

**Minutes**  
**The Township of Cavan Monaghan**  
**Millbrook Valley Trails Advisory Committee**  
**Monday, November 27, 2023**  
**4:00 p.m.**

**Those members in attendance:**

Robert Jackson	Chair
Maureen McDonald	Vice Chair
John Fallis	
Gary Wall	
Griffen Brown	
Meredith Carter, ORCA	
Lance Nachoff	

**Those members absent:**

David D'Agostino (with regrets)  
Kirk Hillsley (with regrets)

**Those members in attendance:**

Karlie Cornish-Tkalec	Deputy Clerk/Corporate Services Administrator
Chris Allison	Parks and Facilities Manager

**1. Call to Order**

Mr. Robert Jackson, Chair called the meeting to order at 4:05 p.m.

**2. Approval of the Agenda**

Moved by: Fallis

Seconded by: Nachoff

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held November 27, 2023 be approved as presented

**Carried**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no pecuniary interests noted.

**4. Closed Session**

There was no closed session.

**6. Minutes**

**6.1 Minutes of the meeting held October 23, 2023**

Moved by: Fallis

Seconded by: Brown

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held October 23, 2023 be approved as presented.

**Carried**

**7. Reports**

**7.1 Financial Report – Chris Allison**

Moved by: Nachoff

Seconded by: Brown

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

**Carried**

**7.2 ORCA Update - Meredith Carter**

Meredith Carter advised that the Jackson creek updated signage is now complete. ORCA's new website is almost ready to be launched. The Tree sales program will open in the early new year and that the campgrounds are now closed.

Moved by: McDonald

Seconded by: Wall

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

**Carried**

**7.3 Trail Report – Wall/D'Agostino**

Moved by: Fallis

Seconded by: Nachoff

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

**Carried**

**8. General Business**

**8.1 2024 Meeting and Trail Report Schedule**

Moved by: Nachoff

Seconded by: Fallis

That the Millbrook Valley Trails Advisory Committee approve the 2023 Meeting and Trail Report Schedule.

**Carried**

**8.2 Remining 2023 Purchases**

The Committee discussed if there were any outstanding invoices or remaining 2023 purchases. Chris Allison advised the Township is able to provide no motorized vehicle signs to the Committee to install along the trail system.

**8.3 Pamphlet and Boxes**

The Committee is waiting on a quote to be received for the items. New Pamphlets will be printed in 2024.

**8.4 TCS Student Volunteers**

Robert Jackson provided the Committee an update on the request received from TCS regarding student volunteers. The Committee provided recommendations on possible projects for the students to participate in.

**8.5 Baxter Creek Trail Bridge Update**

Robert Jackson asked staff for an update on the boardwalk along Baxter Creek. Staff advised due to weather and timing the work was unable to be completed and will be bringing forward a request for funding in the 2024 budget. Staff will bring an update to the Committee once the final budget is approved.

**8.6 Millbrook Highlands Phase 2**

Robert Jackson has requested staff provide an update on the current development within the Township as it relates to trails.

**8.7 Items for next meeting**

- New Development Trail Update
- Tree Removal and Replacement
- Medds Fence

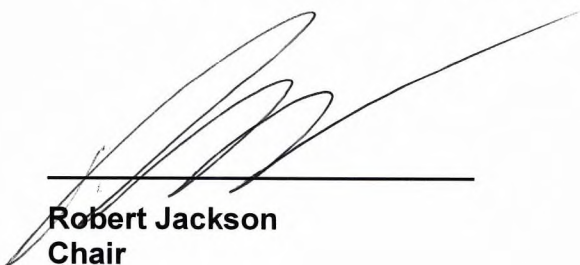
**9. Adjournment**

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee adjourn at 5:07 p.m.

**Carried**



**Robert Jackson**  
Chair



**Karlie Cornish-Tkalec**  
Deputy Clerk