



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

**Tuesday, May 20, 2025
12:00 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
	Wayne Hancock	Director of Public Works
	Matt Wilkinson	Planner
	Karen Ellis	Director of Planning
	Chris Allison	Parks and Facilities Manager
	Kyle Phillips	Manager of Development Services/CBO

1. Call to Order

Mayor Graham called the meeting to order at 12:00 p.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-147

Moved by: Byrne

Seconded by: Huntley

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-2025-148

Moved by: Huntley

Seconded by: Nachoff

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:

labour relations and employee negotiations.

Carried

5.2 Minutes of the Closed Session held May 5, 2025

5.3 Report - CAO 2025-06 Collective Agreement CUPE 1306-8 (Parks) (YH)

5.4 Report - CAO 2025-07 Collective Agreement CUPE 1306-2 (Public Works) (YH)

Mayor Graham recessed at 12:22 p.m. until 1:01 p.m.

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

7. Report from Closed Session

R-2025-149

Moved by: Edgerton

Seconded by: Nachoff

That Council endorse the Memorandum of Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees Local 1306-8 (Parks) from April 1, 2025 to March 31, 2028, and

That By-law No. 2025-29 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-8 (Parks) be approved at the June 2, 2025 Regular Council meeting; and

That Council endorse the Memorandum of Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees Local 1306-2 (Public Works) from April 1, 2025 to March 31, 2028, and

That By-law No. 2025-30 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-2 (Public Works) be approved at the June 2, 2025 Regular Council meeting.

Carried

8. Public Meeting

8.1 Resolution to open the Public Meeting

R-2025-150

Moved by: Byrne

Seconded by: Huntley

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

Carried

**8.2 Report - Planning 2025-27 Zoning By-law Amendment (ZBA-03-25)
1253 Tapley Quarter Line**

Matt Wilkinson, Planner spoke to the application received on behalf of David DeVries of 1253 Tapley Quarter Line, from Aditya Srinivas, of Ecovue Consulting to amend the zoning on the subject lands to permit a detached accessory apartment in an existing accessory building. The Application applies to a portion of an existing lot of record located at 1253 Tapley Quarter Line in Part of Lot 7, Concession 7 (Cavan). The subject lands are approximately 2 hectares (5 acres) in size with approximately 69 metres (226 feet) of lot frontage on Tapley Quarter Line. The property is currently developed with a single detached dwelling approximately 337 square metres (3,627 square feet), an existing accessory structure (garage) 91.1 square metres (980 square feet) in size and two storage sheds approximately 20 square metres (200 square feet). The principal dwelling is serviced with a private well and septic system. The Applicant wishes to convert the existing 91.1 square metre (980 square foot) accessory structure (front yard garage) to a detached accessory apartment.

The lands subject to the Application are zoned Rural Residential (RR), Natural Linkage (NL) and Natural Core (NC) as shown on Map D-2 to By-law No. 2018-58, as amended. Although By-law No. 2018-58, as amended, permits accessory apartments located within the main building, the Township By-law does not contemplate accessory apartments within detached accessory buildings. A Zoning By-law Amendment is required to permit a detached accessory apartment. The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the property from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty Nine (RR-29) Zone. The RR-29 Zone will permit an accessory apartment in the existing accessory building. The By-law will also establish the minimum front yard and southern side yard setbacks to recognize the existing location of the accessory structure.

8.3 Questions/Comments from members of Council

There were questions/comments from members of Council.

8.4 Questions/Comments from members of the public

Aditya Srinivas, Ecovue Consulting agent for the applicant noted they agreed with the content in the Planner's report.

8.5 Consideration of the Report

R-2025-151

Moved by: Huntley

Seconded by: Byrne

That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-03-25; and

That By-law No. 2025-27 be approved to rezone a portion of the subject lands from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-Nine (RR-29) Zone.

Carried

8.6 Resolution to close the Public Meeting

R-2025-152

Moved by: Nachoff

Seconded by: Byrne

That the Public Meeting be closed.

Carried

9. Minutes

9.1 Minutes of the Regular Meeting held May 5, 2025

R-2025-153

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Regular Council Meeting held May 5, 2025 be approved as presented.

Carried

10. Reports

10.1 Report - Planning 2025-22 ICIP Grant - Old Millbrook School (OMS) Rehabilitation Project

R-2025-154

Moved by: Edgerton

Seconded by: Nachoff

That Council accepts the recommendation of the Municipal Revitalization and Heritage Advisory Committee (MRHAC); and

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.

Carried

10.2 Report - CAO Report and Capital Status

R-2025-155

Moved by: Byrne

Seconded by: Nachoff

That Council direct staff to add to the CAO Report and Capital Status to investigate utilizing parking at 3 and 5 Center Street and report back.

Carried

R-2025-156

Moved by: Huntley

Seconded by: Edgerton

That Council receive CAO Report and Capital Status for Information.

Carried

10.3 Council/Committee Verbal Reports

Mayor Graham noted the Library has been working on projects identified in their Strategic Plan and thanked Brigid and Staff for the successful Resilient Retailer Session that was held at the CMCC last week with approximately 35 attendees.

R-2025-157

Moved by: Byrne

Seconded by: Nachoff

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

Carried

11. General Business

There was no General Business.

12. Correspondence for Information

There was no Correspondence for Information.

13. Correspondence for Action

13.1 2025 AMO Conference Delegation Request Form

R-2025-158

Moved by: Nachoff

Seconded by: Huntley

That Council receive the 2025 AMO Conference Delegation Request Form for information.

Carried

14. By-laws

14.1 By-law No. 2025-27 Zoning By-law Amendment ZBA-03-25, 1253 Tapley Quarter Line

R-2025-159

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-27 being a zoning by-law amendment for 1253

Tapley Quarter Line ZBA-03-25 be read a first, second and third time and passed this 20th day of May 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. 2025-28 being a by-law to confirm the proceedings of the meeting held May 20, 2025

R-2025-160

Moved by: Huntley

Seconded by: Edgerton

That By-law No. 2025-28 being a by-law to confirm the proceedings of the meeting held May 20, 2025 be read a first, second and third time and passed this 20th day of May signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

18. Adjournment

R-2025-161

Moved by: Nachoff

Seconded by: Huntley

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:24 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk