



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

Monday, September 22, 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 June 23, 2025

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6. Reports

6.1 Financial Report - Chris Allison

6.2 ORCA Report - Meredith Carter

6.3 Trail Report - Wall/Jackson

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7. General Business

7.1 Hope Mill Wood Purchase

7.2 Millbrook MTB Proposed Trail

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7.3 Millbrook Valley Trails Construction and Maintenance Policy Draft 8 - 16

7.4 2026 Budget Discussion

7.5 Work Plan 17 - 18

7.6 Items for next meeting

8. Adjournment

8.1 Next meeting date is October 27, 2025 at 4:00 p.m. Trail Report by Hillsley/Mattern

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, June 23, 2025
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Maureen McDonald	Vice Chair
Griffen Brown	
John Fallis	
Kirk Hillsley	
Saskia Mattern	
Gary Wall	
David D'Agostino	
Lance Nachoff	Councillor
Meredith Carter	ORCA

Those members absent:

Robert Jackson	Chair
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Staff 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: Fallis

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 May 26, 2025

Moved by: Nachoff
Seconded by: Fallis
That the minutes for the Millbrook Valley Trails Advisory Committee meeting held May 26, 2025, be approved as presented.

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update.

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.

Moved by: Nachoff
Seconded by: Mattern
That the Millbrook Valley Trails Advisory Committee receive the ORCA Update for information.

Carried

6.3 Trail Report – Nachoff/D'Agostino

The Trails are generally in good condition with just a few tree limbs still needing to be cleaned up. Portions of the trails may need some clearing of overgrowth. There was a sign near the entrance of Station Trail from Tupper Street that was covered by brush.

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

Carried

7. General Business

7.1 Commemoration of Committee Members

Moved by: Wall
Seconded by: Nachoff
That the Millbrook Valley Trails Advisory Committee recommend that the new commemorative plaque on the new bridge contain a dedication

saying this bridge is in honour of Bob Spitz for his hard work, dedication, and love of these trails.

Carried

7.2 Work Plan

Moved by: Hillsley

Seconded by: Fallis

That the Millbrook Valley Trails Advisory Committee recommend the expansion of the Trails along the old Sowden mansion grounds; and

That the Committee recommend that staff investigate the costs for acquiring the lands for the Trails expansion.

Carried

Moved by: Fallis

Seconded by: Brown

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

Carried

8. Adjournment

Moved by: D'Agostino

Seconded by: Fallis

That the Millbrook Valley Trails Advisory Committee adjourn at 5:15 p.m.

Carried

8.1 Next meeting date is September 22, 2025 at 4:00 p.m. Trail Report by Wall/Jackson.

Maureen McDonald
Vice Chair

Mark Froment
Deputy Clerk



Millbrook Valley Trails Advisory Committee Trail Report Schedule for 2025

Committee Meeting Dates

Trail Reports

January 27, 2025 — 4:00 p.m. — McDonald/Nachoff

February 24, 2025 — 4:00 p.m. — D'Agostino/Wall

March 24, 2025 — 4:00 p.m. — Jackson/Hillsley

April 28, 2025 — 4:00 p.m. — Mattern/Brown

May 26, 2025 — 4:00 p.m. — Fallis/McDonald

June 23, 2025 — 4:00 pm. — Nachoff/D'Agostino

July — No Meeting

August — No Meeting

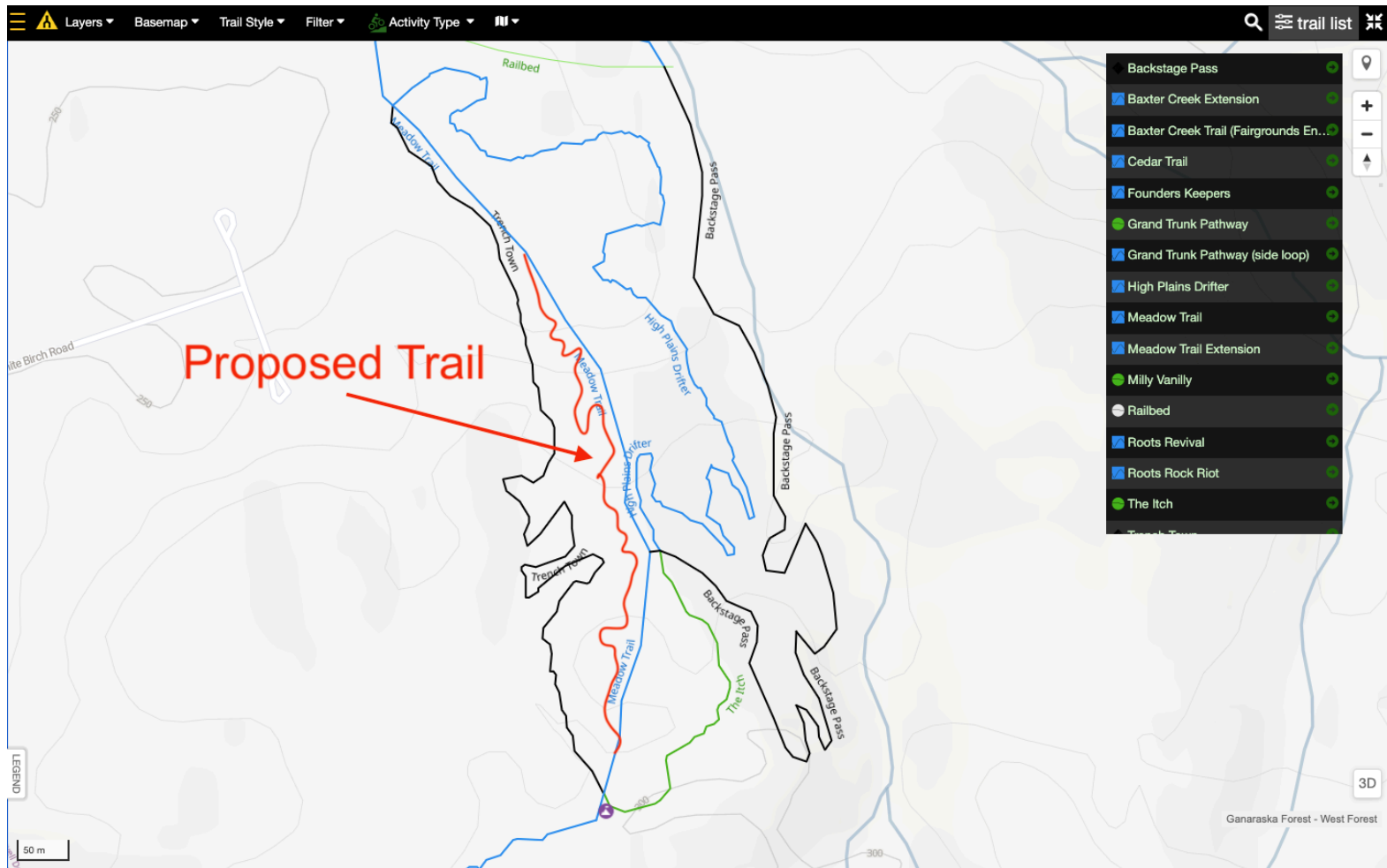
September 22, 2025 — 4:00 p.m. — Wall/Jackson

October 27, 2025 — 4:00 p.m. — Hillsley/Mattern

November 24, 2025 — 4:00 p.m. — Brown/Fallis

December — No Meeting

September 22, 2025





Millbrook Valley Trails Construction and Maintenance Policy

Policy Title:	Millbrook Valley Trails Construction and Maintenance Policy	Policy Number:	2025-XX
Effective Date:	XXX, 2025	Revision Number: Replaces:	New Policy
Prepared By:	Parks and Facilities Department	Approved By:	Parks and Facilities Manager

Millbrook Valley Trails Construction and Maintenance Policy

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.

This policy outlines the roles and responsibilities for Township staff and volunteers in the construction and maintenance of the Millbrook Valley Trails system. It details what work staff and volunteers are permitted to conduct and presents a framework on how it must be carried out. This framework is meant to ensure that any work carried out on areas of the Trails regulated by the Otonabee Region Conservation Authority (ORCA) or Ministry of Natural Resources (MNR) meets their requirements. It ensures all work on the Trails follows standards that protects staff, volunteers, and trail users from any undue risks and limits the liability to the Township.

Policy Statement:

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

motorized Millbrook Valley Trails System reflects the Township's unique setting and promotes its natural heritage. This policy seeks to preserve the Trails for the use and enjoyment of all residents and visitors.

Trail Network:

There is currently over 13 kilometres of mapped trails within the Township's boundaries. The Millbrook Valley Trails Advisory (MTVA) Committee is responsible for advising on the maintenance of these trails. This maintenance responsibility includes, but is not limited to, scheduled inspections, clearing, remediation, re-routing, decommissioning, and issue tracking. The Township will provide this service on a priority basis in a cost-effective manner with consideration given to safety, budgets, personnel, and environmental concerns.

Objectives:

The objective of this Policy is to outline the requirements for any construction and maintenance of trails within the Township of Cavan Monaghan by the MVTA Committee. This policy also covers any portions of the trails on lands regulated by ORCA and the MNR. This will be achieved by:

- Providing an annotated list of trails that is reviewed on a periodic basis by the MVTA Committee;
- Maintaining safety standards on the trails;
- Protecting natural heritage features within the immediate vicinity of the trails;
- Providing a high quality user experience;
- Providing a framework to facilitate the effective allocation of available resources to maintain the trail standards outlined in this policy.

Responsibilities:

As outlined in the Terms of Reference the MVTA Committee shall ensure the implementation of this policy by:

- Advising on the design, development, 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 Natural Resources;
- 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.

Township staff shall support the maintenance of the Trails as directed by the Manager or designate.

Trail Inspections:

Trails will be inspected monthly by members of the MVTA Committee. This inspection will include a review of the Trails for overall condition and safety, difficulty designation, signage review, and a review of the constructed features of the trail.

Additional Maintenance:

Trails may require additional maintenance if one or more of the following occurs:

- Deterioration of constructed or technical trail features;
- Erosion or excessive soil loss due to insufficient drainage;
- Trail construction or widening;
- Ruts or vegetation cover loss;
- Incidents such as flooding, wind-fall trees, etc.

Work will be completed based on available resources, budgets, and priorities.

ORCA does not require permits for trail maintenance as described above unless one of the following is proposed:

- New fill or grading for the purpose of trail widening or rerouting;
- A new culvert is being constructed;
- A new water crossing is being built.

Terms of Work for the Millbrook Valley Trails Advisory Committee:

Members of the MVTA Committee may conduct the following work with light hand tools:

- Boardwalk construction, limited to the parameters identified in this policy;
- Weed removal following the best practices identified by the Government of Ontario and Ontario Invasive Plant Council;
- Replacing loose or damaged boards;
- Litter cleanup;
- Monitoring and maintaining vegetation encroachment;
- Leveling dirt and crushed stone pathways;
- Clearing the Trails of sticks, leaves, and small stones;
- Installation of signage.

Any tasks not listed above must be approved by the Manager or designate.

The following light hand tools are permitted to be used by members of the Millbrook Valley Trails Advisory Committee with the appropriate safety equipment. Light hand tools include:

- Loppers and hand pruners;
- Bow saws;
- Pick axes and hatchets;
- Shovels and spades;
- Rakes;
- Tampers;
- Cordless drills;
- Nailing hammers, mallets, and sledge hammers;
- Crowbars and prybars;
- Wheelbarrows.

Any tools not listed above must be approved by the Manager or designate.

Works for Cavan Monaghan Parks Staff:

Parks staff will conduct the following construction and maintenance with the tools required:

- Downed tree removal;
- Trimming grass and weeds;
- Construction of new fixtures including boardwalks, bridges, benches, platforms, stairs, railings, and signs;
- Major repairs on trail structures and fixtures including boardwalks, bridges, benches, platforms, stairs, railings, and signs;
- Cleaning of drainage swales, drains, pipes, and culverts;
- Repair and replacement of trail signage and fencing.

Safety:

When completing work and/or using tools, appropriate safety equipment must be worn at all times according to the Safety Operating Procedures of each tool. These may include:

- Hard hats;
- Gloves;
- Eye protection;
- Ear protection;
- CSA approved footwear.

Repair of Damage Caused by Vandalism:

Repair of damage caused by vandalism is undertaken year-round. When public complaints are received, data is used to schedule any required remediation or repairs of the Trails.

Conditions for Trail Closures:

Trails or sections of trails that pose a significant risk to public safety and/or the environment may be temporarily closed under the authority of the Manager or designate while the issue is resolved through clean up, maintenance, and re-routing. In the event that a risk to public safety or the environment cannot be resolved through clean up or maintenance, the Manager or designate may decommission trails or sections of trails as deemed necessary.

At any time, as deemed necessary, the Manager or designate may temporarily close any trail or portion thereof to public use including adjacent public open space.

Any unauthorized trails will immediately be closed upon discovery under the authority of the Manager or designate to allow for investigation and review.

When considering temporary closure of trails, the following steps may be taken:

- Consultation and cooperation to determine remediation requirements;
- Posting a public notice indicating the reason for closure;
- Fencing and/or barricade placement as required; and
- Monitoring to ensure compliance with the trail closure.

The authority for permanent closure of trails rests with Council.

Boardwalk Construction and Work Guidelines:

The following guidelines as well as those from ORCA and the MNR, when applicable, shall be followed when constructing or repairing a boardwalk or while conducting trail maintenance:

1. Boardwalk development shall be limited to the parameters identified in this policy, including the example provided in schedule "A", and may be carried out by members of the Committee;
2. Grubbing or complete removal of vegetation must be carried out with hand tools;
3. Cutting of vegetation for construction of a boardwalk must be limited to its width;
4. No fill is to be placed in a trail system without proper approvals from ORCA, the MNR, and/or Township;
5. All work shall be conducted in the dry. In the event of flooding of the work area, all work will cease until waters recede;
6. All work, equipment maintenance, and refuelling shall be carried out in a manner that will prevent the release of construction and excavation wastes, overburden soil, and use any other substances that could impact the water quality and aquatic life of any watercourse, river or stream;
7. No work shall be undertaken and no equipment shall enter into the watercourse beyond the pre-approved work area as identified in any required permits;
8. Gas powered generators used during construction in a wetland or watercourse must always remain secured to the constructed portions of the boardwalk and may only be used by Township staff;
9. Power tools must be maintained in good working order, be free of fuel, oil, or other lubricant leaks, must not be refuelled, lubricated, or maintained near a wetland or watercourse, and may only be used by Township staff;
10. All clamps, brackets and fastening devices must be constructed of aluminum galvanized metal or similar corrosion resistant materials;
11. Boardwalks must be constructed in such a manner as to allow water to freely drain off the deck (walking surface);
12. Boardwalk frames will be constructed with 2"x 6" pressure treated boards or cedar in 8-foot sections;

13. The decking will be constructed with 2"x 6" pressure treated boards or cedar and in 4-foot wide sections;

14. Support posts will be 4"x 4" pressure treated boards or cedar posts sitting on concrete deck blocks or cottage pads;

ORCA Boardwalk Construction and Work Guidelines:

ORCA regulates the construction and placement of structures of any kind in areas that are within or near watercourses and wetlands. All work on boardwalks or trail maintenance in areas ORCA regulates must be done in accordance with the following guidelines:

1. Placement of any new structures such as boardwalks, fences, and railings shall require consultation with ORCA to determine if a permit is required;
2. Minor works such as boardwalks not placed directly within a wetland or watercourse are exempt from requiring permits;
3. Any boardwalks to be placed within a wetland or over a watercourse will require a Routine Permit;
4. Any inquiries for permits from ORCA must be placed online and should include a map with a pin of the location and summary details of the boardwalk including the length and number of sections.

MNR Boardwalk Construction and Work Guidelines:

All work on boardwalks or trail maintenance in areas overseen by the MNR shall be done in accordance with the following guidelines:

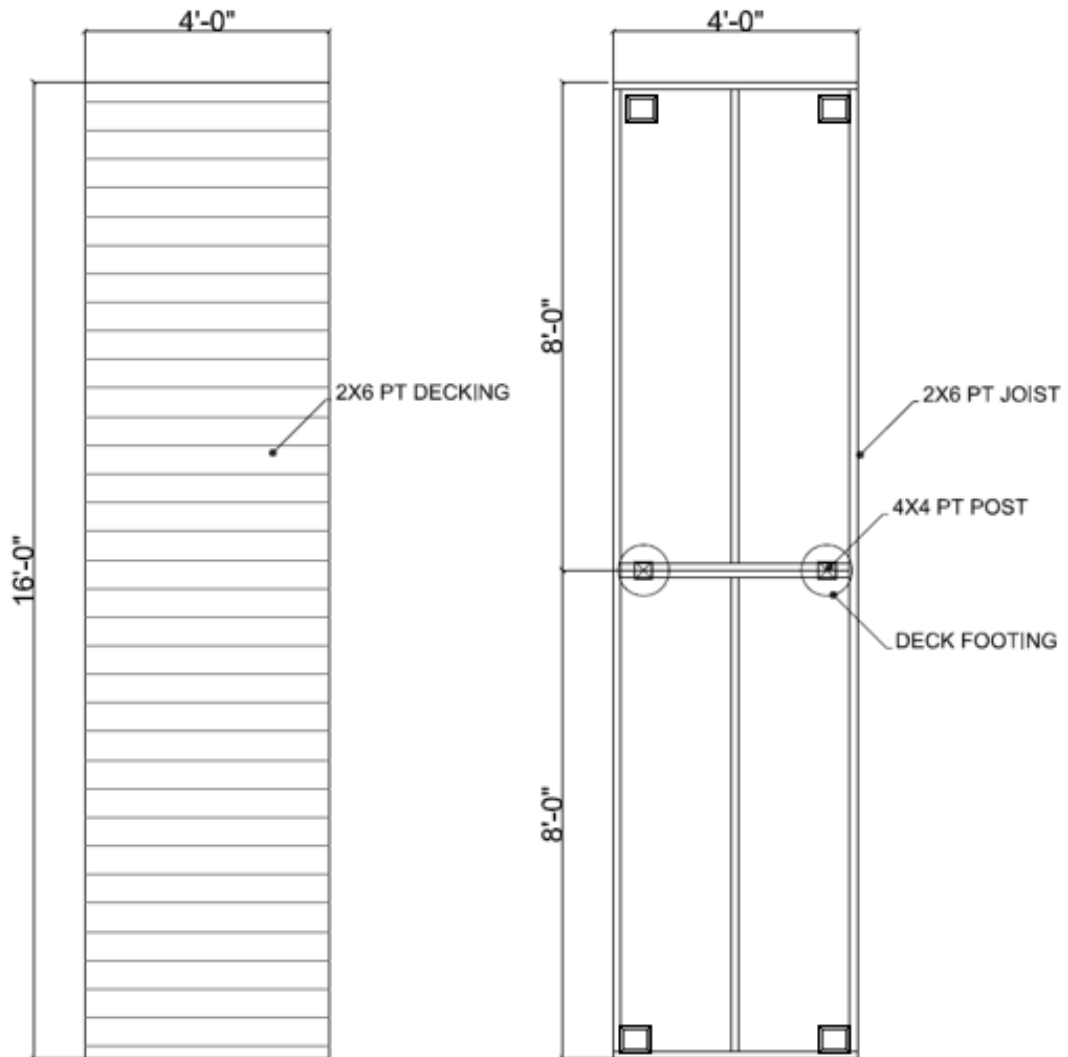
1. Placement of any new structures such as boardwalks, fences, and railings shall require MNR approval (ie. Consent to Deposit) and will be subject to a review;
2. Any additions to existing structures including boardwalks, fences, and railings shall require MNR approval (ie. Consent to Deposit) and will be subject to a review;
3. Any spreading of mulch beyond the current width of a trail requires authorization from the MNR;
4. Any gravel or fill will need to be from a certified clean distributor;
5. The MNR must be consulted before the installation of any new signage;
6. Trail maintenance that includes brushing and the removal of hazardous trees or vegetation that may cause safety issues can be done without a permit;

7. For any removal of terrestrial invasive species involving herbicide, the required approvals from the Ministry of the Environment, Conservation, and Parks must be obtained;
8. Removal of any terrestrial invasive species shall follow the best practices identified by the Government of Ontario and Ontario Invasive Plant Council;
9. Removal of any aquatic invasive species shall follow the regulations found in section 9 of O. Reg 239/13, of the Public Lands Act. Activities on Public Lands and Shore Lands – Work Permits and Exemptions;
10. If there is uncertainty about whether a work permit is required for any construction or maintenance on the Trails, the Committee, in consultation with staff, shall consult sections 2 and 4 (1) of O. Reg 239/13, of the Public Lands Act.

Schedule "A"

Example:

Boardwalk is 16' long and 4' wide using pressure treated wood or cedar.



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"> Current Trails Master Plan approved in 2011 to be reviewed for a potential update. 	Ongoing
#2. North Trail expansion		Robert Jackson Maureen McDonald	<ul style="list-style-type: none"> Proposed trail linking CSU subdivision to MVT has Draft Plan Approval from Peterborough County. No ORCA permits have been issued at this time. The developer will provide additional information at the detailed design stage which may include the north trail expansion and planting. 	Ongoing
#3. Trail expansion options		Staff Committee	<ul style="list-style-type: none"> Proposed trail expansion along the boundaries of the former Sowden mansion recommended by the Committee at the June 23, 2025 meeting. The proposed trail will need to be presented to Council as a part of the 2026 budget request. 	Ongoing
#4. GIS mapping of MVT		David D'Agostino Kirk Hillsley Staff	<ul style="list-style-type: none"> Peterborough GIS team to present demo of GIS map to the Committee in an upcoming meeting. 	Fall 2025
#5. 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. Staff are currently working with GRCA to create an agreement with a possible trail connection in mind. 	Restarted, ongoing

#6. 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
#7. Updated signage and brochures		Committee	<ul style="list-style-type: none"> 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. 	Summer 2025
#8. 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. ORCA has provided a map to assist in exploring options. 	On hold
#9. Design of pamphlet and bag dispensers	\$1,200 approved by Committee	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. 	Summer 2025
#10. Management of invasive species	\$2,000 from contracted services	Committee Maureen McDonald	<ul style="list-style-type: none"> Spraying for 2025 has been completed. 	Completed for 2025
#11. MVT Advisory Committee Trails Construction and Maintenance Policy		Staff Committee	<ul style="list-style-type: none"> Draft of policy ready for comment by the Committee. 	Ongoing
#12. Commemoration of community members on trails		Staff Committee	<ul style="list-style-type: none"> Committee has recommended wording for the sign honouring a former committee member. The former member is to be contacted to be consulted on sign. 	Summer 2025
#13. Trail Maintenance and Repairs		Staff	<ul style="list-style-type: none"> Willow tree in Medds Park. Placement of mulch around new bridge at the Old Millbrook School (completed). 	Ongoing