



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	May 20, 2025
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	Planning 2025-22
<b>Subject:</b>	ICIP Grant - Old Millbrook School (OMS) Rehabilitation Project

### Recommendations:

1. That Council accepts the recommendation of the Municipal Revitalization and Heritage Advisory Committee (MRHAC); and
2. That Council authorizes the proposed rehabilitation projects for the Old Millbrook School (OMS) in accordance with the direction of the MRHAC and the approved budget of \$511,750.00.

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### Overview:

On November 4, 2019, Council directed Staff to apply for any grant opportunity with the Community Culture and Recreation Stream of the Investing in Canada Infrastructure Program (ICIP) to improve the condition of the Old Millbrook School (OMS) under the rehabilitation and renovation category (Motion R/04/11/19/13). The application was submitted, and the Township was successful in obtaining grant funding for \$375,266.28. With the Municipal contribution of \$136,483.72, the rehabilitation project has a total budget of \$511,750.00.

The proposed rehabilitation projects include upgrading accessibility, replacement of aging building components such as doors, windows, roofing, mechanicals and the restoration of flooring. Building Department and Parks and Facility Department Staff are receiving quotations for the identified works.

An energy audit of the OMS was completed in January of 2025 and lighting was identified as the main component to be updated to streamlined LED alternatives. Lighting upgrades are not part of the grant funding. Replacement of the lighting will depend on the budget.

The OMS is a designated heritage building (By-law No. 2024-27 (Attachment No. 1)). In accordance with the Ontario Heritage Act, an owner of a property designated under

Section 29 of the Act can alter the property or permit the alteration of the property if the alteration is likely to affect the property's heritage attributes, as set out in the description of the property's heritage attributes in the by-law unless the owner applies to Council and receives consent in writing to the alteration.

Council must consult with the Municipal Revitalization and Heritage Advisory Committee (MRHAC) prior to making a decision. Council may:

- consent to the projects;
- consent to the projects under certain terms and conditions; or
- refuse to permit the project.

Building Department and Parks and Facilities Staff attended a meeting of the MRHAC on April 30, 2025. Staff presented the following projects to the MRHAC:

- Sanding and sealing of existing hardwood floors;
- Replacement of exterior doors (in kind);
- Mechanical upgrades;
- Light fixture upgrades (as budget permits);
- Sanding and painting of exterior railing on accessibility ramp; and
- Replacement of roofing shingles (colour to be determined).

After the presentation of the project scopes, a review of photographs, the review of By-law No. 2024-27, and a thorough discussion, the MRHAC endorsed the planned rehabilitation for the OMS because the projects are consistent with the heritage attributes of the property. The MRHAC recommended that light fixtures be replaced with fixtures that are in keeping with the heritage attributes of the building.

If additional clarification on the planned rehabilitation projects is required, Building Department and Parks and Facilities Department Staff will consult with the MRHAC. Committee members will be working with Township Staff regarding a recommendation on roofing shingle colour.

### **Financial Impact:**

The rehabilitation project is proceeding under the approved capital budget of \$511,750.00.

### **Linkage to the Strategic Plan:**

The Application aligns with Strategic Priority #3 Environmental Sustainability, Objective 1 to promote the preservation and conservation of heritage buildings.

### **Attachment:**

Attachment No. 1: By-law No. 2024-27

Respectfully Submitted by,

Karen Ellis, B.A.A.  
Director of Planning

Reviewed by,

Yvette Hurley  
Chief Administrative Officer

**The Township of Cavan Monaghan**

**By-law No. 2024-27**

**Being a by-law to Repeal and Replace sections of Village of Millbrook By-law 85-17, Designating 1 Dufferin Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

**Whereas** Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-law 85-17 designating 1 Dufferin Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed repeal of sections of the designating By-law has been served on the Clerk of the Municipality within the prescribed time under the *Ontario Heritage Act*;

**And Whereas** Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

**And Whereas** a Notice of Intention to Designate 1 Dufferin Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

**And Whereas** no objection to the proposed designation has been served on the Clerk of the Municipality;

**And Whereas** Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

**And Whereas** the reasons for designation are set out in Schedule A;


**Now Therefore** the Council of the Township of Cavan Monaghan enacts as follows:

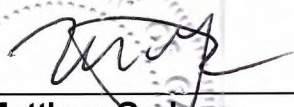
1. The property located at 1 Dufferin Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property

affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.

2. The Township is hereby authorized to have a copy of this By-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this By-law in a newspaper having general circulation in the Municipality.
4. The following excerpts from By-law 85-17 are hereby repealed:
  - 1) "2. 1 Dufferin Street";
  - 2) "(2) '1 Dufferin Street' being more particularly described in Schedule 'A-2' attached hereto and forming part of the By-law. The reasons for the designation of this property are set out in Schedule 'B-2' attached hereto and forming part of this By-law.";
  - 3) Schedule A-2; and
  - 4) Schedule B-2.
5. All other relevant provision of By-law 85-17, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 21<sup>st</sup> day of May, 2024.



  
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**Matthew Graham**  
**Mayor**

  
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**Cindy Page**  
**Clerk**

## **Schedule A to By-law No. 2024-27**

### **Section 1: Description of Property**

1 Dufferin Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the south side of Dufferin Street, west of Gravel Road.

### **Section 3: Legal Description**

Lots 1 to 5, South side of Dufferin Street, West side of Gravel Road, Being Part of Lot 13, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 1 Dufferin Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, and contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with an important institution significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The building located at 1 Dufferin Street, Millbrook is the only remaining 19th century school building in Millbrook. The Millbrook Public School building is located atop a hill between natural conservation land and residential land. The building served as a schoolhouse and was originally built in 1889 on lands purchased by the Trustees of School Section 11 from Thomas Medd for a total of \$618.75. The grounds of the property are thought to have originally been an indigenous gathering site. The school officially opened in 1890 after a fire destroyed the previous largest school in the area in 1887.

The original building consisted of just four classrooms on the north side of the site. An architecturally compatible addition was constructed in 1922 on the south side of the site containing another four classrooms. The two symmetrical sections are joined with a central staircase between them. While most entrances to the building have been modified, some of the original details on the north and west façades remain intact. The original windows have been replaced with compatible modern assemblies reflective of the original heritage patterning.

The schoolhouse presents significant historical importance to the community, standing as a physical representation of Millbrook's growth throughout the late 19th and early 20th centuries. Today, the building continues to serve the community, housing the Millbrook branch of the Public Library, the Old Millbrook EarlyOn Child and Family Centre, Community Policing offices and the Millbrook and District Foodshare. The building is a well-preserved example of 19th century Ontario schoolhouse architecture and merits designation for its service to the Millbrook community for over 130 years.

## **Section 6: Heritage Attributes**

### **Exterior**

- Placement and orientation of the large building on the south side of Dufferin Street
- Unobstructed views around the building
- Scale, form, and massing of the 2-storey building with a rectangular plan and 2-storey entrance wing
- Original buff brick construction, split fieldstone foundation and cut stone window sills and lintels
- Split stone wing wall for the former east entrance staircase
- Brick trim detailing between storeys, decorative brick frieze and weather brick course
- Combination of rectangular with flat and semi-circle arches masonry openings
- Fenestration pattern and style reflective of original windows
- Masonry openings of 2 large arched windows in east and west stair wells
- Rectangular 4 over 3 wood transom on east elevation
- Arched window transom and wood doors on west elevation complete with decorative wood arch above
- Protruding brick dormer on north elevation of entrance wing including brick detailing below the windows, semi circle carved stone in gable, semi circle brick arches, brick keystone, and decorative metal including corner posts, capping, centre post and horizontal decorative rails
- Stair tower at 1920s connection on west elevation with arched openings with wood vents, decorative brick parapet with cap stone, brick detailing around the door masonry opening, brick pilasters and stone insets at upper corners
- 1920s east entrance brick detailing around the door masonry opening, stone insets at upper corners
- Brick chimneys

### **Interior**

- Wood trim surrounds of windows and doors
- Wood window sills and depth of window casements

- Metal grilles
- Wood floor
- Entrance wing wood staircase and associated decorative trim
- Wainscoting on walls and ceiling at main library entrance
- Exposed interior brick
- Interior wood windows (former exterior windows) and associated window hardware
- Wood doors
- Stucco walls with curved detailing
- Miscellaneous wood detailing including baseboards and trim
- East and west wood staircase and associated decorative trim
- Wood threshold and transoms in east and west side entrance/stair wells