

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

**Monday, April 7, 2025
12:30 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
	Drew Hutchison	Engineering Technician
	Matt Wilkinson	Planner
	Bill Balfour	Fire Chief
	Brigid Ayotte	Economic Development/Communications Officer
	Kyle Phillips	Chief Building Official/By-law Enforcement

1. Call to Order

Mayor Graham called the meeting to order at 12:30 p.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-99

Moved by: Byrne

Seconded by: Nachoff

That the agenda for the Regular Council Meeting be approved as amended to add **Item 14.1** Request from the Ministry of the Solicitor General Re: Fire Protection Grant (2024-2025) - Additional Grant Allocation Approval.

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-2025-100

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 a proposed or pending acquisition or disposition of land by the municipality or local board employees.

Carried

5.2 Minutes of the Closed Session held March 17, 2025

5.3 Report - Corporate Services 2025-05 Advisory Committee Vacancy Appointments

5.4 Acquisition Proposal Update: Elmdale Road Property, 15-09-030-001-09800

Mayor Graham recessed at 12:40 p.m. until 1:00 p.m.

6. Report from Closed Session

R-2025-101

Moved by: Byrne

Seconded by: Huntley

That Council appoint Mary Preston, Michael Kohl and Mike Ryan to the Sustainability Advisory Committee for the 2022- 2026 Term of Council.

Carried

7. Public Meeting

7.1 Resolution to open the Public Meeting

R-2025-102

Moved by: Byrne

Seconded by: Edgerton

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

Carried

7.2 Report - Planning 2025-16 2097 Whittington Drive - Zoning By-law Amendment (ZBA-01-25) Temporary Use

Matt Wilkinson, Planner spoke to the application received from the agent Roman Trippel, for the property owner, J.K.R. Realty, for a Temporary Use Zoning By-law Amendment for lands located in part of Lot 4, Concession 10 (North Monaghan), described as Lot 4, Plan 45M185, and known municipally as 2097 Whittington Drive. The Zoning By-law Amendment is required to temporarily permit a commercial recreation use (pickleball courts) on a portion of the property.

The lands subject to the Zoning By-law Amendment are approximately 0.88 hectares (2.17 acres) in size with approximately 68 metres (224 feet) of frontage on Whittington Drive. The property is developed with a building approximately 2,880 square metres (31,000 square feet) in size. Within the building is approximately 2,045 square metres (22,012 square feet) of warehouse space, 242 square metres (2,600 square feet) of office space and a golf simulator approximately 120.75 square metres (1,300 square feet) in size. No change to the exterior footprint of the building is proposed as part of the Application.

Minor interior renovations and the reorganization of the established parking area will be required. The lands subject to the Application are zoned Rural Employment Exception Nine (M2-9). The property was rezoned through the approval of By-law No. 2024-43 in August of 2024. The existing golf simulator, warehouse and office space are permitted in the M2-9 Zone. A commercial recreational use is not a permitted use in the M2-9 Zone. As such, a zoning by-law amendment is required.

The purpose of the Application is to rezone the subject property to permit a temporary commercial recreational use (pickleball courts) within a portion of the warehouse space for a period of up to three (3) years.

By-law No. 2018-58, as amended, defines Commercial Recreation Use as “a privately owned indoor sports or recreation premises operated for use by private members and/or the general public and includes uses such as a pool hall, bowling alley, paint ball facility, curling rink, rock climbing facility and miniature golf.” This definition can be used to capture the proposed pickleball use. Official plan amendment and zoning by-law amendments are required to permit a permanent commercial recreation use on the property.

7.3 Questions/Comments from members of Council

Deputy Mayor Huntley questioned why the rezoning was so specific to pickleball and not more generic.

Councillor Byrne commented that he has no concerns with the rezoning and that it will meet the current demand for pickleball.

7.4 Questions/Comments from members of the public

There were no questions from members of the public.

7.5 Consideration of the Report

R-2025-103

Moved by: Byrne

Seconded by: Nachoff

That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-01-25; and

That By-law No. 2025-19 be approved to rezone the subject lands from the Rural Employment Exception Nine (M2-9) Zone to the Rural Employment Exception Ten Temporary Use Seven (M2-10-T7) Zone.

Carried

7.6 Resolution to close the Public Meeting

R-2025-104

Moved by: Byrne

Seconded by: Huntley

That the Public Meeting be closed.

Carried

8. Presentation

8.1 Taylor Wilson, Aladaco Consulting Inc. Corporate and Community Energy and Emissions Report (CCER)

R-2025-105

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Taylor Wilson of Aladaco Consulting Inc. regarding the Corporate and Community Energy and Emissions Report (CCER) for information.

Carried

9. Minutes

9.1 Minutes of the Regular Meeting held March 17, 2025

R-2025-106

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Regular Council Meeting held March 17, 2025 be approved as presented.

Carried

10. Minutes from Committees and Boards

10.1 Millbrook Valley Trails Advisory Committee Meeting Minutes of January 27, 2025 and February 24, 2025

R-2025-107

Moved by: Byrne

Seconded by: Edgerton

That the minutes of the Millbrook Valley Trails Advisory Committee Meetings of January 27 and February 24, 2025 be approved as presented.
Carried

10.2 Cavan Monaghan Public Library Board Meeting Minutes of January 21, 2025

R-2025-108

Moved by: Nachoff

Seconded by: Huntley

That the minutes of the Cavan Monaghan Public Library Board Meeting of January 21, 2025 be received for information.

Carried

10.3 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of February 20, 2025

R-2025-109

Moved by: Edgerton

Seconded by: Byrne

That the minutes of the Municipal Revitalization and Heritage Advisory Committee Meeting of February 20, 2025 be approved as presented.

Carried

11. Reports

11.1 Report - Building 2025-14 Development Statistics – First Quarter 2025

R-2025-110

Moved by: Byrne

Seconded by: Nachoff

That Council receive Building Report 2025-14, Development Statistics - First Quarter 2025 for information.

Carried

11.2 Report - Building 2025-15 Corporate and Community Energy and Emissions Report

R-2025-111

Moved by: Byrne

Seconded by: Nachoff

That Council approve the addition of attachment - Township of Cavan Monaghan Corporate and Community Energy and Emissions Report to Building Report 2025-15.

Carried

R-2025-112

Moved by: Byrne

Seconded by: Huntley

That Council receive Building Report 2025-15, Corporate and Community Energy and Emissions Report for information.

Carried

11.3 Report - Planning 2025-17 J.K.R Realty–Temporary Use Agreement-Pickleball Courts

R-2025-113

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2025-20 be approved to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan.

Carried

11.4 Report - Planning 2025-18 988 County Road 10 – Removal of Holding Symbol from the UR1-A-6-H13 Zone

R-2025-114

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2025-21 be approved to remove holding symbol (H13) from the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone as it pertains to Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6 (Cavan).

Carried

11.5 Report - Planning 2025-19 Station Park Signage Project

R-2025-115

Moved by: Huntley

Seconded by: Edgerton

That Council authorize the Municipal Revitalization and Heritage Advisory Committee (MRHAC) to proceed with a railway switch signal design concept for Station Park.

Carried

11.6 Report - Public Works 2025-06 Tender T-PW-25-01 Slurry Seal

R-2025-116

Moved by: Edgerton

Seconded by: Huntley

That Council award the Slurry Seal Tender T-PW-25-01 to Miller Paving Limited, at the tender amount of \$277,748.00 with H.S.T. of \$36,107.24. The total tender amount with net municipal H.S.T. is \$282,636.36; and That Council approve a 10 % Contingency in the amount of \$28,263.64 for this project. The total amount for approval including contingencies is \$310,900.00. The Slurry Seal program of \$360,000.00 was approved in the 2025 Capital Budget and is funded through the Ontario Community

Infrastructure Fund (OCIF).

Carried

11.7 Report - Public Works 2025-07 T-PW-25-02 Surface Treatment Tender

R-2025-117

Moved by: Huntley

Seconded by: Byrne

That Council award the Surface Treatment Tender T-PW-25-02 to Dufferin Construction Company at the tender amount of \$348,992.00 with H.S.T. of \$45,368.96. The total tender amount with the net municipal H.S.T. is \$355,134.26; and

That Council approves a 10% Contingency in the amount of \$35,513.43 for this project. The total amount for approval including contingencies is \$390,647.69. The Surface Treatment program of \$437,000.00 was approved in the 2025 Capital Budget.

Carried

11.8 Report - ECD 2025-02 Road Occupancy Permits for 2025 Special Events

R-2025-118

Moved by: Huntley

Seconded by: Nachoff

That Council authorize staff to issue Road Occupancy Permits for Special Events on County Roads in the Township for Events/Festivals in 2025 as outlined;

Date	Time	Event	Location/Closures
April 26	6:00 a.m. – 2:00 p.m.	Lions Club Annual Fishing Derby	Needlers Lane from King Street to Anne Street
June 14	9:00 a.m. – 3:00 p.m.	Millbrook Fair Parade	King Street from Tupper Street to Main Street, South on Main Street to Frederick Street, East on Frederick to Fairgrounds.
July 24	12:00 p.m. – 10:00 p.m.	Millbrook BIA Ladies Night	King Street from Tupper Street to Union Street
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper Street to Union Street
December 6	8:00 a.m. – 7:00 p.m.	Christmas In the Village	King Street from Tupper Street to Union Street; Needler's Lane from King Street to Anne Street and

Hay Street from Anne Street to King Street

December 13 11:00 a.m. – Santa Claus Parade
2:00 p.m.

King Street from Tupper to Turner Street; Lisa Court and Main Street from Charles to King. Needler's Lane from King Street to Hay Street. Gathers at the Millbrook Christian Assembly, travels East on King Street to Needler's Lane. Offloads on Needler's Lane.

and

That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the scheduled 2025 Events/Festivals listed in this Report.

Carried

11.9 Report - Corporate Services 2025-06 Lease Agreement with the Millbrook Cavan Firefighter's Association

R-2025-119

Moved by: Edgerton

Seconded by: Huntley

That By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a ten (10) year lease agreement, with an option to renew for an additional ten (10) years, between the Township of Cavan Monaghan and the Millbrook Cavan Firefighter's Association for the property known municipally as 2 Hay Street, Millbrook, Ontario.

Carried

11.10 Council/Committee Verbal Reports

Councillor Byrne spoke to the impact of the storm and the disruption it has specifically caused to local maple syrup producers, noting some scheduled events had to be cancelled.

Deputy Mayor Huntley spoke to the upcoming Earth Day in collaboration with the Sustainability Advisory Committee event being held on April 22 at the Community Centre.

Mayor Graham spoke to the Cavan Monaghan Public Library Board Meeting noting they are reviewing the Strategic Plan priorities, programming collaborations with the Early ON Center and Human Resources matters.

R-2025-120

Moved by: Byrne

Seconded by: Nachoff

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

Carried

12. General Business

There was no General Business.

13. Correspondence for Information

There was no Correspondence for Information.

14. Correspondence for Action

14.1 Request from the Ministry of the Solicitor General Re: Fire Protection Grant (2024-2025) - Additional Grant Allocation Approval

R-2025-121

Moved by: Edgerton

Seconded by: Huntley

That Council support and approve the use of the additional grant funding from the Ministry of the Solicitor General for the Fire Protection Grant (2024-2025) in the amount of \$361.73 to support the approved project being the funding request for the Installation of Diesel Exhaust Extractors for our Station 1 and Station 2.

Carried

15. By-laws

15.1 By-law No. 2025-19 Zoning By-law Amendment 2097 Whittington Drive (ZBA-01-25)

15.2 By-law No. 2025-20 being a by-law to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan

15.3 By-law No. 2025-21 being a by-law to Remove the Holding (H) Symbol from By-law No. 2018-58, as amended, related to the Lands Described as Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6, Geographic Township of Cavan, Township of Cavan Monaghan

15.4 By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a Lease Agreement between The Township of Cavan Monaghan and the Millbrook Firefighter's Association

R-2025-122

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-19 Zoning By-law Amendment for 2097 Whittington

Drive (ZBA-01-25) and By-law No. 2025-20 being a by-law to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan and By-law No. 2025-21 being a by-law to Remove the Holding (H) Symbol from By-law No. 2018-58, as amended, related to the Lands Described as Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6, Geographic Township of Cavan, Township of Cavan Monaghan and By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a Lease Agreement between The Township of Cavan Monaghan and the Millbrook Firefighter's Association be read a first, second and third time and passed this 7th day of April signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

16. Unfinished Business

There was no Unfinished Business.

17. Notice of Motion

There were no Notices of Motion.

18. Confirming By-law

18.1 By-law No. 2025-23 being a by-law to confirm the proceedings of the meeting held April 7, 2025

R-2025-123

Moved by: Huntley

Seconded by: Edgerton

That By-law No. 2025-23 being a by-law to confirm the proceedings of the meeting held April 7, 2025 be read a first, second and third time and passed this 7th day of April signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

19. Adjournment

R-2025-124

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:27 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk