



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

Monday, February 24, 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 January 27, 2025

3 - 8

6. Reports

6.1 Financial Report - Chris Allison

6.2 ORCA Report - Meredith Carter

6.3 Trail Report - D'Agostino/Wall

7. General Business

7.1 Work Plan

9 - 10

7.2 ORCA Seedling Order

7.3 Items for next meeting

8. Adjournment

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



Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, January 27, 2025
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
Gary Wall	
John Fallis	
Kirk Hillsley	
David D’Agostino	
Saskia Mattern	
Lance Nachoff	Councillor
Meredith Carter	ORCA (remotely)

Those members absent:

Griffen Brown

Staff members 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 4:05 p.m.

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Fallis

Seconded by: McDonald

That the agenda for the Millbrook Valley Trails Advisory Committee meeting be approved as presented.

Recorded	For	Against
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
Results	8	0

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 November 25, 2024

Moved by: McDonald

Seconded by: Nachoff

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held November 25, 2024, be approved as presented.

Recorded	For	Against
Wall	X	
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Results	8	0

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update noting the 2025 Budget was approved at the January 27 Regular Council Meeting and the Committee's requests for \$2,000 in Contracted Services, \$4,800 in Materials and Supplies, and \$15,000 to replace the bridge at the Old Millbrook School were approved.

Moved by: Fallis

Seconded by: D'Agostino

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

Recorded	For	Against
Mattern	X	
Wall	X	
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Results	8	0

Carried

6.2 ORCA Update - Meredith Carter

Meredith Carter provided an update from ORCA noting they recently held their AGM and their Annual Report is being drafted. There are currently no flood conditions within the Authority.

Moved by: Fallis

Seconded by: D'Agostino

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

Recorded	For	Against
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Results	8	0

Carried

6.3 Trail Report – McDonald/Nachoff

The Trails are in good condition due to mostly cold, snowy weather. High winds may change that. Some slush from a previous thaw has frozen into ice on the Trails. Graffiti was observed on some cans and other objects that are Township property at several Trail entrances.

Moved by: McDonald
 Seconded by: Wall
 That the Millbrook Valley Trails Advisory Committee receive the Trail Report for information.

Recorded	For	Against
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Results	8	0

Carried

7. General Business

7.1 Work Plan

Moved by: Nachoff
 Seconded by: Fallis
 That the Millbrook Valley Trails Advisory Committee approve the updates for the Work Plan.

Recorded	For	Against
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Fallis	X	
Hillsley	X	
Results	8	0

Carried

7.2 Updated on Signage

Chair Robert Jackson gave an update on the progress on building the new signs for the Trails.

7.3 Updated Trail Report Schedule

Moved by: Fallis
 Seconded by: Hillsley
 That the Millbrook Valley Trails Advisory Committee approve the Updated Trail Report Schedule.

Recorded	For	Against
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Fallis	X	
Results	8	0

Carried

Moved by: Fallis
 Seconded by: D'Agostino
 That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$350 from Materials and Supplies for the purchase of seedlings from ORCA.

Recorded	For	Against
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Results	8	0

Carried

7.4 Items for next meeting

- ORCA Seedling Order

Moved by: Mattern
 Seconded by: Fallis
 That the Millbrook Valley Trails Advisory Committee add one (1) item to the agenda for the February 24, 2025 Millbrook Valley Trails Advisory Committee meeting.

Recorded	For	Against
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
D'Agostino	X	
Nachoff	X	
Results	8	0

Carried

8. Adjournment

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee adjourn at 4:51 p.m.

Recorded	For	Against
D'Agostino	X	
Fallis	X	
Hillsley	X	
McDonald	X	
Nachoff	X	
Jackson	X	
Mattern	X	
Wall	X	
Results	8	0

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. 	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. Staff are trying to find a new contact person. 	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 continuing work on the pamphlet boxes, they will be ready for spring. Dave D'Agostino has sent the 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 Medd's 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

February 24, 2025