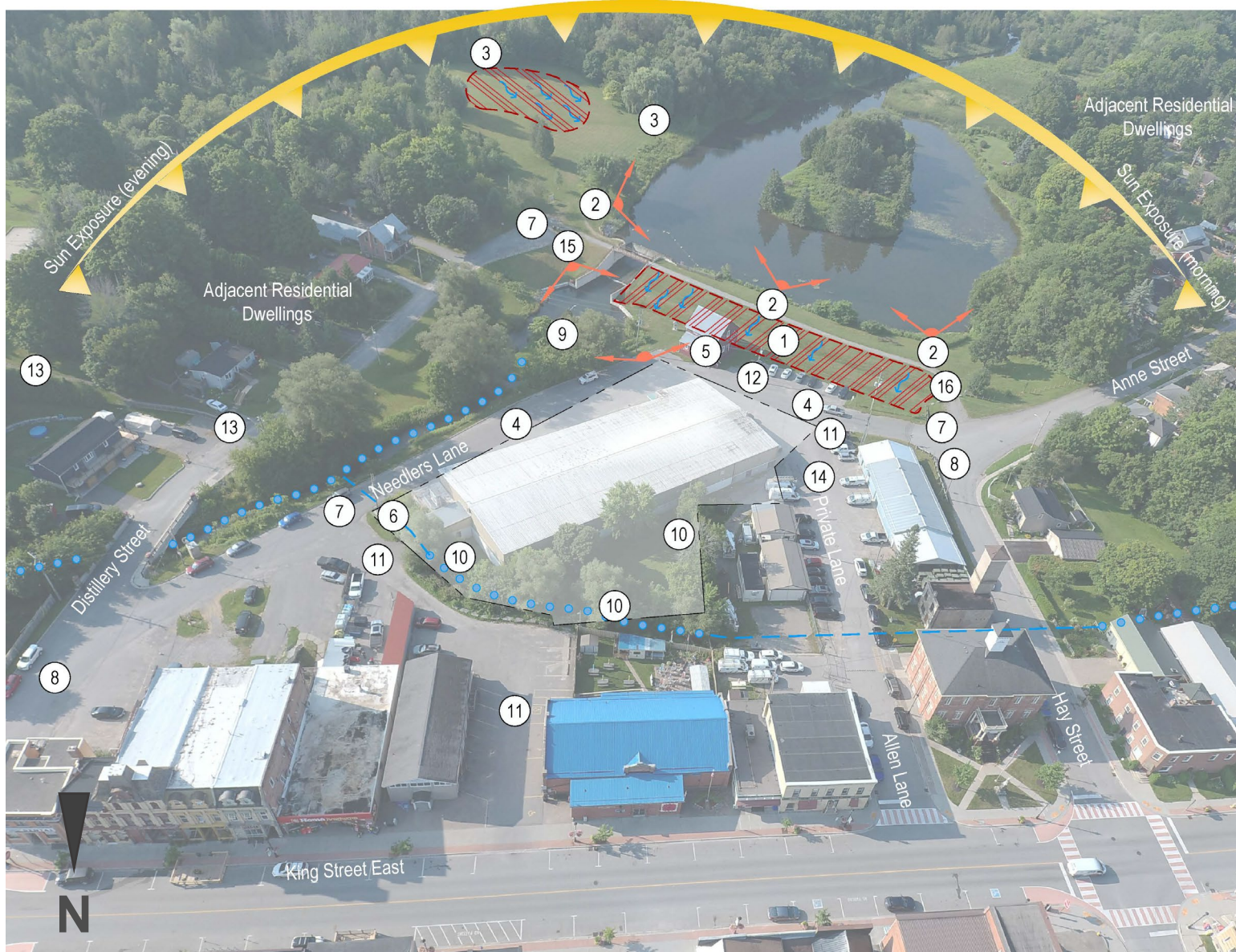


Public Survey – Conclusions

The following amenities should be considered for the Downtown Park Conceptual Plans:

- Picnic pavilion & washroom facilities
- Reconfigured parking lot to accommodate both park users and businesses in the downtown core.
- Playground
- Versatile plaza with an elevated stage for events, gatherings, and everyday use
- Open lawn for passive activities
- Shade elements adjacent to the water's edge
- Consistent site furnishings, including litter/recycling receptacles, benches, gathering tables, etc.
- Display/pollinator gardens at focal points and main entrances of the park.
- Lit pedestrian connections to the existing trail network, old school/library, and downtown.
- Pedestrian bridge connecting the island (below dam) to Distillery St.
- Wayfinding and interpretive signage providing historical and nature-based context.
- Observation decks overlooking the spillway, Baxter Creek, and Mill Pond.

Opportunities and Constraints – Conclusions



Opportunities and Constraints

	Existing Feature	Opportunities	Constraints
①	Sloped Area	Opportunity to use grade change as a vantage point (views to new park).	Potential grading constraints as related to accessible connection.
②	Mill Pond	Opportunity to enhance pedestrian connection and education to the water through lookouts and interpretive signage. Consider opportunity to locate area for fishing derby.	No swimming and recreational use; swallow water.
③	Trail System	Opportunity to connect proposed park walkways to trails.	-
④	Circulation	Opportunity to redefine safe pedestrian circulation.	Lack of safe pedestrian circulation separate from vehicular circulation.
⑤	Needler's Mill	Repurpose building for tourism and commercial uses.	The building cannot be used while on ORCA lands.
⑥	Little Creek	Opportunity to daylight more of the creek to improve wildlife habitat, increase groundwater infiltration, and elevate the park user experience.	Private ownership and costly.
⑦	Primary Park Entrances	Integrate placemaking elements and gateway / wayfinding features.	-
⑧	Connectivity to Downtown	Establish safe and accessible pedestrian linkages between King St E and the park.	Lack of connectivity to Downtown core (King St E).
⑨	Island	Enhance the use of the island; venue location, seating opportunities, and connection to Distillery St.	Located within the floodplain; redevelopment requires ORCA approvals and further review of storm flow.
⑩	Mature Vegetation	Opportunity to maintain and enhance buffer to commercial uses.	Land ownership
⑪	Private Parking	Opportunity to redefine the park edge with planting to reduce undesirable views.	Undesirable views of commercial buildings from future park land.
⑫	Overhead Utilities	Opportunity to relocate utilities underground to mitigate undesirable views.	Costly and approvals.
⑬	Walkway to Old Millbrook School	Opportunity to enhance connection to the future park with a safe and accessible walkway.	Existing slope does not meet accessible standards. No existing defined pedestrian crossing at Distillery St.
⑭	Private Lane / Commercial Buildings	-	No pedestrian access to King St E.
⑮	Sloped Green Space	Opportunity to capture vistas of the park from the high point and develop gathering and seating areas.	ORCA approvals and possible engineering considerations.
⑯	Granular Walkway	Opportunity to improve upon accessibility.	Existing topography would require switch back, ORCA approvals, consideration for engineer embankment.

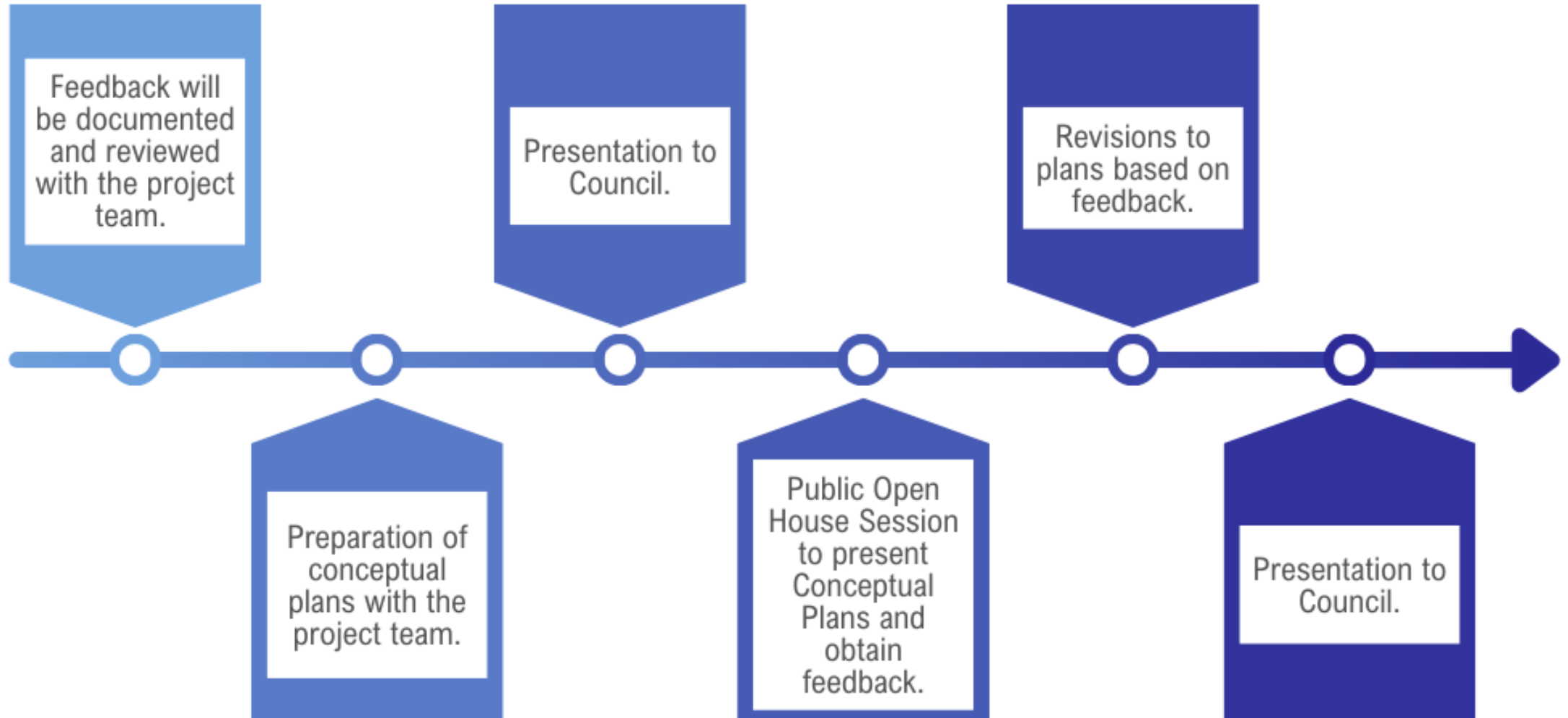
Legend

- Existing creek / water course (below grade)
- Existing creek / water course (daylight)
- Approximate boundary of existing arena
- Direction of drainage
- Sloped area (ORCA Lands)
- Key vista locations



Discussion

Next Steps





Thank You

