



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

Monday, January 27, 2025

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 November 25, 2024

3 - 5

6. Reports

6.1 Financial Report - Chris Allison

6.2 ORCA Report - Meredith Carter

6.3 Trail Report - McDonald/Nachoff

7. General Business

7.1 Work Plan

6 - 7

7.2 Update on Signage

7.3 Updated Trail Report Schedule

8 - 8

7.4 Items for next meeting

8. Adjournment

8.1 Next meeting date is February 24, 2025 at 4:00 p.m.



Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, November 25, 2024
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
Gary Wall	
Griffen Brown	
Lance Nachoff	Councillor

Those members absent:

John Fallis	
Kirk Hillsley	
David D’Agostino	
Meredith Carter	ORCA

Staff in attendance:

Mark Froment	Deputy Clerk
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Robert Jackson called the meeting to order at 4:09 p.m.

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Nachoff

Seconded by: Brown

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

Moved by: McDonald

Seconded by: Nachoff

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held October 28, 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: Nachoff

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

Carried

6.2 ORCA Update - Meredith Carter

There was no update from ORCA.

6.3 Trail Report – Brown/Fallis

Most of the trails were in good condition due to the relatively dry weather this fall although high winds had knocked down trees over parts of the Trails including on the southern part of the Grand Trunk Pathway near the boardwalk. There were some issues with water pooling on the Baxter Creek Trail near the boardwalk. Maureen McDonald also noted there was some old sections of the boardwalk sticking out from under the new one including planks with nails protruding from them.

Moved by: Nachoff

Seconded by: McDonald

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

Carried

7. General Business

7.1 Work Plan

Moved by: Brown

Seconded by: Wall

That the Millbrook Valley Trails Advisory Committee approve the updates for the Work Plan.

Carried

7.2 2025 Meeting and Trail Report Schedule

Moved by: Brown

Seconded by: Wall

That the Millbrook Valley Trails Advisory Committee approve the 2025 Meeting and Trail Report Schedules.

Carried

7.3 Items for next meeting

- Update on Signage

Moved by: Nachoff

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee add one (1) item to the agenda for the January 27, 2025, Millbrook Valley Trails Advisory Committee meeting.

Carried

8. Adjournment

Moved by: Nachoff

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee adjourn at 4:28 p.m.

Carried

Robert Jackson
Chair

Mark Froment
Deputy Clerk

Millbrook Valley Trails Advisory Committee Work Plan 2025

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 a third 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. A quote previously provided to the Committee said to frame and install the signs it will cost \$250.00 per sign to be taken from Materials and Supplies. 	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. Whether bikes are permitted across the floating bridge and boardwalk is proving to be a bottleneck. 	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. Dave D'Agostino to send files with GPS coordinates of new mountain bike trails for new pamphlets. 	2025, Ongoing
#9. Management of invasive species		Committee Maureen McDonald	<ul style="list-style-type: none"> Fall spraying was very successful except in two areas. Between Zion Line and the first trout pond where there was plenty of Dog Strangling Vine (DSV) and there was growth of invasive species in underbrush on Med Mountain. Some DSV was spotted in areas further back from the trail. 	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. 	Ongoing
#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. Awaiting direction on some specifics of the policy. 	Ongoing

January 27, 2025



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

Mattern/Brown

Fallis/McDonald

Nachoff/D'Agostino

Wall/Jackson

Hillsley/Mattern

Brown/Fallis