

## **Board Summary Report**

March 18, 2025

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Municipal Clerks/Chief Administrative Officers,

### **Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the March 10, 2025 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the February 10, 2025 Board of Directors Meeting.

### **Employee Presentation: Changes to the Boardroom Audio/Visual System**

A. Broadbent summarized upgrades to the MVCA Boardroom audio/visual system to improve user experience during virtual meetings.

### **Watershed Conditions**

J. North provided a watershed conditions update. Conditions are normal for this time of year. She highlighted that MVCA continues to create storage capacity in Crotch Lake to receive the spring freshet. She also noted that the watershed could be at risk of a higher than normal spring peak on the Mississippi depending on weather conditions during March and April.

### **GM Update**

S. McIntyre provide the GM Update and highlighted:

- Board Elections – Elections for Chair and Vice Chair of the Board and Sub-committees will be held at MVCA's Annual General Meeting on April 14, 2025.
- Lanark Dam Safety Measures – MVCA is currently developing a detailed workplan to address safety deficiencies with design phase commencing this month.
- Flood Contingency Plans – An updated version of MVCA's *Flood Contingency Plan* was distributed to the Board and member municipalities earlier this month.
- Financial Audit – Staff are working on the draft financial statements that will be tabled at the Finance and Administration Advisory Committee meeting in early April to the Board at the AGM.

## **MVCA Investment Policy & 2025 Strategy**

The Board approved MVCA's an *Investment Policy, the 2025 Investment Strategy* and transfer of investments to ONE Investment for fiscal years 2025 and 2026.

## **Palmerston Beach Property Transfer**

S. Lawryk provided an updated on the Palmerston Beach property transfer. Title issues have been resolved and MVCA is in the position to transfer the property to the Township of North Frontenac. He noted that a letter has been submitted to the Minister of Natural Resources to inform them of the intended transfer of the property.

## **K&P Trail Transfer Agreements**

S. Lawryk provided an update regarding the Lease Agreement and Agreement of Purchase & Sale with the Counties of Lanark, Frontenac and Renfrew. He reviewed the timeline of the trail's management and current efforts to transfer ownership.

## **Tenant Agreements**

S. Lawryk reviewed different partner organizations that are tenants of MVCA and the associated agreements in place. The Board direct staff to have individual discussions with each organization to determine their ability/financial capacity to provide cost-recovery fees for their use of MVCA facilities, and to carry their own insurance.

## **Financial Update – YTD December 31, 2024.**

S. Millard reviewed the unaudited year-to-date financial data as of December 31, 2025. The Board approved drawdown of the Category 3 Operating reserve by \$21,007 to cover a short-fall in daily parking pass revenues, and allocation of any year-end surplus after audit adjustments to the Water Control Structure Reserve.

## **Advisory Committee Appointments**

The Board reconfirmed appointment of existing members to MVCA's Public Advisory Committees and confirmed appointment of new members: Jill Moxley appointed to the Mill of Kintail Museum Advisory Committee and Paul Frigon appointed to the Mississippi River Watershed Plan Public Advisory Committee.

## **Corporate Strategic Plan Update**

S. McIntyre provided the final results of the staff survey on the MVCA *Corporate Strategic Plan* update. Staff will be distributing a survey to the Board in coming weeks to obtain their feedback.

## **Employee Presentation: Changes in Wetland Management in Ontario**

K. Stiles provided a presentation regarding updates to wetland management regulations in Ontario since Bill-23 in 2022. She reviewed the roles of the Province, Municipality and Conservation Authority and the associated regulatory documents. The presentation can be found here: [Changes-in-Wetland-Management-in-Ontario.pdf](#)

## **Attachments:**

- Draft minutes of the March 10, 2025 Board of Directors Meeting.
- Approved Minutes of the February 10, 2025 Board of Directors Meeting.

## Minutes: Board of Directors Meeting

March 10, 2025, 1 p.m. – 3 p.m.

Hybrid Meeting Via Zoom and at MVCA Office

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### Roll Call

#### Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Allan Hubley (Virtual)
- Bev Holmes (Virtual)
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Mary Lou Souter
- Roy Huetl
- Steven Lewis
- Taylor Popkie
- Wayne Baker

#### Members Absent

- Cathy Curry
- Richard Kidd

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Scott Lawryk, Property Manager
- Alex Broadbent, Manager of IC&T
- Kelly Stiles, Biologist
- Jennifer North, Water Resources Technician
- Kelly Hollington, Recording Secretary

#### Guests

- Lorne Heslop

P. Kehoe called the meeting to order at 1:00 p.m.

### Declarations of Interest

Members were asked to declare any conflicts of interest. No declarations were received.

## **Agenda Review**

There were no amendments or discussion on the agenda.

### **BOD25/03/10 - 1**

**MOVED BY: H. Yanch**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the March 10, 2025 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

## **Main Business**

### **1. Approval of Minutes: Board of Directors Meeting, February 10, 2025**

There were no amendments or discussion on the minutes.

### **BOD25/03/10 - 2**

**MOVED BY: T. Popkie**

**SECONDED BY: J. Atkinson**

**Resolved, that the minutes of the Board of Directors Meeting held on February 10, 2025 be received and approved as printed.**

**“CARRIED”**

### **2. Receipt of Finance and Administration Advisory Committee Meeting Minutes.**

There was no discussion on the minutes.

### **3. Staff Presentation – Changes to the Boardroom Audio/Visual System, Alex Broadbent**

A. Broadbent provided a presentation regarding updates to the MVCA Boardroom audio/visual system to improve the user experience during virtual meetings.

J. Kelso commented that improvements are needed in the room sound-lift.

M. Souter asked about the cost of improvements. A. Broadbent responded that the total after tax was ~\$57,000.

**4. Watershed Conditions, Report 3480/25, Jennifer North.**

J. North provided a watershed conditions update. Conditions are normal for this time of year. She highlighted the current operating objective of ensuring storage capacity in Crotch Lake for the spring freshet. She noted that the watershed could be at risk of a higher than normal spring peak on the Mississippi depending on weather conditions during March and April.

S. Lewis asked about ground frost conditions. J. North responded that due to a dry Fall, she expects there to be lots of ground penetration from the water run-off.

**5. GM Update, Report 3481/25, Sally McIntyre.**

S. McIntyre provided the GM Update. She highlighted:

- Board Elections – Elections for Chair and Vice Chair of the Board and Sub-committees will be held at MVCA's Annual General Meeting on April 14, 2025.
- Lanark Dam Safety Measures – MVCA is currently developing a detailed workplan to address safety deficiencies. MVCA anticipates initiating the design phase in later March.
- Flood Contingency Plans – An updated version of MVCA's Flood Contingency Plan was distributed to the Board and municipal staff.
- Financial Audit – Staff are working on the draft financial statements to table at the Finance and Administration Advisory Committee meeting in early April to come forward to the Board at the AGM.

B. Holmes asked if MVCA is taking any temporary measures to address safety concerns around the Lanark Dam. S. McIntyre explained that the deficiencies are due to changing regulations. J. Cunderlik added that deficiencies have been noted and prioritized accordingly. These concerns will be addressed during the design stage of the dam improvements. Public safety components will be ready for construction this summer.

R. Huetl asked if MVCA is still in communication with the Kashwakamak Lake Association in regards to the Kashwakamak Lake Dam replacement. S. McIntyre explained that the Kashwakamak Lake association received notification of the submission of the Environmental Assessment (EA). She noted that MVCA intends to continue to engage with the lake association on key milestones.

W. Baker asked for details regarding compliance to updated regulations as they relate to design codes and dam safety standards. S. McIntyre explained that the Canadian Dam

Association sets recommended industry standards. J. Cunderlik explained that design codes are updated at both the Provincial level through *the Lakes and Rivers Improvement Act* and at the Federal level by the Canadian Dam association.

W. Baker asked if all of MVCA's dam structures require upgrades. S. McIntyre explained that dam inspections are held annually and dam safety reviews (comprehensive examinations of dam structures) occur on a rotating basis. The results from these inspections and comprehensive reviews are used to prioritize works and are set out within the 10-Year capital plan.

### **Rising from the Finance & Administration Advisory Committee**

#### **6. MVCA 2025 Investment Policy & 2025 Strategy, Report 3475/25 (Amended), Stacy Millard.**

S. Millard provided the proposed 2025 Investment Policy and 2025 Strategy. She reviewed MVCA's current state of investments. She reviewed policy highlights including annual board approval of the investment mix and strategy along coinciding with updating the 10-year Capital Plan. She reviewed the portfolio mix recommended by the broker ONE Investment. She provided a summary of ONE Investment's returns on portfolio options. She reviewed the 2025 Strategy, which differs from what is in the staff report, as follows:

- 50% in Canadian Government Bonds ~\$1,525,000;
- 25% in High Interest Savings Account (HISA) ~\$762,500;
- 20% in Canadian Corporate Bonds ~\$610, 000; and
- 5% in Canadian Equity Bonds ~\$152,500.

P. Kehoe commented that there have been amendments to the recommendation from the Finance and Administration Advisory Committee and asked whether the item should go back to the Finance and Administration Advisory Committee before being approved by the Board of Directors. S. McIntyre explained that, due to time limitations, the amended recommendation was brought to the Board. She asked if P. Kehoe wants to defer the item so it can go back to the Finance and Administration Advisory Committee and to the Board for approval in April. P. Kehoe asked for feedback from J. Mason, Chair of the Finance and Administration Advisory Committee.

J. Mason asked for clarification on what a Canadian Equity Bond is. S. Millard explained that those are the names of the portfolios as provided by One Investment. She will clarify with One Investment and provide an answer for J. Mason.

J. Mason commented that it is up to the Board if the item should be deferred and reviewed again by the Finance and Administration Advisory Committee. P. Kehoe asked if any members would like to make a motion that the item go back to the Finance and Administration Advisory Committee for review before being tabled with the Board.

**BOD25/03/10 - 3**

**MOVED BY: M. Souter**

**SECONDED BY: J. Kelso**

**Resolved, That the 2025 Investment Strategy go to the Finance and Administration Advisory Committee for review before coming to the Board of Directors.**

**6 In Favour**

**10 Opposed**

**2 Absent**

**“DEFEATED”**

**BOD25/03/10 - 4**

**MOVED BY: T. Popkie**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve:**

- 1. The Investment Policy attached to this report.**
- 2. The 2025 Investment Strategy set out in this report.**
- 3. Transfer of investments to ONE Investment as set out in this report during fiscal years 2025-2026.**

**As amended by the staff presentation.**

**“CARRIED”**

P. Kehoe expressed his view that, ideally, these items would go back to the Finance and Administration Advisory Committee prior to Board approval.

**7. Palmerston Beach Property Transfer, Report 3476/25, Scott Lawryk.**

S. Lawryk provided an updated on the Palmerston Beach property transfer. He highlighted that title issues have been resolved and MVCA is in the position to transfer the property to the township of North Frontenac. He noted that a letter has been



submitted to the Minister of Natural Resources to inform them of the intended transfer of the property. It is recommended to request that the Township contribute 50% toward the legal fees incurred.

P. Kehoe stated that MVCA is looking for ~\$4,250 from North Frontenac. He asked if R. Huetl had any comments. R. Huetl stated that he has a meeting with the Chief Administrative Officer (CAO) from North Frontenac on Thursday to discuss the Palmerston Beach Property Transfer.

**BOD25/03/10 - 5**

**MOVED BY: R. Huetl**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors direct the General Manager to petition the Township of North Frontenac to contribute 50% towards the legal fees incurred by MVCA to provide clear title of the Palmerston Beach property for the Township.**

**“CARRIED”**

**8. K&P Trail Transfer Agreements, Report 3477/25 (Amended), Scott Lawryk.**

S. Lawryk provided an update regarding the K&P Trail transfer agreements with the Counties of Lanark, Frontenac and Renfrew. He reviewed the timeline of the trail’s management and current efforts to transfer ownership. He reviewed the agreement of purchase and sale (APS) and lease agreements and the related outstanding concerns. He highlighted the concerns relating to the potential termination of either the lease or APS. He reviewed a map that illustrates the land title issues along the trail, noting that approximately 70% of the trail has title issues.

S. Lewis asked what happens to the property after the lease agreement ends. S. Lawryk responded that this requires more research. He noted that a 10-year lease requires approval from the Minister of Natural Resources and that a renewal process will need to be determined.

S. Lewis commented that MVCA should transfer ownership of the trail as soon as possible to reduce liability as it relates to trail use. He expressed concerns regarding the timeline of the transfer. P. Kehoe commented that the end goal is to transfer ownership of the trail so that it can be best utilized and controlled.

S. McIntyre commented that the counties are looking to develop a trail loop system in Eastern Ontario. By signing a lease agreement and ultimately taking over ownership of the trail the Counties will be able to raise the trail to an acceptable standard.

S. Lewis asked if landowners in the area object to the transfer. S. McIntyre responded that to date, none of the landowners have objected. She noted that the County of Lanark commissioned legal council to do a title search. She clarified that it is clear that MVCA owns the K&P trail, but the title documents and surveys have issues and require updating.

**BOD25/03/10 - 6**

**MOVED BY: J. Kelso**

**SECONDED BY: D. Comley**

**Resolved, That the Board of Directors authorize the General Manager and Board Chair to finalize and execute agreements with the counties of Lanark, Renfrew, and Frontenac for the lease and acquisition of the K&P Trail as set out in this report.**

**“CARRIED”**

**9. Tenant Agreements, Report 3478/25, Scott Lawryk.**

S. Lawryk reviewed different partner organizations that are tenants of MVCA and the associated agreements in place. He noted that agreements with tenants at the Mill of Kintail site require updating and formalizing. He highlighted the importance of cost-recovery for expenses related to tenants. He noted that tenant organizations are an important part of community relations with MVCA and are mostly volunteer driven. A sharp rise in cost could impact their ability to deliver services. He asked the Board for feedback.

J. Mason described a recommendation from the Finance and Administration Committee discussion of having individual discussions with each of the organizations to gain an understanding of what they're able to provide with the goal of cost recovery of expenses incurred by that organization in their use of the facility.

J. Kelso added that tenants carrying insurance was another recommendation raised at the Finance and Administration Advisory Committee meeting. S. McIntyre commented that MVCA requires rentals to carry their own insurance and MVCA has insurance for the whole site. S. Lawryk added that agreements with the Men's Shed and the Fred

Lossing Observatory include the tenants carrying their own insurance. He highlighted that insurance needs to be addressed in the updates of tenant agreements.

J. Kelso commented that another item discussed at the Finance and Administration Advisory Committee meeting was the recovery of expenses related to staff time.

P. Kehoe summarized that the Board of Directors is directing staff to have individual meetings with the tenant organizations to gain an understanding of their ability to provide cost-recovery for expenses.

**10. Financial Update – 2024 Q4, Report 3479/25 (Amended), Stacy Millard.**

S. Millard explained that questions during the Finance and Administration Advisory Committee meeting led to an update of the reporting layout to separate Categories 1,2 and 3 capital reserves and their associated drawdowns and contributions. She reviewed the unaudited summaries for each category.

S. Millard stated that changes to the budget were due to various factors including: results of timesheet actuals and the reallocation of staff time; staff on short-term disability; staff severances; and grant funding and project delays. She noted a variance in Category 3 Capital budget associated with the update of windows at the Gatehouse being in 2024 instead of 2023 as planned. She reviewed reserve projections and target balances as set out in the *MVCA Reserve Policy*.

She noted that the Finance and Administration Advisory Committee removed the recommendation and did not approve or deny reallocation of Category 2 Operating Reserve surplus of \$100,000 to another reserve. She stated that the staff recommendation remains, as reallocation to the Category 3 Operating Reserve would help to provide staffing/programming in the case of grant uncertainty. She noted that the municipal program and service agreements allow for up to 14% of the operating levy to be allocated to Category 2 and 3, and the total allocation in 2024 was only 10.2%.

S. McIntyre explained that the Finance and Administration Advisory Committee was not comfortable making the recommendation to allocate the Category 2 surplus to Category 3. A decision must be made regarding allocation of the surplus. She asked the Board for recommendations, noting the Board can allocate the funds as they see fit, to any Category.

J. Mason explained that the Finance and Administration Advisory Committee discussed allocating the funds to Category 1 reserves to address the primary mandate of MVCA.

She noted that members felt some of the surplus could be allocated to Category 3, not the entire amount. She highlighted the importance of supporting water control infrastructure improvements.

P. Kehoe expressed that Category 3 programs are non-essential while Category 1 and 2 programs are essential. Category 3 funding requests can be brought to the Board for approval when needed. He noted the importance of supporting water control infrastructure.

J. Kelso commented that Category 3 programs are not priority and recommended supporting Capital projects that benefit all of the member municipalities.

H. Yanch commented that Category 3 programs are needed and expressed support in allocating funds to its reserve.

M. Souter expressed support in allocating the bulk of funds to Category 1 or 2. She highlighted the importance of supporting the expansion of Category 3 programs that are aiming to be fully cost-recoverable and self-sufficient. She noted that new programs carry more risk than the more established programs and require help. Category 3 programs are valued by the communities that they serve, bringing in tourism and encouraging goals set in MVCA's long-term planning. She suggested 80% of the surplus be allocated to Category 1 or 2 reserves and 20% be allocated to Category 3 reserves.

J. Atkinson commented that while Category 3 programs are non-essential, they are services that are MVCA is contracted to provide on behalf of the member municipalities over the next five years. He noted that he is comfortable with funds being allocated to support Category 3 programs. He suggested a 50-50 split of the surplus.

R. Huetl noted that he is comfortable with a 50-50 split of the surplus funds.

J. Mason asked for clarification if Category 3 programs are on the levy for 2025. S. McIntyre confirmed. She expressed support in the 80-20 split of surplus funds. She highlighted the importance of supporting the water control structures.

S. McIntyre explained that staff work within the budget envelope as set by the Board. In MVCA's agreements with the member municipalities, up to 14% can be allocated to Category 2 and 3 programs and services. Category 1 is prioritized when planning the annual budget which is why less than the 14% permitted was allocated to those other categories.

S. Millard added that 7% was charged as part of the 2025 Budget, and 10% in 2024, for Category 2 and 3. S. McIntyre explained that the funds are surplus after having already prioritized Category 1 programs when setting the budget. Staff are recommending funds be allocated to support Category 3 programs because they are more vulnerable due to swings in grant funding.

W. Baker asked if planned upgrades for water control structures are under-funded. S. McIntyre explained that in MVCA's *Reserve Policy*, all asset categories have a target reserve balance. A portion of the Capital levy goes towards planned annual works as well as to building reserves. The Board has approved a schedule of annual Capital Levy increases that provide for delivery of the 10-year Capital Plan. She noted that not all projects are paid in full but are debt financed and amortized over many years. MVCA's existing reserve policies do not provide for setting aside funds for longer-term capital investments.

P. Kehoe commented that MVCA did not receive WECl funding for 2024, the funds from two planned projects (Widow Lake Dam and Lanark Dam) were combined to complete one, the Widow Lake Dam project. He noted with extra funds, both projects could have been completed.

S. McIntyre explained that the recommendation by the Board was to re-apply for WECl funding to complete the project. WECl funding would cover 50% of the fees. She noted that there were reserve funds available to complete the Lanark Dam study.

S. Lewis suggested the Board motion to split the surplus funds 80% to Water Control Structure reserves and 20% to Category 3 reserves.

B. Holmes expressed support in the surplus funds being allocated to Operating reserves.

No motion was formally tabled regarding the allocation of the Category 2 surplus; and Recommendation 3 applies to all year-end surpluses regardless of category.

**BOD25/03/10 - 7**

**MOVED BY: J. Mason**

**SECONDED BY: J. Kelso**

**Resolved, That the Board of Directors approve:**

- 1. Drawdown of the Category 3 Operating Reserve by \$21,007 to cover a shortfall in daily parking pass revenues.**

~~2. Allocation of the Category 2 Operating Surplus of \$100,000 in accordance with Option 2 of this report.~~

3. Allocation of any remaining year-end surplus after audit adjustments to the Water Control Structure Reserve.

10 In Favour

6 Opposed

2 Absent

**"CARRIED"**

**11. Advisory Committee Appointments, Report 3482/25, Sally McIntyre.**

S. McIntyre explained that both the Mill of Kintail Museum Advisory Committee and Mississippi River Watershed Plan Public Advisory Committee have had resignations. She presented the applicants: Jill Moxley for the Mill of Kintail Museum Advisory Committee and Paul Frigon to the Mississippi River Watershed Plan Public Advisory Committee. She asked the Board to also re-confirm appointments of all existing members of the Public Advisory Committees.

**BOD25/03/10 – 8**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve the appointment of members of the public to the Mill of Kintail Museum Advisory Committee and to the Mississippi River Watershed Plan Implementation Public Advisory Committee as set out in this report.**

**12. Corporate Strategic Plan Update, Report 3483/25, Sally McIntyre.**

S. McIntyre provided the final results of the staff survey on the Corporate Strategic Plan update. She highlighted staff interest in community building to demonstrate MVCA's value and to build trust within the community. Staff want to maintain an engaging and involved workforce and to continue working on improving internal communications. Specific objectives that were highlighted by staff included working on erosion hazard mapping and enhanced stewardship community engagement, specifically as it relates to invasive species.

Management level staff highlighted objectives such as improving corporate identity and the community relations including the indigenous and agricultural communities. She noted that MVCA distributes an Indigenous newsletter and plans to launch an Agricultural newsletter in coming weeks to provide information on projects MVCA is doing.

A survey will be distributed to the Board in coming weeks to obtain feedback.

J. Mason highlighted the importance of participation from all members of the Board to gain an understanding of how MVCA can best deliver services to the municipalities.

### **13. Staff Presentation – Changes in Wetland Management in Ontario, Kelly Stiles.**

K. Stiles provided a presentation regarding updates to wetland management regulations in Ontario since Bill-23 in 2022. She reviewed the roles of the Province, Municipality and Conservation Authority and the associated regulatory documents. She summarized the Provincial *Policy Planning Statement (PPS)*, 2024 as it relates to wetland management.

She summarized the *Ontario Wetland Evaluation System (OWES)*, the methodology for wetland identification, delineation, and evaluation. She highlighted changes to the OWES due to the Bill 23 update.

She reviewed the definition of wetland as described in the *Conservation Authorities Act*. She described activities that require Conservation Authority permit approval. She highlighted that the Conservation Authority review focus is on potential impacts to hydrologic functions. She reviewed situations where MVCA may issue permits in wetlands. She reviewed MVCA's offsetting policies and that offsetting the impacts of works in wetlands is the least preferred option. Slides are posted at: [mvc.on.ca/meetings/](http://mvc.on.ca/meetings/).

J. Kelso asked if a wetland must have an intake and an outlet. K. Stiles responded that wetlands must have hydraulic connection. By definition, it must be connected to surface water. Ground water cannot be studied or regulated under current parameters.

J. Kelso asked if a body of water that is not connected is replenished from ground water. K. Stiles responded that there could be a groundwater connection but it can also come from rain water, overland flows or snow melt. She noted that it is difficult to trace and map groundwater.

B. Holmes asked if MVCA has received any offsetting requests and if they were successful. K. Stiles confirmed that we have and explained that MVCA is currently in negotiations and that plans have yet to be finalized. Applications for offsetting are typically for large subdivisions. She highlighted the focus on net gain in environmental quality of those sites.

### **Adjournment**

**BOD25/03/10 - 9**

**MOVED BY: R. Huetl**

**SECONDED BY: H. Yanch**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at 3:06 p.m.

K. Hollington, Recording Secretary



## Minutes: Board of Directors Meeting

February 10, 2025

Hybrid Meeting Via Zoom and at MVCA Office

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### Roll Call

#### Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Bev Holmes (Virtual)
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Janet Mason
- Jeannie Kelso (Virtual)
- Mary Lou Souter
- Richard Kidd
- Taylor Popkie
- Wayne Baker

#### Members Absent

- Allan Hubley
- Cathy Curry
- Roy Huetl
- Steven Lewis

#### Staff Present

- Sally McIntyre, General Manager
- Juraj Cunderlik, Director of Engineering
- Stacy Millard, Treasurer
- Matt Craig, Manager of Planning & Regulations
- Scott Lawryk, Properties Manager
- Alex Broadbent, Manager of IC&T
- Brian Anderson, Forestry Technician
- Kelly Hollington, Recording Secretary

#### Guests

- Marika Livingston, Project Manager, Drinking Water Source Protection, Mississippi-Rideau Source Protection Region
- Isabelle Maltais, Director Watershed Science & Engineering, Rideau Valley CA

P. Kehoe called the meeting to order at 1:07 p.m.

### Declarations of Interest

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

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### Agenda Review

There were no additions or amendments to the agenda.

#### **BOD25/02/10 - 1**

**MOVED BY: D. Comley**

**SECONDED BY: T. Popkie**

**Resolved, that the agenda for the February 10, 2025 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

### Main Business

#### **1. Approval of Minutes: Board of Directors Meeting, December 9, 2024**

There were no additions, amendments or discussion relating to the minutes.

#### **BOD25/02/10 - 2**

**MOVED BY: R. Kidd**

**SECONDED BY: J. Atkinson**

**Resolved, that the minutes of the Board of Directors Meeting held on December 9, 2024 be received and approved as printed.**

**“CARRIED”**

#### **2. Employee Presentation: County Forest Presentation, Brian Anderson**

B. Anderson provided background on the Lanark County Community Forest program and properties within the watershed. He explained that the Program is cooperatively managed by MVCA, Upper Canada Forest Service and Lanark County under a 5-year Memorandum of Understanding (MOU). He reviewed forestry management standards. He gave an overview of the activities within the Community Forest Program. He reviewed future opportunities for the program including establishing recreational trails at county forest properties.

W. Baker asked if there are maps available to show the County forest locations. B. Anderson responded that individual maps of all the properties are on the Lanark County website under Forest Management.

J. Mason asked if County Forest properties are treated the same as provincial crown land in regards to public use. B. Anderson explained that Crown land belongs to the province of Ontario. County forests are in private ownership by the County, which sets recreation policy and standards for what is allowed on each property. J. Mason clarified that rules surrounding uses like camping are determined by the County, and that Crown land laws do not apply. B. Anderson confirmed.

J. Kelso asked if there are financial benefits from tree harvesting on these properties and if the county would receive the funds. B. Anderson responded that under the 5-year operating plan includes tree harvesting. Harvesting tenders are issued and any profits from harvesting of forest resources go back to the County as non-tax revenue to provide funds for trails and other forestry-related activities.

C. Kelly expressed support for sustainable harvesting and asked if any of the lands are still used for agricultural purposes. B. Anderson responded that Lanark County Forest properties are not used for agricultural purposes. C. Kelly highlighted the opportunities for generating revenue with the harvesting utility poles.

R. Kidd confirmed that county forests are owned by the county and that a Forestry Committee advises Lanark County Council on forestry management matters. Funds generated from the County forests are allocated to a forestry reserve for the management and maintenance of the properties.

M. Souter asked if any of the County forests are being used in partnership with non-profits such as Mississippi Madawaska Land Trust (MMLT) or Mississippi Valley Field Naturalists (MVFN). B. Anderson explained that other organizations have previously completed environmental surveys on some properties but that there is no long-term coordination.

R. Kidd asked if any properties are used for maple syrup production. B. Anderson responded that a property behind Wheelers Maple Syrup is rented on a per-tap basis for maple syrup production.

1. GM Update, Report 3470/25, Sally McIntyre

S. McIntyre spoke to the GM Update and highlighted the following matters:

- Kashwakamak Lake Dam Environmental Assessment (EA) – The EA was successfully tabled at the end of 2024. MVCA is proceeding with development of

the Terms of Reference for request for proposals (RFP) with the goal of completion of detailed design in 2025.

- Kintail Country Christmas – The event was a success and saw a small loss of \$500. She noted that the event is considered a promotional community event rather than an income source.
- Boardroom AV System Replacement – Installation of a new AV system is planned for February 18-21, which should improve virtual meetings.
- Staffing Changes – She highlighted recent organizational adjustments and the posting of 2025 summer student positions.

J. Kelso asked when MVCA expects to receive the draft Lanark Dam Safety Review (DSR) report from Egis. J. Cunderlik responded that the draft report is expected this month (February). S. McIntyre explained that once the draft DSR is received, staff can scope the works needed and move forward with a request for proposals (RFP).

J. Kelso asked about the land ownership investigation at the Lanark Dam and if she should be in contact with the township. S. McIntyre explained that the land ownership of the area is complex. Historically, land transfers were not always accompanied by accurate surveyed drawings and only had meets and bounds descriptions. Staff identified a parcel of interest that is possibly owned by Lanark Highlands Township. S. McIntyre stated that she will follow up with J. Kelso on this matter.

J. Kelso asked S. McIntyre to elaborate on the new regulations regarding governing ministerial powers. S. McIntyre explained that the Minister of Municipal Affairs & Housing is able to execute powers to issue or refuse a permit if deemed of provincial interest. J. Kelso asked if there is an opportunity for a tribunal or discussion if the governing Conservation Authority does not agree with minister's decision. S. McIntyre responded that she believed the only option would be to go to court.

B. Holmes asked if any sensitive information was accessed due to the MailChimp hack. S. McIntyre responded that staff were able to close the account shortly after the hack and to the best of staff's knowledge, there was no breach beyond attempts to manipulate the account. She highlighted difficulties in dealing with MailChimp to recover funds required to close the account.

### **3. 2025 Budget, Report 3471/25, Stacy Millard & Sally McIntyre**

S. McIntyre provided the revised MVCA 2025 Budget. She outlined the circulation process and stated that no comments were received. She reviewed the adjustments

made since the December meeting and stated that the proposed levies had not changed. There was no further discussion and no questions were received.

**BOD25/02/10 - 3**

**MOVED BY: B. Holmes**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve the 2025 Budget as submitted.**

**“CARRIED”**

**4. Foundation Update, Report 3472/25, Sally McIntyre**

S. McIntyre summarized the history and purpose of the Foundation and current board membership, noting the recent retirement of Chair, Paul Lehman. She reviewed Foundation activities and highlighted the approval of a 50/50 raffle this year with the goal of developing a consistent revenue source for category 3 programs. She highlighted the importance of Board outreach and recruitment.

J. Mason added that the Foundation needs more board members. She stated the need for members with a connection to the local business community who have an interest in philanthropy and the watershed. She noted the need for representation from all areas of the watershed, specifically Mississippi Mills and North Kanata area.

**5. Section 28 Permits – Status Update 2024, Report 3473/24, Matt Craig**

M. Craig provided background on the Section 28 reporting process and a summary of results for 2024. He explained that the format of the attached activity report has been recently updated by Conservation Ontario through discussions with the province. He noted a correction to the total minor permits issued in 2024 as 152 rather than 149. He noted that mapping will be updated as works are completed. A report from April – December, 2024 will be submitted at the end of the week to Conservation Ontario.

P. Kehoe asked about the repercussions for not meeting timelines on permits. M. Craig commented that MVCA's timelines are exceptionally good due to an emphasis on pre-consultation, and the pausing of the clock while applicants address issues raised. He explained that issues regarding timelines are greater in the GTA, and he is unaware of any repercussions for not meeting timeline targets.

B. Holmes noted several permits issued in Mississippi Mills at the same property address. She asked if all permits would be associated with the same project. M. Craig explained that there are many reasons for multiple permits at the same property address including multiple stages of development, permits submitted at different times of year, and permits for different types of work. He noted that the property could be associated with the telecommunications industry. Companies sometimes submit mass permit information which is divided up to better manage the project and conduct compliance. B. Holmes asked for information regarding the replacement of the Blakeney Bridge structure. M. Craig commented that he will follow up with B. Holmes in regards to her questions regarding specific properties and permits.

W. Baker asked if there is a reason for the decline in permits since a peak in 2021. M. Craig explained that MVCA was inundated with permits for works following the floods of 2017 and 2019, and that they took a period of time to address due to a lack of contractors, materials and technical professionals to complete home builds and shoreline works. The number of permits requests has stabilized since peaking in 2021.

#### **6. Ferry Road Property, Report 3475/25, Sally McIntyre**

S. McIntyre introduced the Ferry Road Property Report by explaining that MVCA applied for funding under a Conservation Ontario partnership program with Environment Canada to help offset administrative costs associated with the City's acquisition of the property. She also stated that there have been informal discussions within the City of Ottawa regarding the potential assumption of site management and operations by MVCA, and that approval by the Board would be needed for that to occur.

C. Kelly provided background and description of the project in his ward. He highlighted the opportunity of a potential partnership between MVCA and the City of Ottawa in the management of the property.

#### **7. Corporate Strategic Plan Update, Report 3474/25, Sally McIntyre**

S. McIntyre reviewed preliminary results from staff surveys on the current corporate strategic plan. She noted that the current themes did not resonate with staff that had responded to date. She looked to the Board for feedback regarding themes that resonate with them. P. Kehoe asked the Board to review the strategic plan and to provide feedback.

J. Mason commented that the current corporate strategic plan is not inspiring. She highlighted the importance of identifying MVCA's future aspirations.

B. Holmes suggested climate change and financial stability as important items to be considered in the update.

J. Atkinson concurred with prior comments and suggested that "community building" could be replaced with "strategic partnerships" to give greater operational direction. He further suggested that a writer be retained to give the Strategy inspirational polish.

M. Souter explained that the plan may not have resonated with staff due to workload. She noted that MVCA has endured an increase in demand as it relates to the development of regulatory documents. She expressed support in setting inspiring and ambitious goals to engage staff.

J. Kelso highlighted the importance in engaging the public who are not living on the water and to involve the public who may not have access to recreational activities.

P. Kehoe asked the Board to review the current [Corporate Strategic Plan](#) and to provide feedback to S. McIntyre for further discussion at the March Board meeting.

S. McIntyre noted that the majority of items raised are category 3 programs, which is not core mandate of the organization which is focused on natural hazard management and land conservation.

G. Gower asked S. McIntyre for more details regarding feedback received from staff. S. McIntyre explained that there was inconsistency in the responses received with no clear direction in the themes to carry forward in the update.

R. Kidd commented that the strategic plan should reflect that MVCA operates under provincial government restrictions. He noted the importance of full cost recovery for all category 3 programs. He highlighted the opportunity to generate funds from category 3 programs to support activities/events like Kintail Country Christmas.

J. Mason highlighted the goal of a modern automated watershed model to predict future scenarios.



**BOD25/02/10 - 4**

**MOVED BY: W. Baker**

**SECONDED BY: C. Kelsey**

**Resolved, That the Board of Directors meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at 2:17 p.m.

K. Hollington, Recording Secretary