



**Agenda**  
**The Township of Cavan Monaghan**  
**Millbrook Valley Trails Advisory Committee**

March 25, 2024

4:00 p.m.

Council Chambers - Hybrid Room

Members in attendance are asked to please turn off all electronic devices during the Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. Please be reminded meeting are livestreamed and recorded. Members may be participating remotely.

**1. Call to Order**

**2. 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.

**3. Approval of the Agenda**

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

**5. Closed Session**

**6. Minutes**

**6.1 Minutes of the meeting held February 26, 2024**

**7. Reports**

**7.1 Financial Report - Chris Allison**

**7.2 ORCA Update - Meredith Carter**

**7.3 Trail Report - McDonald/Nachoff**

**8. General Business**

8.1 CWF Workday Volunteer Update

8.2 Ironwood Spraying

8.3 Lower Medds Bridge and Boardwalk Replacement Update

8.4 2024 Workday Planning

8.5 2024 Work Plan

8.6 Items for next meeting

9. Adjournment

9.1 Next meeting date April 22, 2024 Trail Report Brown/Fallis

**Minutes**  
**The Township of Cavan Monaghan**  
**Millbrook Valley Trails Advisory Committee**  
**Monday, February 26, 2024**  
**4:00 p.m.**

**Those members in attendance:**

Robert Jackson	Chair
Maureen McDonald	Vice Chair
John Fallis	
David D'Agostino	
Kirk Hillsley	
Griffen Brown	
Lance Nachoff	
Meredith Carter, ORCA	

**Those members absent:**

Gary Wall (with regrets)

**Those members in attendance:**

Karlie Cornish-Tkalec	Deputy Clerk/Corporate Services Administrator
Chris Allison	Manager of Parks and Facilities

**1. Call to Order**

Mr. Robert Jackson, Chair called the meeting to order at 4:05 p.m.

**2. Approval of the Agenda**

Moved by: Fallis

Seconded by: McDonald

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held February 26, 2024 be approved as presented

**Carried**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no pecuniary interests noted.

**4. Closed Session**

There was no closed session.

**6. Minutes**

**6.1 Minutes of the meeting held January 22, 2024**

Moved by: D'Agostino

Seconded by: Hillsley

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held January 22, 2024 be approved as presented.

**Carried**

**7. Reports**

**7.1 Financial Report – Chris Allison**

Chris Allison advised the Committee of the approved 2024 budget, noting approval of two capital projects under the Parks and Facilities Department.

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee receive the Financial Report for information.

**Carried**

**7.2 ORCA Update - Meredith Carter**

Meredith Carther advised that ORCAs tree seedling sales is now open.

Moved by: Nachoff

Seconded by: Brown

That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$220.00 for the purchase of tree seedlings from ORCA.

**Carried**

Moved by: Nachoff

Seconded by: Fallis

That the Millbrook Valley Trails Advisory Committee receive the ORCA Update for information.

**Carried**

**7.3 Trail Report – Brown/Fallis**

Moved by: Hillsley

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee received the Trail Report for information.

**Carried**

**8. General Business**

**8.1 2024 Work Plan**

The Committee reviewed each of the items on the workplan and provided updates to be incorporated into next months meeting.

**8.2 Items for next meeting**

- Ironwood Spraying
- CWF Update

**9. Adjournment**

Moved by: Fallis

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 5:07 p.m.

**Carried**

---

**Robert Jackson**  
**Chair**

---

**Karlie Cornish-Tkalec**  
**Deputy Clerk**

Millbrook Valley Trails Advisory Committee Work Plan 2024					
Item Number	Item	Budget	Sub-Committee	Tasks/Progress	Completion Date
1	Trail Master Plan Update		Robert Jackson	Committee to review existing Trail Master plan and compare to the newly developed Parks and Recreation Master Plan and to provide comments/feedback.	
2	North Trail Expansion		Robert Jackson Maureen McDonald		Ongoing
3	GIS Mapping of MVT Trails		David D'Agostino Kirk Hillsley	Investigating options such as Trail Forks	
4	Explore options to expanding the Ganny Transit along Deyell Rd Allowance		John Fallis	<ul style="list-style-type: none"> <li>A motion was put forth to explore expanding the Ganny Transit along Deyell Rd allowance to Glamorgan.</li> <li>John Fallis and staff to work with Kyle on the possibilities or restrictions.</li> <li>Staff to provide update on trail options.</li> </ul>	Spring 2024
5	Explore an alternative entrance to Fairground Entrance		Robert Jackson Township Staff	<ul style="list-style-type: none"> <li>Explore an alternative entrance from the fairgrounds to access Baxter Creek Trail for the winter months that does not have a slopped entrance. An alternative is to create a potential loop with the alternative entrance.</li> <li>Property ownership will need to be considered.</li> </ul>	Spring 2024
6	Updated Signage and Brochures		Committee	<ul style="list-style-type: none"> <li>Brochure Updates will require Photoshop</li> <li>New trail head signage</li> </ul>	Spring 2024

7	Exploration of Trails system to Downtown Millbrook		David D'Agostino	<ul style="list-style-type: none"> <li>Staff to work with David to explore options and report back to the Committee.</li> </ul>	Spring 2024
8	Design of pamphlet and bag dispensers		Robert Jackson Lance Nachoff	<ul style="list-style-type: none"> <li>Committee to look for alternatives to pamphlet and bag dispenser holders.</li> <li>Update anticipated for March 2024 meeting</li> </ul>	Spring 2024
9	Needlers Tree Replacement		Staff	<ul style="list-style-type: none"> <li>Trees will be removed and replaced when weather permits (Spring 2024).</li> <li>Replacement trees will be planted in the Spring.</li> </ul>	Spring 2024
10	Medds Bridge		Staff	<ul style="list-style-type: none"> <li>2024 Budget Parks and Facilities Department.</li> <li>ORCA Permit is required</li> </ul>	
11	Baxter Creek Boardwalk Repairs		Staff	<ul style="list-style-type: none"> <li>2024 Budget Parks and Facilities Department.</li> <li>ORCA Permit is required</li> </ul>	
12	2024 Workday			<ul style="list-style-type: none"> <li>May 4<sup>th</sup></li> <li>May 5<sup>th</sup> Rain Date</li> </ul>	