

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, May 25, 2020
2:00 p.m.

Those members in attendance:

Robert Jackson	Chair
Alex Bushell	Vice Chair
Meredith Carter	ORCA
John Fallis	
David D'Agostino	
John Frizzle	
Matthew Graham	
Craig Onafrychuk	
Hillary Bradshaw	
Maureen McDonald	

Staff members in attendance:

Elana Arthurs	Clerk
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1. Open Session

2. Call to Order

Robert Jackson, Chair called the meeting to order at 2:05p.m.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

4. Closed Session

There were no closed session items.

5. Minutes

5.1 Minutes of the meeting held February 24, 2020

Moved by: Bradshaw

Seconded by: Fallis

That the minutes of the meeting held February 24, 2020 be approved as presented.

Carried

6. Reports

6.1 Financial Report – Elana Arthurs

Ms. Arthurs spoke to the current expenditures indicating there is approximately \$5,300 remaining from the \$6,300.00 approved budget for 2020.

6.2 ORCA Update – Meredith Carter

Ms. Carter spoke to signage that was prepared by ORCA that could be used as an option for signage for the Millbrook Valley Trails.

Moved by: Fallis

Seconded by: McDonald

That the Committee approve an upset limit of \$700.00 for the purchase of signage outlining guidelines for use of the trails to be located at each trailhead.

Carried

6.3 Trail Report

Ms. McDonald and Ms. Bradshaw spoke the current condition of the trails noting they are in pretty good shape. The Committee discussed a broken board and a tree that needs to be removed. Mr. Jackson will send details of the tree for Cavan Monaghan staff to address. The Committee discussed areas that require signage indicating when trails are closed due to conditions or construction.

7. General Business

7.1 GIS Trail Mapping

Ms. Carter spoke to the maps as the Committee reviewed each of them and provided feedback for minor changes to be brought back to the next meeting.

7.2 Trail Brochures

The Committee discussed the new brochure and the need to have a professional do the design. They discussed the front page picture, the content and the need for the maps to be finalized. Mr. Jackson will reach out to Big Sky Designs to determine if the cost estimate remains at \$1500.00 as previously provided.

Moved by: Bushell

Seconded by: Frizzle

That the Committee approve an upset limit of \$1500.00 for the design of a new brochure.

Carried

7.3 Property Ownership Search

Ms. Arthurs spoke to the ownership search, noting all properties are either owned by the Township or ORCA. The Committee discussed walking the area to determine if there is an alternate route that would work. They discussed searching the ownership on an additional property in the area. Mr. D'Agostino will provide roll numbers to Ms. Arthurs to do further ownership investigation.

7.4 Station Trail

The Committee discussed the culvert challenges on Station Trail. Ms. Arthurs provided an update indicating one culvert will be replaced, the other requires embankment stabilization and not a replacement. Ms. Arthurs will continue to update the Committee as the construction is scheduled.

8. Adjournment

Moved by: Bushell

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee adjourn at 4:02 p.m.

Carried

Robert Jackson
Chair

Elana Arthurs
Clerk