



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

Monday, March 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 February 24, 2025**

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**6. Reports**

**6.1 Financial Report - Chris Allison**

**6.2 ORCA Report - Meredith Carter**

**6.3 Trail Report - Jackson/Hillsley**

**7. General Business**

**7.1 Work Day Planning**

**7.2 Work Plan**

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**7.3 Items for next meeting**

**8. Adjournment**

**8.1 Next meeting date is April 28, 2025 at 4:00 p.m. Trail Report by Mattern/Brown**



**Minutes**  
**The Township of Cavan Monaghan**  
**Millbrook Valley Trails Advisory Committee**  
**Monday, February 24, 2025**  
**4:00 p.m.**  
**Council Chambers – Hybrid Room**

**Those members in attendance:**

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:**

Robert Jackson	Chair
Griffen Brown	

**Staff members in attendance:**

Mark Froment	Deputy Clerk
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**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: Nachoff

Seconded by: Fallis

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 January 27, 2025**

Moved by: Fallis

Seconded by: Nachoff

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held January 27, 2025, be approved as presented.

**Carried**

**6. Reports**

**6.1 Financial Report – Chris Allison**

Mark Froment provided the Financial Report update in place of Chris Allison.

Moved by: D’Agostino

Seconded by: Nachoff

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: Mattern

Seconded by: Wall

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

**Carried**

**6.3 Trail Report – D’Agostino/Wall**

The trails appear to be in good condition and are covered by a high volume of snow. There are a few, slim trees leaning over parts of Station Trail. The high accumulation of snow was affecting the ability to traverse the trails and impacting railing heights for the boardwalk on Baxter Creek Trail.

Moved by: Fallis

Seconded by: Hillsley

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

**Carried**

**7. General Business**

**7.1 Work Plan**

Moved by: Fallis

Seconded by: Nachoff

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

**Carried**

**7.2 ORCA Seedling Order**

Maureen McDonald provided an update on the Seedling Order from ORCA.

**7.3 Items for next meeting**

Moved by: Nachoff

Seconded by: Hillsley

That the Millbrook Valley Trails Advisory Committee add one (1) additional item to the Work Plan being the Ganaraska Region Conservation Authority Trail Reconnection.

**Carried**

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee add one (1) item, being Work Day Planning, to the agenda for the March 24, 2025 Millbrook Valley Trails Advisory Committee meeting.

**Carried**

**8. Adjournment**

Moved by: Fallis

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 5:03 p.m.

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**Maureen McDonald**  
**Vice Chair**

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**Mark Froment**  
**Deputy Clerk**

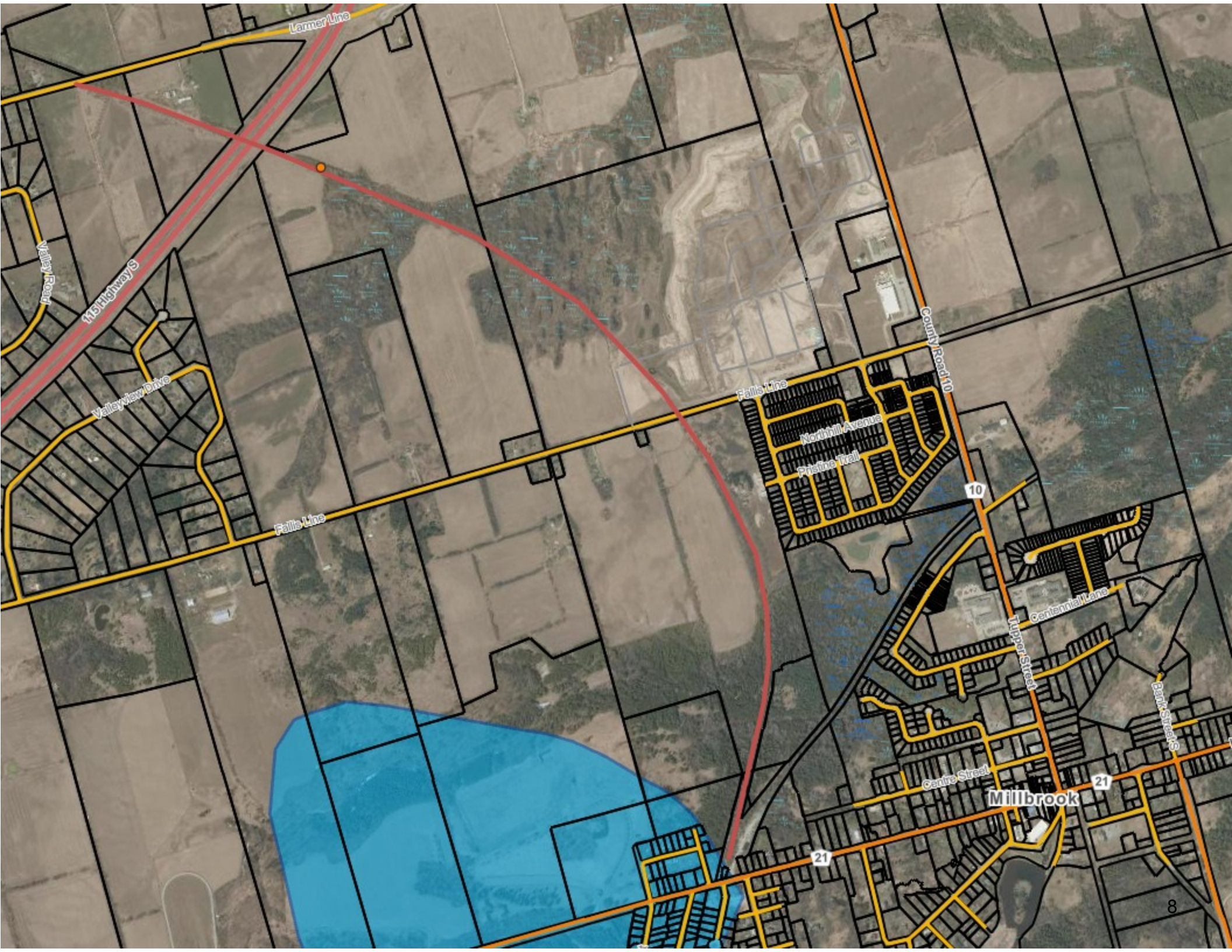
## Millbrook Valley Trails Advisory Committee Work Plan 2025

Item	Budget	Sub-Committee	Tasks/Progress	Completion Date
#1. Trail Master Plan update		Robert Jackson	<ul style="list-style-type: none"> <li>Committee to review existing Trail Master Plan and compare to the newly developed Parks and Recreation Master Plan to provide comments/feedback.</li> </ul>	Ongoing
#2. North Trail expansion		Robert Jackson Maureen McDonald	<ul style="list-style-type: none"> <li>The trail leading to the new subdivision has been approved and ORCA has approved the plantings for the trail.</li> <li>Staff have provided maps and investigated property ownership for potential NW trail expansion discussed at last meeting.</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. Chris has managed to get in contact with GRCA staff and has discussed GIS options with them.</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 GRCA.</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 slopped 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>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.</li> </ul>	Spring 2025

#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. Whether bikes are permitted across the floating bridge and boardwalk is proving to be a bottleneck.</li> </ul>	On hold
#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 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.</li> </ul>	Spring 2025
#9. Management of invasive species		Committee Maureen McDonald	<ul style="list-style-type: none"> <li>Committee discussed using a different substance for spraying in June 2025.</li> </ul>	June/July 2025 for spraying
#10. Millbrook Valley Trails Advisory Committee Trails Construction and Maintenance Policy		Staff Committee	<ul style="list-style-type: none"> <li>Chris is working on a draft of the policy.</li> </ul>	Ongoing
#11. Commemorative Naming Policy for Millbrook Valley Trails		Staff Committee	<ul style="list-style-type: none"> <li>Mark has completed a scan of similar municipal policies and is writing a draft policy. Awaiting direction on some specifics of the policy.</li> </ul>	Pending direction
#12. Update on GRCA Trail Reconnection		Staff	<ul style="list-style-type: none"> <li>Staff are exploring this issue.</li> </ul>	Pending
#13. Trail Maintenance and Repairs		Staff	<ul style="list-style-type: none"> <li>Baxter Creek – Staff to monitor trail for any old pieces of boardwalk as snow melts.</li> </ul>	Ongoing

March 24, 2025





Lamar Line

115 Highway S

Valleyview Drive

Valleyview Drive

Falls Line

Falls Line

Northhill Avenue

Pine Hill

County Road 10

10

Centennial Lane

Lupper Street

Centre Street

Millbrook

21

21

Park Street

8



