



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

Monday, November 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.

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 October 28, 2024

3 - 6

6. Reports

6.1 Financial Report - Chris Allison

6.2 ORCA Report - Meredith Carter

6.3 Trail Report - Brown/Fallis

7. General Business

7.1 Work Plan

7 - 8

7.2 2025 Meeting and Trail Report Schedule

9 - 10

7.3 Items for next meeting

8. Adjournment



Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, October 28, 2024
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
John Fallis	
David D’Agostino	
Gary Wall	
Lance Nachoff	Councillor
Meredith Carter	ORCA

Those members absent:

Kirk Hillsley
Griffen Brown

Those members in attendance:

Yvette Hurley	CAO
Mark Froment	Deputy Clerk
Chris Allison	Parks and Facilities Manager

1. Call to Order

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

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Fallis

Seconded by: Nachoff

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held October 28, 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 September 23, 2024

Moved by: Nachoff

Seconded by: Fallis

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

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update.

Moved by: Wall

Seconded by: D’Agostino

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.

Moved by: Fallis

Seconded by: Nachoff

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

Carried

6.3 Trail Report – Wall/D’Agostino

Gary Wall and Dave D’Agostino provided the Trail Report to the Committee. They noted that there was a fallen tree partially obstructing the Grand Trunk pathway and that another tree was leaning over the trail west of where it meets the Grand Trunk. They also observed that there were signs of heavy vehicles traversing some of the routes leading to the trails including ruts on the trails and some of the brush limiting access to them being pushed back.

Moved by: Fallis

Seconded by: Nachoff

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

Carried

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

Moved by: McDonald
Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee receive the Parks and Facilities Report on Millbrook Valley Trails Advisory Committee Roles and Responsibilities for information; and

That the Committee add an additional item to the Work Plan to work with Staff to develop a Millbrook Valley Trails Advisory Committee Trails Construction and Maintenance Policy.

Carried

7. General Business

7.1 2025 Budget Discussion

Moved by: Fallis
Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$500 from Materials and Supplies for the purchase of wood and other materials for two new trail signs.

Carried

Moved by: Nachoff
Seconded by: D’Agostino

That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$1,000 from Materials and Supplies for the design and creation of new trailhead signs.

Carried

Moved by: Fallis
Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee request for the 2025 Operating Budget \$4,800 for Materials and Supplies and \$2,000 for Contracted Services; and

That the Committee request for the 2025 Capital Budget one new capital project being \$15,000 to replace the bridge near the Old Millbrook School.

Carried

7.2 Bridge Dedication

The Committee discussed dedicating a portion of the Millbrook Valley Trails in honour of a member of the community.

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee add an additional item to the Work Plan to develop a policy on dedicating portions of the Millbrook Valley Trails to members of the community.

Carried

7.3 Work Plan

Gary Wall left the meeting at 5:37 p.m.

Moved by: Fallis

Seconded by: Nachoff

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

Carried

7.4 Items for next meeting

There were no new items for next meeting.

8. Adjournment

Moved by: Fallis

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 5:49 p.m.

Carried

Robert Jackson
Chair

Mark Froment
Deputy Clerk

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"> • Committee to review existing Trail Master Plan and compare to the newly developed Parks and Recreation Master Plan and to provide comments/feedback. 	Ongoing
#2. North Trail expansion		Robert Jackson Maureen McDonald	<ul style="list-style-type: none"> • The trail leading to the new subdivision has been approved and ORCA has approved the plantings for the trail. The developer is to carry out the plantings identified in the study. Staff will follow up on the surface to be used for the trail. 	Ongoing
#3. GIS mapping of MVT		David D'Agostino Kirk Hillsley Staff	<ul style="list-style-type: none"> • Staff are investigating the use of GIS through partnerships. Waiting on information from Ganaraska Region Conservation Authority (GRCA) regarding their GIS Mapping System. Chris has followed up with them a second time. 	Ongoing
#4. Explore options to expand 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, awaiting agreement from GRCA. 	On hold
#5. Explore an alternative entrance to Fairground Entrance		Robert Jackson 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 sloped entrance. Another option is to create a potential loop with the alternative entrance. • Property ownership will need to be considered. 	On hold
#6. Updated signage and brochures		Committee	<ul style="list-style-type: none"> • Brochure updates will require Photoshop. • Chris has looked into getting a quote to complete this item. 	Ongoing

#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. A bottleneck was encountered over whether bikes are permitted across the floating bridge and boardwalk. The Committee is exploring options to resolve this issue. 	Ongoing
#8. Design of pamphlet and bag dispensers		Robert Jackson Lance Nachoff	<ul style="list-style-type: none"> On April 22, 2024, the Committee approved the purchase of materials to make new brochure holders with an upset limit of \$1,200.00. Robert is cutting the pieces to make the pamphlet boxes. Some pamphlet boxes and bag dispensers are ready, more are being built. Dave D'Agostino to send files with GPS coordinates of new mountain bike trails for new pamphlets. 	2024, Ongoing
#9. Management of invasive species		Committee Maureen McDonald	<ul style="list-style-type: none"> Explore ways to communicate to Township residents on how to control invasive species on their property using information provided by ORCA and iNaturalist. Explore ideas on how to manage Dog Strangling Vine (DSV) on trails in Spring 2025. Fall spraying was very successful except in two areas. Between Zion Line and the first trout pond where there was plenty of DSV and there was growth of invasive species in underbrush on Med Mountain. 	Ongoing
#10. Millbrook Valley Trails Advisory Committee Trails Construction and Maintenance Policy		Staff Committee	<ul style="list-style-type: none"> Chris is working on a draft of the policy. 	2025
#11. Commemorative Naming Policy for Millbrook Valley Trails		Staff Committee	<ul style="list-style-type: none"> Mark has completed a scan of similar municipal policies and is writing a draft policy. 	2025



**Millbrook Valley Trails Advisory Committee
Meeting Schedule for 2025**

4:00 p.m. to 6:00 p.m.

Monday, January 27

Monday, February 24

Monday, March 24

Monday, April 28

Monday, May 26

Monday, June 23

Monday, September 22

Monday, October 27

Monday, November 24



Millbrook Valley Trails Advisory Committee Trail Report Schedule for 2025

Committee Meeting Dates

January 27, 2025 – 4:00 p.m.

February 24, 2025 – 4:00 p.m.

March 24, 2025 – 4:00 p.m.

April 28, 2025 – 4:00 p.m.

May 26, 2025 – 4:00 p.m.

June 23, 2025 – 4:00 pm.

July – No Meeting

August – No Meeting

September 22, 2025 – 4:00 p.m.

October 27, 2025 – 4:00 p.m.

November 24, 2025 – 4:00 p.m.

December – No Meeting

Trail Reports

McDonald/Nachoff

D'Agostino/Wall

Jackson/Hillsley

Brown/Fallis

McDonald/Nachoff

D'Agostino/Wall

Jackson/Hillsley

Brown/Fallis

McDonald/Nachoff