



Agenda
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee

Monday, October 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 September 22, 2025

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6. Presentations

6.1 Peterborough County GIS Demonstration

7. Reports

7.1 Financial Report - Chris Allison

7.2 ORCA Report - Meredith Carter

7.3 Trail Report - Hillsley/Mattern

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8. General Business

8.1 Work Plan

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8.2 Items for next meeting

9. Adjournment

9.1 Next meeting date is November 24, 2025 at 4:00 p.m. Trail Report by Brown/Fallis

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, September 22, 2025
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
Kirk Hillsley	
Saskia Mattern	
Gary Wall	
David D'Agostino	
Lance Nachoff	Councillor
Meredith Carter	ORCA

Those members in attendance:

Griffen Brown
John Fallis

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 4:06 p.m.

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Hillsley

Seconded by: Mattern

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 June 23, 2025

Moved by: McDonald
Seconded by: Nachoff
That the minutes for the Millbrook Valley Trails Advisory Committee meeting held June 23, 2025, be approved as presented.

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update.

Moved by: Mattern

Seconded by: Wall

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

Carried

6.2 ORCA Update – Meredith Carter

Kirk Hillsley left the meeting at 4:23 p.m.

Kirk Hillsley returned to the meeting at 4:24 p.m.

Meredith Carter provided an update from ORCA.

Moved by: Hillsley

Seconded by: D'Agostino

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

Carried

6.3 Trail Report – Wall/Jackson

The Trails look to be largely in good condition. A tree leaning across Station Trail might need to be addressed as well as a white birch on Deyell near the Fire Route 3 entrance. An 's curve' section of the boardwalk on Baxter Creek Trail is sagging and could use some repairs.

Moved by: Hillsley

Seconded by: Mattern

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

Carried

7. General Business

7.1 Hope Mill Wood Purchase

The Committee discussed the status of the Hope Mill wood purchase.

Moved by: Wall
Seconded by: D'Agostino
That the Millbrook Valley Trails Advisory Committee approve the purchase of wood from Hope Mill with an upset limit of \$1,200 from Materials and Supplies.

Carried

7.2 Millbrook MTB Proposed Trail

Moved by: Nachoff
Seconded by: Wall
That the Millbrook Valley Trails Advisory Committee endorse the proposed trail expansion as presented by the Millbrook MTB Club.

Carried

7.3 Millbrook Valley Trails Construction and Maintenance Policy Draft

Moved by: Wall
Seconded by: D'Agostino
That the Millbrook Valley Trails Advisory Committee approve the purchase of materials to repair the boardwalk on Baxter Creek Trail with an upset limit of \$1,500 from Materials and Supplies.

Carried

Maureen McDonald left the meeting at 5:28 p.m.

Chair Robert Jackson left the meeting at 5:31 p.m.

Maureen McDonald returned to the meeting at 5:31 p.m.

Chair Robert Jackson returned to the meeting at 5:34 p.m.

Moved by: Mattern
Seconded by: Wall
That the Millbrook Valley Trails Advisory Committee submit its comments on the draft Millbrook Valley Trails Construction and Maintenance Policy for consideration by staff.

Carried

7.4 Budget Discussion

Gary Wall left the meeting at 5:57 p.m.

Moved by: Hillsley
Seconded by: McDonald
That the Millbrook Valley Trails Advisory Committee endorse the shorter version of the proposed new trail on the boundaries of the former Sowden

Mansion property so that it only requires one private property to be purchased.

Carried

Moved by: McDonald

Seconded by: Mattern

That the Millbrook Valley Trails Advisory Committee request for the 2026 Operating Budget \$6,000 for Materials and Supplies and \$2,000 for Contracted Services; and

That the Committee request for the 2026 Capital Budget \$25,000 for a new Trail Master Plan; and

That the Committee request for the 2026 Budget that the Township explore the costs of acquiring additional lands needed to construct a new proposed trail that will cover the boundaries of the former Sowden Mansion.

Carried

7.5 Work Plan

Moved by: Nachoff

Seconded by: D'Agostino

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

Carried

7.6 Items for next meeting

There were no new items for the next meeting

8. Adjournment

Moved by: Mattern

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee adjourn at 6:09 p.m.

Carried

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

Robert Jackson
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

October 27, 2025

Millbrook Valley Trails Advisory Committee Work Plan 2025

Item	Budget	Sub-Committee	Tasks/Progress	Completion Date
#1. Trail Master Plan update		Robert Jackson	The Committee proposed a new Trail Master Plan as part of the 2026 budget request.	Ongoing
#2. North Trail expansion		Robert Jackson Maureen McDonald	CSU subdivision has Draft Plan Approval from the County of Peterborough. No permits have been issued by Otonabee Conservation at this time for any development including trails linking the subdivision to the Millbrook Valley Trails. 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	A revised version of the proposed trail along the boundaries of the former Sowden mansion that only traversed one private property was supported at September 22, 2025 meeting. The proposed trail will be presented to Council as a part of the 2026 budget request.	Ongoing
#4. GIS mapping of MVT		David D'Agostino Kirk Hillsley Staff	Peterborough GIS team to present demo of GIS map to the Committee at meeting.	Fall 2025
#5. Explore options to expand the Ganny Transit along Deyell Rd. Allowance		John Fallis	- A motion was put forth to explore expanding the Ganny Transit along Deyell Rd. allowance to Glamorgan. - GRCA has provided a draft agreement and staff are reviewing it. Staff will have a future meeting with them to follow up on it.	Restarted, ongoing

#6. Explore an alternative entrance to Fairground Entrance		Robert Jackson Staff	- 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	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	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	- 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	Spraying for 2025 has been completed.	Completed for 2025
#11. MVT Advisory Committee Trails Construction and Maintenance Policy		Staff Committee	Committee comments on draft of policy received at September 22, 2025 meeting. Staff are updating the policy.	Ongoing
#12. Commemoration of community members on trails		Staff Committee	Committee has recommended wording for the sign honouring a former committee member. The former member is to be contacted by the Committee to be consulted on sign.	Fall 2025
#13. Trail Maintenance and Repairs		Staff	- Willow Tree issue in Medds has been fixed. - Committee approved \$1,500 upset limit from materials and supplies to repair boardwalk on Baxter Creek Trail.	Ongoing

October 27, 2025