

## Minutes: Board of Directors 57<sup>th</sup> Annual General Meeting

April 14, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### Roll Call

#### Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Allan Hubley
- Bev Holmes
- Cathy Curry (Virtual)
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Jeannie Kelso
- Mary Lou Souter
- Richard Kidd
- Roy Huetl
- Steven Lewis
- Taylor Popkie (1:15 p.m.)
- Wayne Baker
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager,
- Alex Broadbent, Manager of IC&T
- Ben Dopson, Manager of Planning & Stewardship
- Diane Reid, Environmental Planner
- Mercedes Liedtke, Environmental Planner
- Jennifer North, Water Resources Technologist
- Bryan Flood, Water Resources Engineer (Virtual)
- Kelly Hollington, Recording Secretary

#### Members Absent

- Cindy Kelsey
- Janet Mason

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer

#### Guests

- Donna Rotar, Baker Tilly REO
- Adrianna Martin, Baker Tilly REO
- Roberta Della-Pica, Bonnechere Algonquin First Nation
- Ross Saunders, Bonnechere Algonquin First Nation

P. Kehoe called the 57<sup>th</sup> Annual General Meeting to order at 1:00 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.

### Agenda Review

There were no additions or comments on the agenda.

#### **BOD25/04/14 - 1**

**MOVED BY: H. Yanch**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the April 14, 2025 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

### Welcome Ceremony & Land Acknowledgement

S. McIntyre provided a land acknowledgement recognizing First Nation ties to the land and to MVCA’s work. S. McIntyre introduced R. Della-Pica and her partner, R. Saunders, Bonnechere Algonquins, and invited them to conduct the opening ceremony for the AGM.

R. Della-Pica explained the smudging ceremony, taking the smoke from the burning sage, sweetgrass, tobacco and cedar to cleanse the body, mind and spirit and to cleanse the space of any negative energies. Members were invited outside for the opportunity to be smudged. R. Della-Pica provided a water ceremony and sang the Water Song to conclude the opening ceremony. She highlighted the importance of slowing down, being intentional and being present.

P. Kehoe expressed thanks to R. Della-Pica and R. Saunders for their opening ceremony.

### Main Business

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

There were no amendments or discussion on the minutes.

#### **BOD25/04/14 - 2**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

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

**“CARRIED”**

2. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, April 4, 2025.
- b. Executive Committee Meeting, October 25, 2025.

There was no amendment or discussion of the minutes.

3. Employee Presentation: 2024 Planning Act Reviews, Diane Reid & Mercedes Liedtke.

D. Reid and M. Liedtke provided an overview of MVCA planning advisory services. They discussed the advisory role of MVCA in reviewing planning applications and reviewed the volume of applications by type and municipality. They reviewed provincial changes to planning regulations and areas with complex/challenging reviews.

B. Holmes asked about the updated mapping for safe road access around Mississippi Lake. D. Reid explained that MVCA staff carried out ground truthing exercises using transit and GPS equipment to assess the elevation of various roads of potential concern within the area that could be below set standards for safe access for emergency services.

J. Kelso asked if residents were made aware of the safe road access mapping update. S. McIntyre explained that the information was shared with the Lake Association and with Municipal Public Works Offices and CAOs for emergency services purposes. Information and maps regarding safe access surrounding Mississippi Lake can be accessed on the MVCA website.

D. Reid noted that with up to one foot of flooding may still be considered safe access; however, flooding exceeding one foot is flagged as potentially unsafe.

R. Kidd asked about the role of the Conservation Authority in the expansion of community development areas. M. Liedtke explained that it is the same advisory role as described in the planning application process – MVCA is circulated planning applications to review in conformity to the Provincial Planning Statement (PPS) and provincial guidelines to mitigate impacts. MVCA continues to comment on concerns related to Natural Hazards (flooding, erosion and slope stability).

P. Kehoe commented that Lanark Highlands has a high number of severances. D. Reid responded that there has been a trend of a higher number of severances in Lanark Highlands. She noted that the higher activity in Mississippi Mills and Carleton Place is attributed to subdivision applications and the review of resubmissions.

4. Watershed Outlook (Verbal), Jennifer North.

J. North provided a verbal watershed outlook discussing current conditions. She explained that warm temperatures and rainfall in mid-March triggered a quick freshet, causing localized flooding due to the rapid water level increases. Staff issued flood outlook statement on March 14, followed by a Flood Watch Statement on March 27 and Flood Warning Statement on April 5. Staff operated dams strategically to lessen the impacts across the watershed. The Mississippi system peaked on April 10 and remains full but is being managed to release excess water and maintain stable levels.

Current flows of the Mississippi River at Fergusons Falls were compared to flows from the past two years and in 2019 when the watershed experienced an extreme event. She compared current flows on the Ottawa River at Constance Bay with flows from 2019. She noted that there are no flooding concerns currently, unless a significant rain event occurs in the next several weeks.

C. Kelly asked about snowpack conditions in the northern part of the watershed. J. North explained that snowmelt has begun but current conditions are uncertain. C. Kelly asked if there is a sense of timing when the second water level peak will happen. J. North commented that the second peak is not anticipated for another two weeks.

M. Souter asked for details regarding flood risk within the watershed. J. North explained that currently, the lakes in the upper watershed have peaked. Logs are being managed carefully to provide capacity and stability. She noted that the elevated water levels could be attributed to the unusually high amount of precipitation that occurred within the span of a week.

5. Auditor's Report, Baker Tilly REO

Presented with item 6, Financial Statements.

6. Financial Statements, Baker Tilly REO

D. Rotar summarized the audit process. She noted that there were no significant internal control concerns or other matters to address. Key findings included two unadjusted misstatements attributed to assets purchased by the Foundation in 2023

and that were not recorded until 2024. She highlighted a qualified opinion included in the audit report related to the Asset Retirement Obligation (ARO) estimate. The ARO estimate is a liability to remediate things such as asbestos and lead paint in older buildings. The auditors took the position that without the expert assessment of the remediation work that they were unable to obtain sufficient audit evidence to verify the ARO amount. She noted that it is in the budget for 2025 to have an assessment completed to determine the ARO amount.

R. Huetl asked how the amount of \$61,933 was determined for the ARO. S. Millard explained that she conducted research based on the size and age of the buildings. D. Rotar commented that the ARO is a difficult standard to implement. R. Huetl asked why an ARO is required if there are no plans to sell the buildings. D. Rotar explained that MVCA has a legal obligation to remediate the expenses before a building can be disposed of. The ARO is part of public sector accounting standards, put into effect in 2023.

D. Rotar reviewed the Statement of Financial Position including financial assets and liabilities and non-financial assets and the Statement of Changes in Net Financial Debt. Next steps include the approval of the Financial Statements by the Board and signing of the management representation letter and reporting letter. She noted that no significant events have occurred between December 31, 2024 and the date of issuance of the Financial Statements that would cause any impacts.

**BOD25/04/14 - 3**

**MOVED BY: J. Kelso**

**SECONDED BY: T. Popkie**

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

- 1. Approve the 2024 Audited Financial Statements and direct that they be posted and distributed in accordance with section 38 of the Conservation Authorities Act; and**
- 2. Receive and authorize signing of the Auditor's Report.**

**"CARRIED"**

**7. Financial Update – YTD December 31, 2024, Audited, Report 3484/25, Stacy Millard.**

S. Millard provided the Financial Update – YTD December 31, 2024, Audited. She noted that the report was amended to include the unaudited YTD Actuals for comparison to

the audited version as per direction from the Finance and Administration Advisory Committee. She highlighted updates attributed to the City of Ottawa Floodplain Mapping Contract revenue and a WSIB rebate. She provided an update of MVCA reserve balances including the allocation of surplus funds to the Water Control Structure reserve. She highlighted that it is in the capital plan to undertake building condition assessments in 2025 to satisfy the ARO requirement.

8. Election of Officers, Report 3485/25, Sally McIntyre.

P. Kehoe expressed that it has been an honour to serve as Chair over the past two years, highlighting how much he has learned from both the MVCA staff and fellow Board members.

**BOD25/04/14 - 4**

**MOVED BY: D. Comley**

**SECONDED BY: M. Souter**

**Resolved, That Sally McIntyre be appointed as Chair for the administration of the election of Board of Directors for 2025-2026.**

**“CARRIED”**

S. McIntyre declared the positions of Chair and Vice Chair vacant and asked the Board for nominations for the position of Chair.

R. Kidd nominated R. Huetl for the position of Chair. M. Souter seconded the nomination.

S. McIntyre asked the Board for nominations, two more times. No other nominations were received.

S. McIntyre asked R. Huetl if he accepted the position of Chair. R. Huetl confirmed.

**BOD25/04/14 - 5**

**MOVED BY: H. Yanch**

**SECONDED BY: J. Kelso**

**Resolved, That nominations for the position of Chair be closed.**

**“CARRIED”**

S. McIntyre declared R. Huetl as Chair by acclamation.

R. Huetl assumed the position and asked the Board for nominations for the position of Vice Chair.

J. Atkinson nominated P. Kehoe for the position of Vice Chair. D. Comley seconded the nomination.

R. Huetl asked the Board for nominations, two more times. No other nominations were received.

R. Huetl asked P. Kehoe if he accepted the position of Vice Chair. P. Kehoe confirmed.

**BOD25/04/14 - 6**

**MOVED BY: M. Souter**

**SECONDED BY: J. Atkinson**

**Resolved, That nominations for the position of Vice Chair be closed.**

**“CARRIED”**

R. Kidd commented that an individual can only sit as chair for two years. He thanked P. Kehoe for leading the Board as Chair for the past two years and expressed confidence that R. Huetl will excel in the role moving forward. S. McIntyre expressed her thanks to P. Kehoe.

**9. 2025 Regulations Committee and Other Appointments, Report 3486/25, Sally McIntyre.**

S. McIntyre stated that Board representatives currently serving on the Mississippi Valley Conservation Foundation, the Mill of Kintail Museum Advisory Committee and the Mississippi River Watershed Plan Implementation Public Advisory Committee had all agreed to continue in this capacity; and that no requests to move between the Finance and Administration Advisory Committee and the Policy and Planning Committee had been received.

She highlighted that the members appointed to the Regulations Committee are being delegated authority under the *Conservation Authorities Act* to act on the Board's behalf in instances where a permit application results in an appeal. In such cases, the Regulations Committee is empowered by the Board to render a final decision on whether to approve the application and regarding any associated conditions.

She explained that the Regulations Committee is comprised of the Board Chair and Vice Chair and requires 3 more people on the committee. She noted that the Regulations

Committee did not receive any appeals in 2024. Previous members include R. Kidd, J. Mason and J. Atkinson.

S. McIntyre asked R. Kidd if he would be willing to serve on the committee again. R. Kidd confirmed.

J. Atkinson commented that he would be willing to serve on the committee again.

M. Souter nominated T. Popkie to sit on the Regulations Committee. P. Kehoe seconded the nomination. T. Popkie confirmed that he would be willing to serve on the Regulations Committee.

**BOD25/04/14 - 7**

**MOVED BY: D. Comley**

**SECONDED BY: B. Holmes**

**Resolved:**

- 1. That the Board of Directors:**
  - a. Appoint the Board members listed in Table 3, as amended, to the Regulations Committee to hear applications pursuant to Ontario Regulation 41/24 and MVCA's Administrative By-Law; and**
  - b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**
- 2. That the Board of Directors appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.**
- 3. That the Board of Directors appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.**
- 4. That the Board of Directors appoint Dena Comley as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.**

**"CARRIED"**

**10. 2025 Conservation Ontario Appointments, Report 3487/25, Sally McIntyre.**

S. McIntyre explained that Conservation Ontario is the organization that represents the interest and facilitates collaboration amongst the 36 Conservation Authorities across the



province. She noted that they meet four times annually. Conservation Ontario asks for members to adopt policy at the Provincial level. Traditionally the Chair is the voting delegate, the Vice Chair is first alternate and the GM is the second alternate. She commented that participation in Conservation Ontario meetings can be facilitated for any members who express interest.

**BOD25/04/14 - 8**

**MOVED BY: P. Kehoe**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2025:**

- **The 2025 Board Chair as Voting Delegate**
- **The 2025 Board Vice Chair as First Alternate**
- **The General Manager as Second Alternate**

**“CARRIED”**

**11. Appointment of 2025 Auditor, Report 3488/25, Stacy Millard.**

S. McIntyre commented that the recommendation is to retain Baker Tilly REO for the 2025 audit.

**BOD25/04/14 - 9**

**MOVED BY: M. Souter**

**SECONDED BY: P. Kehoe**

**Resolved, That the Board of Directors appoint the firm of Baker Tilly REO as the Authority’s auditor for the year 2025.**

**“CARRIED”**

**12. GM Update, Report 3489/25, Sally McIntyre**

S. McIntyre provided the GM Update. She highlighted:

- *The 2024 Annual Report.*
- The Parklands and Trail Mini-Conference to be held May 28.
- A reduction in insurance premiums.
- Staffing Changes, including introduction of MVCA’s new Manager of Planning and Stewardship, Ben Dopson.

- Mississippi Valley Conservation Foundation 50/50 Raffle Fundraiser.
  - She noted that fundraising by the Foundation helps to offset category 3 program costs and over time will help to reduce the amount of funding support required from the municipal levy.

M. Souter asked for information about how 50/50 tickets will be sold. S. McIntyre explained that tickets will be sold online. She noted that QR codes and social media posts with a direct link to the lottery website will be made available for Board members to share and encouraged them to distribute these within their networks.

J. Kelso asked if the aerial photography under the DRAPE program will be shared with municipal staff. A. Broadbent explained that staff have spent two weeks stitching together the photographs for integration into MVCA mapping. The photography is free and can be requested through open data. He expressed concerns regarding MVCA sharing the information without permission from MNR. S. McIntyre added that MVCA will notify municipal staff once the photo stitching has been completed for MVCA's jurisdiction and to determine the best way to share the information. She committed to following up with J. Kelso and A. Broadbent on this matter.

13. Retirement Gift Policy (In-Camera), Sally McIntyre.

The Board discussed the Retirement Gift Policy in-camera.

**BOD25/04/14 - 10**

**MOVED BY: P. Kehoe**

**SECONDED BY: D. Comley**

**Resolved, That the Board of Directors move to in-camera session for the discussion of the following matter:**

- Labour relations or employee negotiations

**And further resolved, That:**

- Sally McIntyre remain in the room; and
- MVCA Staff leave the room.

**"CARRIED"**

**BOD25/04/14 - 11**

**MOVED BY: P. Kehoe**

**SECONDED BY: D. Comley**

**Resolved, That the Board of Directors move out of in-camera discussions.**

**“CARRIED”**

**BOD25/04/14 - 12**

**MOVED BY: S. Lewis**

**SECONDED BY: T. Popkie**

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

- 1. Approve the retirement gift for a staff member; and**
- 2. Direct staff to review the existing Retirement Gift Policy and make recommendations for consideration by the Finance and Administration Advisory Committee.**

**“CARRIED”**

**14. 2025 Workplan & Needs Assessment, Report 3490/25, Sally McIntyre.**

S. McIntyre reviewed the 2025 workplan and needs assessment. The workplan lists the major projects that MVCA put forward to make progress against the *Corporate Strategic Plan*. She highlighted that staff timesheets shows that approximately 80% of staff effort is spent on Category 1 operational activities and 10% on Category 2 and 3 initiatives. The remaining 10% of staff time is allocated to major change initiatives as tabled in the annual workplan. She noted that most initiatives identified in the previous workplan have been completed, with only 2 outstanding items. She highlighted that MVCA has been successful in obtaining grant funding for the Fall River Floodplain Mapping Project, Lanark Dam Safety Enhancement and Kashwakamak Lake Dam Detailed Design.

B. Holmes asked why the Water/Sewer Connection is deemed high-risk on the Needs Assessment. S. McIntyre responded that the water storage tanks for fire services have a long-standing leaking issue and require refilling on a regular basis. She noted that MVCA also experienced an issue with the septic system over the winter.

**15. Corporate Strategic Plan, Report 3491/25, Sally McIntyre.**

S. McIntyre reviewed results of the corporate strategic plan survey sent to Board members. She asked the Board for feedback regarding MVCA’s communication and relationship with member municipalities.

B. Holmes commented that the survey is better suited to be sent to municipal staff for review at council meetings. J. Kelso agreed, noting that planning staff are connected to the local community.

J. Kelso commented that staff at the Lanark Highlands office, including herself, are new to their positions and did not feel comfortable with answering the survey questions.

W. Baker commented that he took the survey alongside Tay Valley planning staff. He explained that staff observed a decline in communications about climate change predictions and their impact on the watershed outlook. He noted that Tay Valley staff would like to see more communication on floodplain mapping, climate change adaptation, and emergency preparedness.

S. McIntyre highlighted key themes identified in the survey responses:

- Focus on core mandate,
- Modernize and strengthen asset management,
- Enhance community awareness and understanding of MVCA; and
- Build organizational capacity to respond to ongoing changes.

She asked the committee if they have any other key themes or major gaps to add to the list that MVCA should be focusing on.

J. Kelso highlighted the importance of enhancing community awareness and relationships.

R. Kidd disagreed with education and community awareness being a key theme. He commented that it is important to focus on the core mandate highlighted the importance of category 2 and 3 programming being fully cost-recoverable. P. Kehoe supported R. Kidd's comment.

J. Atkinson commented that Stewardship and Education are key aspects of conservation. He noted that there is a demand/need for stewardship and education services within the watershed. He commented that MVCA adds value to municipal recreation programs.

S. McIntyre emphasized that MVCA is working toward full cost recovery for Category 2 and 3 programs and services over the next 4-years. She noted that Stewardship is a subsidized program.

P. Kehoe commented that the City of Ottawa pays for the largest portion of the MVCA levy. S. McIntyre highlighted the importance of enhancing community awareness and understanding of MVCA specifically in the Ottawa area.

G. Gower commented that City of Ottawa staff are satisfied with the MVCA's fulfillment of its municipal responsibilities and view the partnership positively. He commented that the average resident in Ottawa is not aware of what conservation authorities do. He noted that the City of Ottawa interfaces with 3 conservation authorities within their jurisdiction.

### Adjournment

R. Della-Pica provided a closing ceremony speech and sang the travelling song. She highlighted that we are the stewards of the water, land and air.

#### **BOD25/04/14 – 13**

**MOVED BY: P. Kehoe**

**SECONDED BY: H. Yanch**

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

**"CARRIED"**

The meeting adjourned at 3:30 p.m.

K. Hollington, Recording Secretary