



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

Monday, October 28, 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.

**Pages**

**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. Minutes**

**5.1 Minutes of the meeting held September 23, 2024**

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**6. Reports**

**6.1 Financial Report - Chris Allison**

**6.2 ORCA Update - Meredith Carter**

**6.3 Trail Report - Wall/D'Agostino**

**6.4 Report - Parks and Facilities Millbrook Valley Trails Advisory Committee Roles and Responsibilities**

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**7. General Business**

7.1 2025 Budget Discussion

7.2 Bridge Dedication

7.3 Work Plan

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7.4 Items for next meeting

8. Adjournment



**Minutes**  
**The Township of Cavan Monaghan**  
**Millbrook Valley Trails Advisory Committee**  
**Monday, September 23, 2024**  
**4:00 p.m.**  
**Council Chambers – Hybrid Room**

**Those members in attendance:**

Robert Jackson	Chair (joined at 4:18 p.m.)
Maureen McDonald	Vice Chair
John Fallis	
David D’Agostino	
Kirk Hillsley	
Griffen Brown	
Gary Wall	
Lance Nachoff	Councillor
Meredith Carter	ORCA

**Those members in attendance:**

Mark Froment	Deputy Clerk
Chris Allison	Parks and Facilities Manager

**1. Call to Order**

Vice Chair Maureen McDonald called the meeting to order at 4:06 p.m.

**2. Land Acknowledgement**

Vice Chair Maureen McDonald recited the land acknowledgement.

**3. Approval of the Agenda**

Moved by: Hillsley

Seconded by: Fallis

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held September 23, 2024, be approved as presented.

**Carried**

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

There were no pecuniary interests noted.

**5. Minutes**

**5.1 Minutes of the meeting held April 24, 2023**

**5.2 Minutes of the meeting held May 15, 2023**

**5.3 Minutes of the meeting held June 24, 2024**

Moved by: Nachoff

Seconded by: Brown

That the minutes for the Millbrook Valley Trails Advisory Committee meetings held April 24, 2023, May 15, 2023, and June 24, 2024, be approved as presented.

**Carried**

**6. Reports**

**6.1 Financial Report – Chris Allison**

Chris Allison provided an update on the Committee’s finances.

Moved by: Fallis

Seconded by: Brown

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

**Carried**

**6.2 ORCA Update - Meredith Carter**

Meredith Carter provided an update from ORCA noting they had hired a new manager of corporate services.

Moved by: Fallis

Seconded by: Nachoff

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

**Carried**

Chair Robert Jackson joined the meeting at 4:18 p.m.

**6.3 Trail Report – Jackson/Hillsley**

Moved by: Brown

Seconded by: D’Agostino

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

**Carried**

## **7. General Business**

### **7.1 2025 Budget Discussion**

Moved by: Nachoff

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee defer the decision of the 2025 budget request to the meeting of October 28, 2024.

**Carried**

Gary Wall left the meeting at 5:42 p.m.

### **7.2 2024 Work Plan**

Moved by: Fallis

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee approve the updates for the work plan.

**Carried**

### **7.3 Items for next meeting**

- Updated Signage and Brochures
- 2025 Budget Discussion
- Clarification on Committee Scope
- Bridge Dedication

Moved by: Fallis

Seconded by: Nachoff

That the Sustainability Advisory Committee add four (4) items to the agenda for the October 28, 2024, Millbrook Valley Trails Advisory Committee meeting.

## **8. Adjournment**

Moved by: Nachoff

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 5:57 p.m.

**Carried**

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**Robert Jackson**  
Chair

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**Mark Froment**  
Deputy Clerk



<b>To:</b>	Millbrook Valley Trails Advisory Committee
<b>Date:</b>	October 28, 2024
<b>From:</b>	Chris Allison, Parks and Facilities Manager
<b>Report Number:</b>	Parks and Facilities
<b>Subject:</b>	Millbrook Valley Trails Advisory Committee Roles and Responsibilities

**Recommendation:**

Information report to advise Millbrook Valley Trails Advisory Committee Members on the roles and responsibilities of the committee.

**Overview:**

The intent of the report is to review the roles and responsibilities of the Committee as outlined in the Terms of Reference (Attachment No. 1), with a specific emphasis on maintenance-related duties. The Millbrook Valley Trails Advisory Committee (MVTA) is primarily tasked with expanding, enhancing, and promoting a public trail system within the Township, in line with the Cavan Monaghan Trails Master Plan and Parks & Facilities Strategic Plan and or any other Township policies. As an advisory body, the Committee provides input on the design, development, marketing material and delivery of trail policies and programs.

This includes advising on the design and development of trails, promoting a continuous and integrated network of non-motorized trails, monitoring the implementation of the Trail Master Plan and supporting the management and preservation of natural heritage features along the trail corridors.

The Committee is responsible for design, development, support and the delivery of trail maintenance. The Township owns the trail network and is responsible for all trails. The committee was established initially when the trails were being developed and has been instrumental in the success of our trail system. The Parks & Facilities Department works in conjunction with the Committee; however the department bears the operational responsibility for ensuring the trails are maintained to appropriate standards.

Understanding that any projects that require drawings or are over water hazards will be built by a professional contractor, to ensure safety and compliance with local regulations and industry standards. This approach minimizes risks and ensures appropriate materials and techniques, which guarantees that the project meets all necessary building codes.

Township staff is suggesting we develop a “policy” so that when it comes to projects such the development of new boardwalks, a standard is followed to ensure compliance with all permits and approvals required by local conservation authorities and regulatory bodies be secured before construction begins. This will ensure that Risk Management measures are adhered too.

Boardwalk development/replacement/enhancements could also be noted in the policy i.e. type of wood, base, height restriction, materials, etc. Policy development would be drafted by staff together with the Committee.

It is and has always been important for the Township and the Committee to work collaboratively together. When it comes to capital projects, the intent is to work together and identify the projects and bring forward to Council for consideration during the budget process.

Attachment:

Millbrook Valley Trail Advisory Committee - Terms of Reference

Respectfully Submitted by,

Chris Allison  
Parks and Facilities Manager



## **Millbrook Valley Trails Advisory Committee Terms of Reference**

### **Purpose**

The Millbrook Valley Trails Advisory (MVTA) Committee is appointed by Council to expand, enhance and promote a public trails system consistent with the Township of Cavan Monaghan Trail Master Plan (June 2010) and the needs of the community.

All Trails are owned by the Municipality and maintained by Parks & Facilities department in conjunction with the Millbrook Valley Trail Advisory Committee.

### **Operation**

The MVTA Committee is a volunteer advisory/working committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality and all other applicable policies.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Cavan Monaghan Trail Master Plan, Strategic Plan, the Township's Comprehensive Zoning By-law(s), Parks and Facilities Master Plan and the Official Plan.

All Committee meetings are open to the Public.

### **Responsibilities of the Committee**

- Advise on the design, development, delivery and maintenance of trail policies, programs and facilities;
- Promote and enhance a continuous and integrated non-motorized network of trails within Cavan Monaghan Township as currently outlined with the Cavan Monaghan Trail Master Plan;
- Work with Township Staff and Council to develop a revised Cavan Monaghan Trail Master Plan;
- Encourage legislation and policy changes that support trails;
- Monitor the implementation of the Trail Master Plan and to take action to influence the progress as necessary;
- Support, manage and maintain the trails located in Part Lots 10 Concession 3 & 4 (referred to MNR Lands), Agreement between the Ministry of Northern



- Development, Mines, Natural Resources and Forestry;
- Work towards the identification, management and enhancement of natural heritage features (Baxter Creek, the Oak Ridges Moraine, private and public forested lands, fish and wildlife, and species at risk) in the Millbrook Valley Corridor;
- Work within the annual budget approved by Council;
- Establish well-defined goals and objectives for the upcoming year;
- Other matters as directed by Council.

## **Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff;
- Chair the meetings;
- Participate as an active voting member and encourage active participation by all Committee members;
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda;
- Represent the MVTA Committee on other Committees when necessary or ensuring an appropriate staff designate(s);
- All financial requests are directed by a motion;
- In the absence of the Chair, these responsibilities will be undertaken by a Committee member designated as Vice-Chair.

## **Role of Committee Members**

- Attend and actively participate in all scheduled meetings as a voting member;
- Actively participate in trail maintenance and construction initiatives on the Millbrook Valley Trails System;
- Read and understand all information supplied;
- Present reports on local panel activities and ensure that these reports are included on the agenda;
- Contribute input into Committee reports to Council;
- Undertake research as required;
- Undertake trail maintenance and trail development;
- Undertake training as required to effectively perform their role as a Committee member;
- Be familiar with applicable Municipal, Provincial and Federal legislation;
- Publicly support all recommendations made by the Committee and Council;
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

## **Role of the Clerk**

- Provide notice of meetings and create the agenda;
- Take minutes of MVTA Committee meetings;
- Maintain an up-to-date record of previous MVTA meetings, attachments and reports;
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Work with the Chair to develop the agenda;
- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the MVTA Committee;
- Undertake an orientation with MVTA Committee members at the first meeting after Council's selection of the Committee;
- Ensure that all members of the MVTA Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term;
- Post approved MVTA Committee agendas and minutes on the Municipality's website;
- Staff are non-voting members.

## **Role of Staff**

- Facilitate the recommendations of the MVTA Committee to Council through the creation of reports;
- Ensure that other departments of the municipality, whose responsibilities and actions may impact the Millbrook Valley Trails System, are aware of the implications and the role of the MVTA Committee;
- Submit a report to Council for budget requests or reallocation of funds;
- Administer the use of allocated funds to the MVTA Committee;
- Members of municipal staff do not have a vote on the Committee;
- Finances will be managed through the committee via motion and administered by the staff representative;
- Staff are non-voting members.

## **Composition**

The membership of the MVTA Committee shall consist of not fewer than nine (9) and not more than eleven (11) members appointed by Council:

In addition to one (1) staff member and one (1) appointed Council representative, preference will be given to the following representation:

1. Otonabee Region Conservation Authority – One (1)
2. Resident and/or Ratepayer of the Municipality - Members at Large – Seven (7)

Additional Conservation Authorities as requested.

At the first meeting of the new term of the MVTA Committee, the members shall appoint, from among their member, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

### **Term of Office**

The term for Citizen members and Council members on the MVTA Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee neglect to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

### **Quorum**

A majority of Committee members will constitute a quorum for the transaction of business. No less than 5 of the 9 Committee members must be present before a quorum is achieved

### **Minutes and Agendas**

Reports including recommendations from the MVTA Committee will be sent through the Township Clerk to be included on the next Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will report updates at Regular Council Meetings on the Committee's activities.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee members at least 48 hours prior to the next meeting and will be posted on the Municipal website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

## **Subcommittees**

The MVTA Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed MVTA Committee members. The subcommittees make recommendations to the MVTA Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

## **Meeting Times and Locations**

The MVTA Committee shall hold a minimum of five (5) meetings per year. Meetings will occur on the fourth (4<sup>th</sup>) Monday of the month (except July, August and December) or as otherwise approved by the Committee. Meetings will take place from 4:00 p.m. – 6:00 p.m. in the Municipal Council Chambers, Committee Room or an alternative option when required. Meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

## **Remuneration**

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.

## Millbrook Valley Trails Advisory Committee Work Plan 2024

Item	Budget	Sub-Committee	Tasks/Progress	Completion Date
#1. Trail Master Plan update		Robert Jackson	<ul style="list-style-type: none"> <li>Committee to review existing Trail Master Plan and compare to the newly developed Parks and Recreation Master Plan and to provide comments/feedback.</li> </ul>	Ongoing
#2. North Trail expansion		Robert Jackson Maureen McDonald	<ul style="list-style-type: none"> <li>No update</li> </ul>	Ongoing
#3. GIS mapping of MVT		David D'Agostino Kirk Hillsley Staff	<ul style="list-style-type: none"> <li>Staff are investigating the use of GIS through partnerships. Waiting on information from Ganaraska Region Conservation Authority regarding their GIS Mapping System.</li> </ul>	Ongoing
#4. Explore options to expand 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, awaiting agreement from Ganaraska.</li> </ul>	On hold
#5. Explore an alternative entrance to Fairground Entrance		Robert Jackson 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 sloped entrance. Another option is to create a potential loop with the alternative entrance.</li> <li>Property ownership will need to be considered.</li> </ul>	On hold
#6. Updated signage and brochures		Committee	<ul style="list-style-type: none"> <li>Brochure updates will require Photoshop.</li> <li>Chris has looked into getting a quote to complete this item.</li> </ul>	Ongoing

#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>	Ongoing
#8. Design of pamphlet and bag dispensers		Robert Jackson Lance Nachoff	<ul style="list-style-type: none"> <li>On April 22, 2024, the Committee approved the purchase of materials to make new brochure holders with an upset limit of \$1,200.00.</li> <li>Robert is cutting the pieces to make the pamphlet boxes. Some pamphlet boxes and bag dispensers are ready.</li> </ul>	2024, Ongoing
#9. Management of invasive species		Committee	<ul style="list-style-type: none"> <li>Explore ways to communicate to Township residents on how to control invasive species on their property using information provided by ORCA and iNaturalist.</li> <li>Explore ideas on how to manage Dog Strangling Vine on trails in Spring 2025.</li> </ul>	Ongoing

October 28, 2024