



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

April 22, 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 March 25, 2024

7. Reports

7.1 Financial Report - Chris Allison

7.2 ORCA Update - Meredith Carter

7.3 Trail Report - Brown/Fallis

8. General Business

- 8.1 Grand Trunk Update - Robert Jackson
- 8.2 Distillery Street Entrance Sign Update - Robert Jackson
- 8.3 Tree Replacement Medds Park Update - Robert Jackson
- 8.4 Bridge Dedication - Robert Jackson
- 8.5 Hope Mill - Robert Jackson
- 8.6 New Battery Purchase - Robert Jackson
- 8.7 Brochure Holder Options - Robert Jackson
- 8.8 Workday Planning - Robert Jackson
- 8.9 2024 Work Plan
- 8.10 Items for next meeting

9. Adjournment

- 9.1 Next meeting date May 27, 2024 Trail Report D'Agostino/Wall

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, March 25, 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, Councillor	
Meredith Carter, ORCA	

Those members absent:

Gary Wall (with regrets)

Those members in attendance:

Karlie Hartman	Deputy Clerk
Chris Allison	Manager of Parks and Facilities

1. Call to Order

Mr. Robert Jackson, Chair called the meeting to order at 4:04 p.m.

2. Approval of the Agenda

Moved by: Nachoff

Seconded by: Brown

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held March 25, 2024 be approved as amended.

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 February 26, 2024

Moved by: Fallis

Seconded by: D'Agostino

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

Carried

7. Reports

7.1 Financial Report – Chris Allison

Chris Allison provided the financial report update.

Moved by: McDonald

Seconded by: Fallis

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 pick up is being scheduled for April.

Moved by: Fallis

Seconded by: Nachoff

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

Carried

7.3 Trail Report – McDonald/Nachoff

Moved by: D'Agostino

Seconded by: Fallis

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

Carried

8. General Business

8.1 CWF Workday Volunteer Update

Maureen McDonald advised that due to weather conditions the event was cancelled and that they will look for another opportunity in the Fall.

8.2 Ironwood Spraying

Maureen McDonald advised of possible locations for spaying.

8.3 Lower Medds Bridge and Boardwalk Replacement Update

Robert Jackson requested an update from Staff regarding the bridge and boardwalk replacement. Chris Allison advised that staff are in the process of obtaining quotes for the projects.

8.4 2024 Workday Planning

Robert Jackson asked the Committee to identify items to be added to workday and that there would be further discussion at the April meeting.

8.5 2024 Work Plan

The Committee reviewed the Work Plan and provided updates to be incorporated into the plan for the next meeting.

8.6 Grand Trunk Reroute

David D'Agostino advised the Committee of a reroute along Grand Trunk Trail. Chris Allison advised he will contact the Ministry regarding the request and will provide the Committee with an update at a future meeting.

8.7 Group Procedures

Staff advised that regular use on the trails is permitted however those wishing to host an event on the trails will continue to follow the same procedures as in the past.

8.8 Baxter Creek Trail Development

Moved by: Nachoff

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee request Councils support to make the temporary reroute a permanent trail.

Carried

8.9 Items for next meeting

- Hope Mill
- Grand Trunk Reroute

9. Adjournment

Moved by: Fallis

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 5:45 p.m.

Carried

Robert Jackson
Chair

Karlie Hartman
Deputy Clerk

<https://www.displays2go.ca/P-684/Outdoor-Brochure-Holder-Clear-Single-Pocket?st=Class&sid=1029>







SKU: OPD1CL





[Home](#) > [Literature Holders](#) > [Trifold Brochures & Pamphlets](#) > OPD1CL

View more from [The Workshop](#)

Outdoor Acrylic Brochure Wall Rack, 4"w, Single Pocket, Hinged Lid - Clear

★★★★☆ 4.54 out of 5 (48 Ratings)






\$34.92

Starting at \$69.84 for 2 units

[See Quantity Pricing Discounts!](#)

Need a Quote?

IN STOCK

 Ships Same Day!

Ships **TODAY** if ordered within the next **4 hrs 56 mins.**

- See-through construction provides a clear view of brochures
- Overlapping hinge lid protects inserts from the elements
- (2) pre-fabricated holes make wall installation straightforward


[View All Product Details](#)

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Minimum quantity: 2

Product Details

Outdoor Brochure Holder - Clear Single Pocket


Introducing our outdoor brochure holder with a 4.25" width and hinged cover. Designed for outdoor settings, it offers drilled holes for easy mounting and can be customized with your branding. This holder is designed for use in fair weather conditions to ensure optimal brochure protection and longevity. Elevate your outdoor brochure display with our versatile outdoor brochure holder. Perfect for holding ferry schedules, deposit envelopes, and more!

- See-through construction provides a clear view of brochures
- Overlapping hinge lid protects inserts from the elements
- (2) pre-fabricated holes make wall installation straightforward
- Recommended For Use in Fair Weather Conditions



Specifications

SKU	OPD1CL	GTIN	840844132198
Overall Width x Height x Depth	5.0" x 11.0" x 2.3"	Pocket Depth	2.0"
Line or Series	The Workshop	Material	Acrylic
Placement Type	Wall Mounted	Features	Outdoor
Color	Clear	Plastic or Acrylic Thickness	0.125"
Pocket Type	Single Pocket	Number of Pockets	1





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Outdoor Literature Box

SKU: 161562

\$19.45
/ each

Taxes and [shipping](#) calculated at checkout

For brochures and other material measuring up to 8-1/2" by 11". Frosted box with clear front for full visibility. Includes plastic ties & screws included for mounting.

Quantity

-

1

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Minimum Quantity	Discounted Price	Discount
6+	\$18.50	5% OFF
12+	\$17.50	10% OFF
48+	\$16.95	13% OFF

Support

About Outdoor Literature Holder

For brochures and other material measuring up to 8-1/2" x 11". Frosted box with clear front for full visibility. Includes plastic ties & screws for mounting.

Product Highlights:

- Fits material up to 8-1/2" x 11"
- Frosted exterior with clear window in front
- Includes plastic ties & screws

Product Dimensions:

- Overall size: 10" wide x 13-1/8" tall x 4-1/2" deep

Shipping Details:

- Sold individually

Eddie's Hang-Up carries a variety of literature holders. Check them out [here](#).

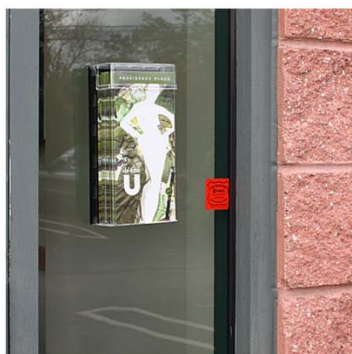
<https://www.displays2go.ca/P-14897/Outdoor-Leaflet-Holders-Keep-Literature-Safe-In-Harsh-Weather-Conditions?st=Class&sid=1029>

SKU: ODIM438

[Home](#) > [Literature Holders](#) > [Trifold Brochures & Pamphlets](#) > ODIM438

Outdoor Acrylic Brochure Wall Rack, 4"w, Single Pocket, Hinged Lid - Clear

★★★★☆ 4.4 out of 5 (10 Ratings)



\$29.44

Starting at \$147.20 for 5 units

[See Quantity Pricing Discounts!](#)

[Need a Quote?](#)

IN STOCK

Ships **TODAY** if ordered within the next **4 hrs 59 mins.**

Ships Same Day!

Includes: 3M™ VHB™ Tape for Glass Mounting, Anchor Mounting Hardware, Mounting Template

- Weather resistant design has spring-hinged lid to keep rain out!
- Anchor or heavy-duty tape mounting options offer versatility!
- Crystal clear polycarbonate provides a full view of displayed literature!
- [View All Product Details](#)

— 5 +

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Minimum quantity: 5

Product Details

Outdoor Leaflet Holders Keep Literature Safe In Harsh Weather Conditions

These outdoor leaflet holders are a great choice for all your exterior literature or brochure display needs. The outdoor leaflet holders, also known as wall mounted leaflet displays, hold standard trifold leaflet or brochure advertisements outside a wide variety of businesses. Outdoor leaflet holders are ideal for offering "to-go" menus on the exterior of dining establishments, real estate pamphlets outside either an office or specific homes or businesses for sale. Office buildings will find these outdoor leaflet holders useful for displaying a company brochure or leaflet for prospective customers. These outdoor leaflet holders can even be used as a form of retail display!

These wall mounted brochure holders; outdoor leaflet holders are versatile exterior leaflet displays. While the outdoor leaflet holders have been designed and manufactured for outdoor use, there is no reason why these could not be used indoors, as well. The leaflet holders are available with two different mounting options: extra-durable double-sided tape, or wall anchors. Both mounting options are safe and will easily hold a full pocket of standard sized brochures (although we do recommend anchoring to your building versus tape mounting for outdoor use). Outdoor leaflet holders feature a black polycarbonate back and crystal-clear polycarbonate pocket. The leaflet holders feature a spring-hinged lid to ensure your brochures or pamphlets stay dry and do not blow away. The inner dimensions of these outdoor leaflet holders are: 4-1/4" wide x 9-1/2" high x 2" deep.

Includes: 3M™ VHB™ Tape for Glass Mounting, Anchor Mounting Hardware, Mounting Template

- Weather resistant design has spring-hinged lid to keep rain out!
- Anchor or heavy-duty tape mounting options offer versatility!
- Crystal clear polycarbonate provides a full view of displayed literature!

Please Note: Simple assembly is required to set up and mount your outdoor leaflet holder. Instructions and all necessary hardware are included.

Specifications

SKU	ODIM438	GTIN	840844129389
Overall Width x Height x Depth	5.4" x 9.8" x 2.1"	Pocket Width x Depth	4.3" x 2.0"
Material	Polycarbonate (PC)	Placement Type	Wall Mounted
Features	Outdoor	Color	Clear
Pocket Type	Single Pocket	Number of Pockets	1
Distance Between Screw Holes	2"		



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Outdoor Literature Holder

SKU: 161560

\$10.90

/ each

Taxes and shipping calculated at checkout

Stocked in two sizes. Each holder has a cover flap to keep literature dry and includes mounting straps and screws.

Size: 5-1/2" x 8-1/2"

5-1/2" x 8-1/2"

\$10.90

8-1/2" x 11"

\$13.25

Quantity

-

1

+

Minimum Quantity	Discounted Price	Discount
6+	\$10.35	5% OFF
12+	\$9.80	10% OFF
48+	\$9.20	16% OFF

[Support](#)

About Outdoor Literature Holder

Each holder has a cover flap to keep literature dry and includes mounting straps and screws. Available in two sizes

Product Highlights:

- Made from polyethylene
- Includes Take One decal and installation hardware
 - two screws and two zip ties

Product Dimensions:

- Small: 7" wide x 12" tall x 1-1/2" deep
 - Holds 5-1/2" x 8-1/2" material
- Large: 10-1/2" wide x 14" tall x 1-1/2" deep
 - Holds 8-1/2" x 11" material

Shipping Details:

- Sold individually

Eddie's Hang-Up carries a variety of outdoor literature holders. Check them out [here](#).

<https://www.staples.ca/products/623920-en-staples-outdoor-literature-box>



Exclusive

Staples Outdoor Literature Box

Item: 623920 Model: 23491-CA

★★★★ (7)

\$43.99

Quantity

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Ways to get your order



Delivery available

Estimated delivery by April 17, 2024 to [LOA1GO](#) ✓

Free shipping on orders over \$35



Free Pickup available

Ready for pickup in stores within 2 hours

Pickup at **109 Park Street South** [Check other stores](#)

8 in stock

Product Details

Store literature, documents and other paperwork safely and conveniently with the Staples Outdoor Literature Box. In this box, your paper items are protected from all types of weather, including the sun's powerful UV rays.

- Heavy-duty weatherproof box uses UV inhibitors to prevent fading
- Durable plastic construction
- Self-closing lid protects contents from wind and rain
- Plastic ties and screws included for mounting
- Fits a variety of poles and posts
- Clear box with black lid
- 13-1/8"H x 10"W x 4-1/2"D

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 Staff	Investigating options such as Trail Forks Staff are investigating the use of GIS through partnerships.	
4	Explore options to expanding the Ganny Transit along Deyell Rd Allowance		John Fallis	<ul style="list-style-type: none"> A motion was put forth to explore expanding the Ganny Transit along Deyell Rd allowance to Glamorgan. John Fallis and staff to work with Kyle on the possibilities or restrictions. Staff to provide update on trail options. 	Spring 2024
5	Explore an alternative entrance to Fairground Entrance		Robert Jackson Township Staff	<ul style="list-style-type: none"> 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. Property ownership will need to be considered. 	Spring 2024
6	Updated Signage and Brochures		Committee	<ul style="list-style-type: none"> Brochure Updates will require Photoshop New trail head signage 	Spring 2024

7	Exploration of Trails system to Downtown Millbrook		David D'Agostino	<ul style="list-style-type: none"> Staff to work with David to explore options and report back to the Committee. 	Spring 2024
8	Design of pamphlet and bag dispensers		Robert Jackson Lance Nachoff	<ul style="list-style-type: none"> Committee to look for alternatives to pamphlet and bag dispenser holders. Quote and design Aprils Meeting 	Spring 2024
9	Needlers and Medds Tree Replacement		Staff	<ul style="list-style-type: none"> Replacement trees will be planted in the Spring. 	Spring 2024
10	Medds Bridge		Staff	<ul style="list-style-type: none"> 2024 Budget Parks and Facilities Department. ORCA Permit is required, permit request has been submitted Quotes Received 	
11	Baxter Creek Boardwalk Repairs		Staff	<ul style="list-style-type: none"> 2024 Budget Parks and Facilities Department. ORCA Permit is required, permit request has been submitted Quotes Received 	
12	2024 Workday			<ul style="list-style-type: none"> May 4th May 5th Rain Date 	