



## Agenda: Board of Directors Meeting

July 14, 2025

1:00 p.m.

Hybrid meeting via Zoom and MVCA Office Boardroom

---

### Roll Call

### Declarations of Interest (written)

### Adoption of Agenda

### Main Business

1. Approval of Minutes: Board of Directors Meeting Minutes, May 12 2025, Page 2
2. Receipt of Minutes:
  - a. Finance and Administration Advisory Committee Meeting Minutes, June 26 2025, Page 9
  - b. Policy & Planning Advisory Committee Meeting Minutes, July 3 2025, Page 16
3. Staff Presentation: Low Water Response Plan, Kathryn Starratt
4. GM Update, Report 3503/25, Sally McIntyre, Page 22

#### Rising from the Finance and Administration Advisory Committee

5. In Camera – Job Evaluation (JE) Results, Report 3499/25, Sally McIntyre, Page 41
5. Corporate Strategic Plan Update, Report 3504/25, Sally McIntyre, Page 43

#### Rising from the Policy and Planning Advisory Committee

7. Mill of Kintail Strategic Plan Update, Report 3502/25, Sally McIntyre, Page 64

#### Rising from the Finance and Administration Advisory Committee

8. Fee Update, Report 3500/25, Stacy Millard, Marissa Okum & Scott Lawryk, Page 72
9. Reserve Policies, Report 3501/25, Sally McIntyre, Page 81
10. Review and Revisions of MVCA's Regulatory Mapping, Report 3505/25, Juraj Cunderlik & Ben Dopson, Page 87
11. 2025 Land Inventory Update, Report 3506/25, Scott Lawryk, Page 96

### Adjournment



## Minutes: Board of Directors Meeting

May 12, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

---

### Roll Call

#### Members Present

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

#### Members Absent

- Cathy Curry
- Steven Lewis

#### Staff Present

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Alex Broadbent, Manager of IC&T
- Scott Lawryk, Properties Manager
- Jennifer North, Water Resources Technologist
- Amy Phillips, Engineering Technologist
- Shabab Islam, Water Resources Engineering Assistant
- Bryan Flood, Water Resources Engineer (Virtual)
- Kelly Hollington, Recording Secretary

R. Huetl called the meeting to order at 12:59 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 to the agenda.

**BOD25/05/12 - 1**

MOVED BY: D. Comley

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the May 12, 2025 Board of Directors Meeting be adopted as presented.*

**“CARRIED”**

**Main Business**

**1. Approval of Minutes: Board of Directors Annual General Meeting, April 14, 2025.**

There was no discussion or amendments regarding the minutes.

**BOD25/05/12 - 2**

MOVED BY: J. Atkinson

SECONDED BY: H. Yanch

*Resolved, that the minutes of the Board of Directors Annual General Meeting held on April 14, 2025 be received and approved as printed.*

**“CARRIED”**

**2. Watershed Conditions, Report 3492/25, Jennifer North.**

J. North provided an update to watershed conditions. She highlighted that the majority of lakes are near summer target levels, keeping in mind requirements for fisheries and nesting birds. Flows have been slowing down and are near historical average levels. Crotch Lake levels are at their historical average, levels are being maintained to sustain flows throughout the system for the summer months. Levels and flows in Dalhousie and Mississippi Lake will continue to drop to normal summer levels over the following weeks. She noted that higher levels and flows in the Ottawa River are due to seasonal rain and ongoing snow melt in the northern portion of the water basin. MVCA issued a flood warning for the Ottawa River on May 1, which was recently downgraded to a flood watch. Water levels are expected to decline over the next week barring any significant rain events.

3. Staff Presentation: Carp River Watershed Monitoring Network Expansion, Amy Phillips & Shabab Islam.

A. Phillips provided a map of the Carp River Watershed Monitoring Network Expansion and highlighted permanent and temporary gauge stations. She explained that water levels are monitored along the Carp River and its tributaries as a part of MVCA's flood forecasting and warning (FFW) program, and to support floodplain mapping studies. She described the streamflow monitoring equipment used to validate water levels, to obtain bathymetry information, and flow measurements. She noted that MVCA is focusing on conducting flow measurements after major rain events.

S. Islam explained how flow data is collected, reviewed, and used to develop a rating curve. He summarized goals and future plans for MVCA's monitoring network, including improvements and updates to floodplain mapping, flood forecasting and warning and watershed studies. He noted that some data is available on MVCA's website maps.

J. Mason asked if the gauge station data is available on the MVCA website. J. Cunderlik responded that it is not available. J. Mason asked for a copy of the presentation to share.

M. Souter asked for the location of the final photo of the presentation. A. Phillips responded that the photo was taken at Poole Creek and Maple Grove Road. S. McIntyre clarified that the location is in Stittsville.

R. Kidd asked why research is being conducted on such a small area. S. McIntyre explained that large areas of the watershed do not have comprehensive floodplain mapping and MVCA is working to fill long-standing gaps. She highlighted that the Carp River is the most developed area within MVCA jurisdiction and is a high-pressure area for continued future development. J. Cunderlik added that MVCA had no data on the Carp River watershed prior to this project. He highlighted the importance of up-to-date data for permit and planning application review. S. McIntyre noted that MVCA is under contract with the City of Ottawa for the completion of this project, which is funding 50% of the project.

P. Kehoe commented that the map delineation lines are difficult to see. R. Huetl agreed that the coloured lines are difficult to see.

4. GM Update, Report 3493/25, Sally McIntyre.

S. McIntyre provided the GM Update and highlighted the following:

- Lanark Dam Safety Review (DSR) – A meeting is planned for later today with J. Kelso to discuss details of the DSR. She highlighted that the dam safety review was completed and it is recommended that MVCA conduct a geotechnical study to verify findings regarding the safety of upstream slopes.
- 2024 Aerial Photography – In response to a question from April's Board meeting, Rideau Valley Conservation Authority has the infrastructure to host the 2024 DRAPE data FOR the public. MVCA will notify the Board when it is available.
- Parklands and Trails Mini-Conference - A mini-conference is scheduled for May 28. Staff from member municipalities and other agencies that are owners/operators of major parks and trails within the watershed will be attending. She noted that R. Kidd and J. Mason will be presenting at the conference. She asked the Board to encourage participation of municipal staff.
- Board Watershed Tour - The focus of the 2025 Board watershed tour will be the lower watershed. She noted that a portion of the day will be reserved for discussion of the Corporate Strategic Plan.
- Source Protection Drinking Water Webinar – The Mississippi-Rideau Source Protection Region is co-hosting a virtual webinar on May 21 at 1:30pm that is available to all. She encouraged sharing the webinar with watershed residents.
- Mississippi Valley Conservation Foundation 50/50 – The fundraiser launched in April and needs more support. Board members were encouraged to sharing the 50/50 promotional information.
- Bill 5 – *Protect Ontario by Unleashing our Economy Act, 2025* - The province will be providing for designation of certain projects, economic zones, and proponents. MVCA is waiting for the Bill to be adopted into legislation to review the associated regulations and gain an understanding of the impacts to the Conservation Authority and member municipalities.

G. Gower asked if there are any messages to share in relation to Bill 5 and it's impacts on Conservation Authorities. S. McIntyre noted that attachment 1 to the GM update is draft comments from Conservation Ontario regarding Bill 5.

5. Kashwakamak Lake Dam Replacement Design-Bid-Build Project Award, Report 3494/25, Juraj Cunderlik.

J. Cunderlik summarized the Kashwakamak Lake Dam Replacement Design-Bid-Build Project Award report. He reviewed the background of the Kashwakamak Lake Dam including previous studies carried out; and the tendering process and funding for the project. He also highlighted that it is anticipated that federal and provincial funding may cover up to 70% of the total project costs.

R. Huetl asked when construction will begin. J. Cunderlik responded that he hopes for Fall 2025 at the earliest, but believes Fall 2026 is more realistic due to permitting requirements and typical timelines.

**BOD25/05/12 - 3**

MOVED BY: J. Atkinson

SECONDED BY: H. Yanch

*Resolved, That the Board of Directors approve:*

1. *Award the Kashwakamak Lake Dam Design-Bid-Build engineering project to CIMA+ in the amount of \$490,065.00 plus HST.*
2. *A 10% contingency allowance to be drawn as required from the WECI Capital Reserve.*

**“CARRIED”**

6. Permit Signing Authority, Report 3495/25, Sally McIntyre.

S. McIntyre explained that Board approval is needed to delegate permit-signing authority under Section 28 of the *Conservation Authorities Act* to Ben Dopson as the new Manager of Planning and Stewardship.

**BOD25/05/12 - 4**

MOVED BY: D. Comley

SECONDED BY: M. Souter

*Resolved, That the Board of Directors delegate permit approval and signing authority under Section 28 of the Conservation Authorities Act to Benjamin Dopson, Manager, Planning and Stewardship.*

**“CARRIED”**

7. Financial Update – Q1, Report 3496/25, Stacy Millard.

S. Millard provided the year-to-date financial data as of March 31, 2025, noting that expenditures and revenues are on track. She highlighted two projects that commenced in 2024 but were not completed, and should have had unspent funds carried into the 2025 budget: Lanark Dam DSR, and the Boardroom audio-visual equipment upgrade.

**BOD25/05/12 - 5**

MOVED BY: J. Mason

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve withdrawal of funds from restricted reserves for two 2024-budgeted projects that continued into 2025 and for which unspent funds were not brought forward to 2025, specifically:*

- a. Drawdown of the Water Control Structure Reserve by \$55,000 for work related to the Lanark DSR; and*
- b. Drawdown of the Information Technology Reserve by \$50,000 for the AV Equipment Update.*

**“CARRIED”**

8. Museum Strategic Plan Update, Report 3497/25, Scott Lawryk.

S. Lawryk summarized the consultant’s findings regarding the Mill of Kintail Strategic Update. The areas of focus identified by the consultant include: strengthening finances, enhancing community engagement, improving the Naismith Collection and enhancing communications. A draft of the updated strategic plan is expected to be presented at the July Board meeting. He highlighted that the Canadian Conservation Institute (CCI) will visit the Museum in June to assess the collection and facilities.

R. Kidd commented that it is essential to improve on the identified areas of focus.

M. Souter asked about the status of enrollment for the summer camp program. S. Lawryk responded that there are approximately 173 campers enrolled with space for approximately 100 more.

9. Corporate Strategic Plan Update, Report 3498/25, Sally McIntyre.

S. McIntyre highlighted the need for a third-party facilitator/consultant to help guide discussions in the development of the updated Corporate Strategic Plan. Three consultant options were presented. She noted that the recommended consulting firm has prepared documents for nearby municipalities and conservation authorities.

J. Kelso expressed concerns regarding the fees associated with obtaining a consultant. She asked if this process could be completed in-house. P. Kehoe commented that staff have not received enough feedback from the Board to provide a framework for the Corporate Strategic Plan. He highlighted the need for a consultant to initiate conversations and to develop the plan.

R. Kidd asked why the consultant firms are not named in the staff report. S. McIntyre explained that the value of the bids are all within staff’s signing authority to approve

and the matter was brought to the Board because an addition to the budget is required and she wanted direction from the Board. Bidder names were not disclosed to avoid that influencing the decision.

J. Kelso expressed concerns regarding non-disclosure of the names of the firms in the case of any conflicts of interest with members of the Board. R. Kidd agreed. S. McIntyre agreed to send the names of the firms to the members after the meeting.

#### **BOD25/05/12 - 6**

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

*Resolved, That the Board of Directors direct staff to:*

- 1. Retain a consultant to support update of the Corporate Strategic Plan in accordance with Option 1 of this report.*
- 2. Draw up to \$6,000 from the Operating Reserve for this assignment.*

**“CARRIED”**

#### **Adjournment**

#### **BOD25/05/12 - 7**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

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

**“CARRIED”**

The meeting adjourned at 1:57 p.m.

K. Hollington, Recording Secretary





## Minutes: Finance and Administration Advisory Committee

June 26, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

---

### Roll Call

#### Members Present

- Janet Mason, Chair
- Roy Huetl, Vice Chair
- Cathy Curry (Remote, 11:12 a.m.)
- Jeannie Kelso
- Jeff Atkinson (Remote)
- Paul Kehoe
- Richard Kidd (11:18 a.m.)

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Elizabeth Clifffen-Gallant (Remote)
- Kelly Hollington, Recording Secretar

#### Members Absent

- Allan Hubley
- Mary Lou Souter

J. Mason called the meeting to order at 11:08 a.m.

### Declarations of Interest

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

### Agenda Review

There was no discussion or amendments to the agenda.

#### **FAAC25/06/26 - 1**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the June 26, 2025 Finance and Administration Advisory Committee Meeting be adopted as presented.*

**“CARRIED”**

## **Main Business**

### **1. Approval of Minutes: Finance and Administration Advisory Committee Meeting, April 4, 2025**

There was no discussion or amendments to the minutes.

#### **FAAC25/06/26 - 2**

MOVED BY: J. Kelso

SECONDED BY: J. Atkinson

*Resolved, that the minutes of the Finance and Administration Advisory Committee Meeting held on April 4, 2025 be received and approved as printed.*

**“CARRIED”**

### **2. Election of Chair and Vice Chair**

#### **FAAC25/06/26 - 3**

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

*Resolved, That Sally McIntyre be appointed as Chair for administering the election of Chair for the Finance and Administrative Advisory Committee 2025-2026.*

**“CARRIED”**

S. McIntyre commented that the election will be carried out in accordance with procedures set out in the MVCA *Administrative Bylaw*. The elections were conducted in the order of Chair followed by Vice-Chair. She declared the positions of Chair and Vice-Chair Vacant. She asked for nominations for the position of Chair, three times.

P. Kehoe nominated J. Mason for the position of Chair. No other nominations were received.

#### **FAAC25/06/26 - 4**

MOVED BY: R. Huetl

SECONDED BY: P. Kehoe

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

**“CARRIED”**

S. McIntyre asked J. Mason if she accepts the position of Chair. J. Mason accepted. S. McIntyre declared J. Mason Chair by acclamation.

J. Mason asked for nominations for the position of Vice-Chair, three times. P. Kehoe nominated J. Atkinson for the position of Vice-Chair. J. Mason nominated P. Kehoe for the position of Vice-Chair. No other nominations were received.

**FAAC25/06/26 - 5**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

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

**“CARRIED”**

J. Mason asked if J. Atkinson accepts the position of Vice-Chair. J. Atkinson declined the position.

J. Mason asked if P. Kehoe accepts the position of Vice-Chair. P. Kehoe accepted. J. Mason declared P. Kehoe Vice-Chair by acclamation.

3. **In Camera – Job Evaluation (JE) Results, Report 3499/25, Sally McIntyre.**

The committee discussion the Job Evaluation (JE) results in-camera.

**FAAC25/06/26 - 6**

MOVED BY: J. Kelso

SECONDED BY: R. Huetl

*Resolved, That the Finance and Administration Advisory Committee move to in-camera discussion of the following matter:*

- *Labour relations or employee negotiations*

*And, further resolved, That Sally McIntyre remain in the room.*

**“CARRIED”**

**FAAC25/06/26 - 7**

MOVED BY: J. Atkinson

SECONDED BY: R. Kidd

*Resolved, That the Finance and Administration Advisory Committee move out of in-camera discussions.*

**“CARRIED”**

**FAAC25/06/26 - 8**

MOVED BY: R. Huetl

SECONDED BY: C. Curry

*Resolved, That the Finance and Administration Advisory Committee recommend that the Board of Directors approve updates to the Salary Grid as recommended by the General Manager.*

**“CARRIED”**

**4. Fee Update, Report 3500/25, Stacy Millard.**

S. Millard reviewed the proposed fee changes related to facility rentals at the Mill of Kintail and MVCA Boardroom and stewardship services. She noted the addition of a full site rental at the Mill of Kintail. She highlighted that the increase in fees is to move toward cost-recovery for all programs and services.

J. Kelso asked if there is a difference in price for morning versus evening rentals and if staff are paid overtime for after-hours rentals. S. Millard explained that the majority of rentals are during the day/working hours with no staff overtime required.

J. Kelso asked if the prices for plugs and wildflowers are comparable to pricing from local growers. J. Mason commented that, in her experience, prices are comparable when buying in bulk amounts from local growers. S. McIntyre added that the amounts proposed in the fee schedule is an average of the cost; it varies based on the material.

R. Kidd asked if the two-hour rental minimum includes set-up and clean-up time. S. Millard confirmed.

R. Kidd asked if there is a not-for-profit organization price. S. Millard explained that there is a community group rate of 50% of the fees.

J. Mason asked if the community rate can be included in the report to the Board of Directors. S. Millard confirmed.

J. Mason asked if homeowners are required to use the planting services or if they can take advantage of the bulk pricing and plant themselves. S. Millard confirmed that this

is an option; homeowners have the choice to use the planting services or to organize planting themselves.

J. Mason asked if the premium charged on good and services when provided to implement violation remediation agreements could be considered a deterrent for homeowners to use the planting services and how often this situation occurs. S. McIntyre explained that if a homeowner has received a violation remediation agreement, it could be seen as a conflict of interest to have a planting plan provided by Stewardship staff. Staff can provide the planting services and materials for the premium fee. She noted that it is not common situation.

R. Kidd asked how much money has come in from Boardroom rentals. S. Millard estimated around \$1500.

**FAAC25/06/26 - 9**

MOVED BY: R. Huetl

SECONDED BY: J. Atkinson

*Resolved, That the Finance and Administration Advisory Committee recommend that the Board of Directors approve:*

- a) Revision of MVCA's 2025 Fee Schedule as outlined in this report;*
- b) Posting of the new fees in accordance with MVCA's Fee Policy; and*
- c) That the new fees take effect September 1, 2025 pending no major concerns regarding the proposed changes.*

**"CARRIED"**

5. Reserve Policies, Report 3501/25, Sally McIntyre.

S. McIntyre reviewed the background of the *Reserve Policies* and the recommended changes.

J. Kelso asked what brought staff's attention to the need to update the wording in the *Reserve Policy*. S. McIntyre explained that during a quality control check of MVCA policies, it was discovered that the wording of the *Reserve Policies* precluded the treasurer from day-to-day operations of her job.

R. Kidd expressed concerns and disagreed with the unplanned expenditures sign-off threshold of \$100,000 for items to be tabled with the executive committee. He

suggested that a special meeting be called in the case of unplanned expenditures and reallocation of reserve funds. J. Mason agreed.

J. Mason asked for confirmation of the sign-off authority dollar values for Reserves and for the Board Chair and Vice-Chair. S. McIntyre explained that the General Manager's sign off authority for Board approved items is \$100,000. J. Mason asked for confirmation of the sign-off authority dollar values for items that are not approved by the Board. S. McIntyre responded that she believes the sign-off values for non-approved items for the General Manager is \$25,000. S. Millard commented that the level of sign-off for unbudgeted items is \$10,000 for the General Manager.

J. Mason highlighted that current Board policy regarding un-budgeted/unexpected expenses be considered in the development of the exceptional circumstances criteria in the Reserve Policy. She recommended that the policies be consistent. R. Kidd agreed.

The committee decided that the changes in wording related to exceptional circumstances and its criteria be drafted and tabled for review in September prior to the Board of Directors meeting.

The committee approved the following section of the recommendations to the *Reserve Policy*:

- A resolution of the Board is required to make a final year-end distribution amongst restricted and unrestricted reserves and reserve funds; and
- The Treasurer shall ensure that all reserve and reserve fund withdrawals, contributions, and transfers occur in accordance with the Board-approved annual budget.

#### **FAAC25/06/26 - 10**

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

*Resolved, That the Finance and Administration Advisory Committee recommend that the Board of Directors approve amendment of the Reserve Policies are set out in report 3501/25 as amended by the Finance and Administration Advisory Committee.*

**"CARRIED"**

## **Adjournment**

#### **FAAC25/06/26 - 11**

MOVED BY: J. Kelso

SECONDED BY: R. Kidd

*Resolved, That the Finance and Administration Advisory Committee meeting be adjourned.*

**“CARRIED”**

The meeting adjourned at 12:10 p.m.

K. Hollington, Recording Secretary

DRAFT



## Minutes: Policy & Planning Advisory Committee

July 3, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

---

### Roll Call

#### Members Present

- Bev Holmes (Chair)
- Dena Comley (Vice Chair)
- Cindy Kelsey
- Glen Gower (Remote)
- Wayne Baker
- Roy Huetl
- Paul Kehoe

#### Staff

- Sally McIntyre, General Manager
- Scott Lawryk, Property Manager
- Kelly Hollington, Recording Secretary

#### Members Absent

- Clarke Kelly
- Helen Yanch
- Steven Lewis
- Taylor Popkie

B. Holmes called the meeting to order at 2:59 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 was no discussion or amendments to the agenda.

#### **PPAC25/07/03 - 1**

MOVED BY: D. Comley

SECONDED BY: P. Kehoe



*Resolved, that the agenda for the July 3, 2025 Policy & Planning Advisory Committee Meeting be adopted as presented.*

**“CARRIED”**

## Main Business

1. Approval of Minutes: Policy & Planning Advisory Committee Meeting, October 7, 2024.

There was no discussion or amendments to the minutes.

### **PPAC25/07/03 - 2**

MOVED BY: W. Baker

SECONDED BY: C. Kelsey

*Resolved, that the minutes of the Policy & Planning Advisory Committee Meeting held on October 7, 2024 be received and approved as printed.*

**“CARRIED”**

2. Election of Chair and Vice-Chair

### **PPAC25/07/03 - 3**

MOVED BY: D. Comley

SECONDED BY: R. Huetl

*Resolved, That Sally McIntyre be appointed as Chair for administering the election of Chair for the Policy & Planning Advisory Committee 2025-2026.*

**“CARRIED”**

S. McIntyre commented that the election will be carried out in accordance with procedures set out in the MVCA Administrative Bylaw. The elections were conducted in the order of Chair followed by Vice-Chair. She declared the positions of Chair and Vice-Chair Vacant. She asked for nominations for the position of Chair, three times.

P. Kehoe nominated B. Holmes for the position of chair. No other nominations were received.

### **PPAC25/07/03 - 4**

MOVED BY: P. Kehoe

SECONDED BY: R. Huetl

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

**“CARRIED”**

S. McIntyre asked B. Holmes if she accepts the position of Chair. B. Holmes accepted. S. McIntyre declared B. Holmes Chair by acclamation.

B. Holmes asked for nominations for the position of Vice-Chair, three times. P. Kehoe nominated C. Kelsey for the position of Vice-Chair. P. Kehoe also nominated D. Comley for the position of Vice-Chair. No other nominations were received.

**PPAC25/07/03 - 5**

MOVED BY: P. Kehoe

SECONDED BY: C. Kelsey

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

**“CARRIED”**

B. Holmes asked if C. Kelsey accepts the position of Vice-Chair. C. Kelsey declined the position.

B. Holmes asked if D. Comley accepts the position of Vice-Chair. D. Comley accepted. B. Holmes declared D. Comley Vice-Chair by acclamation.

3. **Mill of Kintail Strategic Plan Update, Report 3502/25, Sally McIntyre & Scott Lawryk.**

S. McIntyre reviewed the Mill of Kintail Strategic Plan purpose and background. She highlighted that no sustainable funding source has been identified to support the museum. She noted that donations and fundraising efforts have had little uptake. She reviewed the current state of finances for the museum and the efforts made by staff for cost-control. She noted that the largest cost to the museum is staff salary. She highlighted that grants are not a sustainable source of funding as they are not guaranteed. She reviewed Board direction regarding the Mill of Kintail Strategic Plan as it relates to the development of the *Land Conservation and Resource Strategy* and recent Corporate Strategic Planning workshop discussions. She reviewed the proposed museum vision statement and objectives. She highlighted the opportunity to align the Museum’s mandate with MVCA’s core mandate for public education. She noted the opportunity to collaborate with dam operators, environmental groups and other partners in the watershed. She reviewed next steps in the strategic planning process:

public engagement, Board direction and Board approval. The development of a transition plan will be developed in consultation with artifact owners, community partners and institutions and those with an interest in McKenzie and Naismith.

P. Kehoe asked if staff have been in contact with the Naismith Museum in Springfield Massachusetts in regards to funding support. S. McIntyre replied that staff have been in contact with the National Basketball Hall of Fame regarding requests for loan of exhibits for display. S. Lawryk added that staff reached out in 2024 with little success. P. Kehoe highlighted the opportunity to see if there is any interest in the Naismith artifacts in the Mill of Kintail Museum collection.

D. Comley asked if indigenous partners will be included in the promotion of the watershed. S. McIntyre confirmed that there is an opportunity to collaborate.

P. Kehoe commented that there is no appetite for a watershed museum. He noted that museum visitorship is declining. He highlighted that finding funding sources will be difficult. S. Lawryk explained that the education program is gaining traction specifically with school trips. He highlighted the opportunity to attract schools and students to the site for watershed education to increase foot traffic and exposure to MVCA education programming.

D. Comley commented that interpretive centres at Provincial parks are popular with the public and something that people look for. S. Lawryk added that a model that is open and available to the public is more cost effective. He highlighted the need for funding partners to reduce costs.

G. Gower highlighted the importance of community consultation and support. He noted the challenge of finding sustainable funding sources. S. McIntyre explained that the vision, as presented, would take the current Museum from a Category 3 service to a Category 1 service and no longer subject to the 5-year agreement. Category 1 services fall under the levy.

P. Kehoe expressed concern regarding the costs to member municipalities and noted the importance of sharing plans regarding the museum's future. S. McIntyre explained that the Board decides the direction of the Authority and whether the proposed plan is the appropriate approach. She noted that the goal is for a revenue neutral program that would be cost neutral to the municipalities. If approved by the Board, member municipalities would be informed of MVCA's intent to convert the museum.

B. Holmes asked what would happen in the case of a need for funds. S. McIntyre explained that needs are identified by the Board and added to the Capital Plan. MVCA operates within the budget envelope as set out by the Board. B. Holmes commented that the municipalities would be contributing to the operation of the museum as a Category 1 service. S. McIntyre confirmed.

B. Holmes commented that there is a lack of relation between the museum and MVCA's mandate. S. McIntyre explained that MVCA is falling short on the responsibility to provide watershed education. She highlighted that during the recent corporate strategic planning session, Board members identified the need for MVCA to improve on their mandate of watershed education. The proposed plan is an approach to fill the gap.

P. Kehoe suggested that mobile watershed education exhibits that tour the watershed would be an opportunity for better exposure. D. Comley agreed that exhibits should not be stationary and suggested that the Museum be the permanent home for the displays but allow for touring of displays at fall fairs, community events and schools within the watershed. S. McIntyre noted the opportunity to target the numerous schools within the City of Ottawa.

R. Huetl supported the idea of marketing the museum as an education centre. He encouraged aligning education programs with school curriculum. He noted the popularity and success of an annual student field trip tied to the Grade 5 school curriculum in the York region. He commented that the proposed approach fulfills the need for the education aspect of MVCA's mandate.

P. Kehoe expressed support to aligning MVCA's education programming with the curriculum of school boards within the watershed.

B. Holmes highlighted the importance of the preservation of the Tait McKenzie and Naismith collections and the connections to the local community.

R. Huetl noted that the Tait McKenzie and Naismith collections do not have a relation to the MVCA mandate.

P. Kehoe commented that there is a challenge in attracting the community to the current museum collections. D. Comley agreed.

W. Baker commented that there is a need to try an alternative approach to the management of the museum. He expressed support in the change from a museum to an educational or interpretive centre. He noted the change would fill the need for education within the watershed and be a good avenue for the future if there is little

public interest in the R. Tait and Naismith collections. He noted his support of touring educational exhibits and targeting schools within the City of Ottawa.

P. Kehoe asked if the museum has the space to equip an interactive education centre along with the current exhibits. S. McIntyre responded that there is not.

D. Comley noted that there may be an increased opportunity for grant funding in the widening of the museum's vision to include watershed education.

#### **PPAC25/07/03 - 6**

MOVED BY: D. Comley

SECONDED BY: R. Huetl

*Resolved, That the Policy & Planning Advisory Committee recommend that the Board of Directors direct staff to:*

- 1. Engage with Mill of Kintail Museum patrons and broader community regarding the proposed changes, Vision Statement and Objectives set out in report 3502/25; and*
- 2. Return to the Committee and Board in the fall with findings and recommendations for the update of the Mill of Kintail Museum Strategic Plan.*

**"CARRIED"**

#### **Adjournment**

#### **PPAC25/07/03 - 7**

MOVED BY: R. Huetl

SECONDED BY: P. Kehoe

*Resolved, That the Policy & Planning Advisory Committee meeting be adjourned.*

**"CARRIED"**

The meeting adjourned at 3:47 p.m.

K. Hollington, Recording Secretary

## GM Update

**TO:** The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

**FROM:** Sally McIntyre, General Manager

**REPORT:** 3503/25, July 8, 2025

---

## FOR INFORMATION

---

### Internal

#### 1.0 NEW Labyrinth at the Mill of Kintail

Last month MVCA partnered with R. Tait McKenzie Public School to create a Mindful Labyrinth at the Mill of Kintail Conservation Area. The Labyrinth will provide a place to learn about Mindful Healthy Habits—feeling more grounded and connected to the natural world around us. Walking the labyrinth will also provide opportunities to learn about the native grasses that were planted.

LBL Excavating & Trucking carried out the hardscaping, with Green Infrastructure Partners (GIP) donating the gravel, and students and school staff doing all of the planting. The school secured all the necessary funds and has committed to the continued upkeep of the Labyrinth. MVCA staff transport water to the site to ease maintenance and facilitate its success.



#### 2.0 Fall River Flood Plain Mapping

The consultants are currently working on the hydraulic model for the river, which when completed will undergo review by MVCA and the federal FHIMP technical committee. Draft results are scheduled to be presented to the public in the fall after which the mapping will be finalized and tabled at the Board for approval.

### 3.0 Education Program

The 2025 relaunch of the school education program has been a success with over 1,900 students participating in our educational programs from January to June. Summer Camps opened July 7, with 217 campers enrolled this summer—up 70% from 2024. We still have a few spots remaining in weeks 3-7 if you know anyone who might like to participate.

### 4.0 Lanark Dam Safety Improvements

Survey work at the dam was completed last month, and on June 24 MVCA received approval from the Township of Lanark Highlands for an easement agreement that will allow MVCA to situate the new upstream anchor on Township land and to access Township property for the purpose of installing and maintaining the new boom and anchor.

MVCA has received approval-in-principle from the owners of Centennial Truss Fabricators Ltd. (which owns land immediately west of the dam) for a similar agreement that will formalize a long-standing arrangement that has seen MVCA cross their property for the purpose of accessing and maintaining the dam and ancillary works. A draft easement agreement has been prepared and shared with the owners.

On June 24, MVCA published a 30-day Notice in the *Lanark Era* regarding the proposed works in accordance with requirements of the *Canadian Navigable Waters Act* (see Attachment 1.) The notice was sent by registered mail to waterfront landowners downstream of the Mill Street bridge and upstream of the dam. To date, no queries have been received. Once the 30-days is completed, MVCA will award the project with the goal of commencing construction in August.

### 5.0 Rehabilitation of Palmerston Pit

The Palmerston-Canonto Conservation Area (PCCA) property includes an abandoned roadside sand pit abutting Arcol Road. MVCA is partnering with the provincial Management of Abandoned Aggregate Properties Program (MAAP) to renaturalize the site. This collaborative project will be entirely funded by MAAP. The initial phase is to begin late August/early September and will involve hydroseeding to stabilize exposed soils and reduce erosion risk prior to assessing tree planting opportunities.

### 6.0 Mill of Kintail Museum

MVCA was successfully accepted into the Canadian Conservation Institute's (CCI) on-site assessment program for facilities and collections. The initial assessment visit took place

in early June, offering valuable insights into current practices and potential improvements. A formal report from CCI is expected in September 2025, which will summarize observations and make recommendations. A follow-up visit is scheduled for September 2026 to review progress and support ongoing conservation efforts.

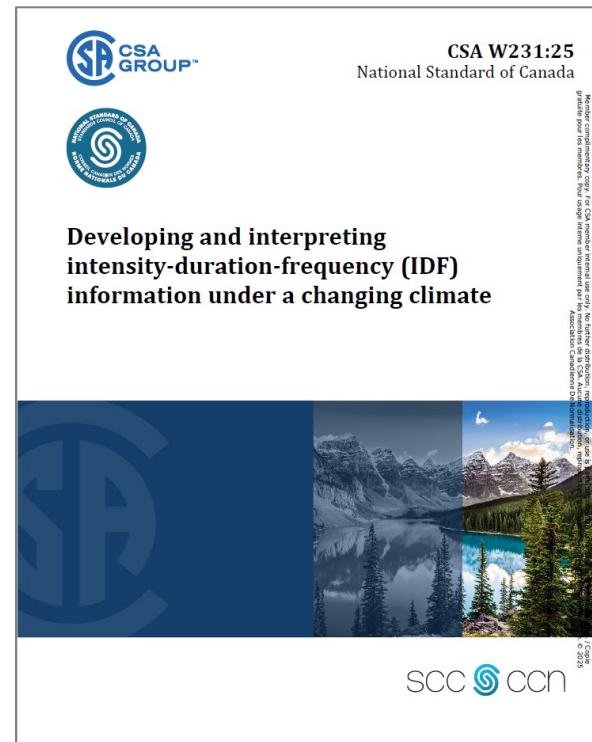
## 7.0 K&P Trail

Both the sales and lease agreements are almost in place. The County of Frontenac has determined that the Agreement for Purchase & Sale should be silent with respect to two segments that require further legal work; and that they will purchase those segments once those matters are resolved. In the meantime, they will not be leasing those segments unlike the approach being taken by the counties of Lanark and Renfrew.

## 8.0 National Standard of Canada

Over the past two years, Juraj served as a member of the Technical Committee responsible for developing a new National Standard with the Canadian Standards Association (CSA Group).

The standard focuses on *Developing and Interpreting Intensity-Duration-Frequency (IDF) Information Under a Changing Climate*. It is intended for engineers involved in floodplain mapping and the design and construction of stormwater infrastructure, as well as water resource managers responsible for the operation and maintenance of such systems. The Standard was officially published in February. Kudos to Juraj and his peers!



## 9.0 Parkland & Trails mini-conference

MVCA successfully hosted this event on May 28 with 11 speakers and an additional 19 participants. A follow-up survey showed that the presentations, ranging from detailed trail planning to the Eastern Ontario Rail Trail Loop were of wide interest and appeal. Poster boards developed for the day are on display in the lobby for the public to view.



## 10.0 Shoreline Naturalization

This spring, the Stewardship and Monitoring team planted 1,385 native species across 7 properties in our watershed. An additional 773 plants were handed out to residents of Buckshot, Shawenegog, and Mazinaw Lakes as part of the Lake Tree Days program. Stewardship staff continue to assess shorelines for fall 2025 and spring 2026 plantings.

## 11.0 Invasive Species

The MVCA Stewardship team was successful in receiving a \$2,400 grant from the Invasive Species Centre to continue invasive species management along Watts Creek pathway. These funds allowed MVCA to host two events to remove Dog Strangling Vine and Garlic Mustard, with 20 attendees assisting in removing 88 bags of these invasives.

Staff were also successful in receiving a \$3,000 grant from the Invasive Species Centre's Invasive Phragmites Control Fund. This funding will be used to create kits to loan free of charge to landowners and community groups. The kits will contain tools designed to remove in-water invasive phragmites stands <400 m<sup>2</sup>. A sign-up form will be launched on our website shortly.

## 12.0 Monitoring

The first round of lake sampling was completed in mid-June, with the second round currently underway. A total of 11 lakes are being sampled this season. 32 Temperature Loggers have been deployed across the watershed this spring. Staff have also begun City Stream Watch work on Cody Creek in western Ottawa, with several volunteers expressing interest in the program.

## 13.0 Outreach

MVCA staff attended several outreach events this spring, including Carleton Place EarthFEST, Carleton Place Farmers Market, the Silver Lake AGM, and the Mazinaw Property Owners Association AGM. Staff will also be attending Plevna Summer Fest on July 19th, and the Dalhousie Lake Association AGM in August.

## 14.0 Staffing

**Spencer Pye** joined MVCA as a Civil Engineer on May 20th. Spencer is a graduate of the University of Western Ontario and was a Project Manager and Structural Engineer for the firm Cleland Jardine Engineering (now BPA) since graduating in 2014. Spencer has practical experience in the construction field including performing inspections, investigations and reviews at dams, weirs and gantry's within MVCA's watershed. In the

near-term, Spencer will be playing a significant role in capital works at the Lanark Dam and Kashwakamak Dam as well as supporting structural engineering needs at our conservation areas.

**Rikke Brown** joined MVCA as a Water Resources Engineer on June 16th. Rikke (pronounced Ray-ka) brings over 20 years of experience primarily in the Ottawa area. Rikke is a graduate of the University of Guelph and McGill University and worked at Cumming Cockburn Limited (later the IBI Group) and most recently at AECOM. Rikke brings expertise in dual drainage design, stormwater management facility design, approvals and construction support as well as project coordination and project management in water resources projects. Rikke will be leading engineering reviews of planning and permit applications and will be a shared resource with RVCA and SNC who have agreed to jointly fund this position.

## External

### 15.0 Foundation 50/50

The Foundation sold 470 tickets valued at over \$13,200. The final 50/50 draw was held June 10, 2025. To date, no one has claimed the prize. Staff are currently reviewing options for future 50/50s and are scheduled to table an approach for the Foundation Board to consider later this month. Thank you to all Board members that bought and helped to sell tickets!

### 16.0 Bill 5 and Appointment of a provincial Chief Conservation Executive

Bill 5 was given Royal Assent on June 5. Further changes affecting CAs are anticipated given the announcement on June 27 by MECP Minister Todd McCarthy regarding appointment of Hassaan Basit as the new Chief Conservation Executive.

*“Our government recognizes the vital role that Ontario’s conservation authorities play in watershed management and protecting communities from natural hazards. I am looking forward to leading our government’s efforts to bring common sense conservation principles to the role of conservation authorities and this newly created role under Hassaan’s leadership will support these efforts across the province.”*

Hassaan Basit is resigning his position as CAO of the City of Burlington and is to commence this new role with the province on August 4.

## 17.0 Bill 17 – *Protect Ontario by Building Faster and Smarter Act*

Bill 17 received Royal Assent on June 5, 2025, amending eight pieces of legislation, including the *Planning Act*. The CA Act was not amended, however, changes being made affect the framework within which MVCA options. In particular, it enables enhanced oversight of projects proceeding through a Minister's Zoning Order (MZO), and for regulation-making authority to create rules regarding the study require to support applications. See Attachment 2 for Conservation Ontario's submission.

## 18.0 Clean + Drain + Dry Promotion

Municipalities are asked to help promote the provincial Clean+Drain+Dry program. Since 2022, Ontario requires boaters to take the following steps to mitigate the spread of invasive species. Before transporting a boat or boat equipment overland:

- Remove or open drain plugs to allow water to drain from the boat or boat equipment
- Take reasonable precautions to remove all aquatic plants (weeds), animals and algae from any boat, boat equipment, vehicle or trailer

Before reaching a launch or placing a watercraft in any body of water, ensure their boat, boating equipment, vehicles or trailers are free of all: aquatic plants, animals, and algae.

Share [this information](#) with your constituents in newsletters and on your website.

## 19.0 Conservation Leaders – Latornell Leadership Awards

Conservation Ontario is relaunching the Latornell Leadership Awards that recognize individuals who have made outstanding contributions to environmental conservation. Nominations are welcomed from across Ontario's environmental and conservation sectors, including government agencies, non-profits, academic institutions, Indigenous partners, and community leaders. If you know someone in your community who would be deserving of this award you can find out more [here](#). The deadline to submit nominations is Thursday, July 31, 2025.

## 20.0 Floating Accommodations

The Federation of Ontario Cottagers Association (FOCA) recently shared information regarding the use of shipping containers (and other structures) as floating cottages. For more information visit: <https://foca.on.ca/floating-accommodations/>

## 21.0 2024 DRAPE Aerial Photography

RVCA has not yet been able to compile and upload MVCA's DRAPE imagery, however, municipal staff can access the images from the Government of Ontario. The Province is expected to release DRAPE 2024 as a web mapping service within the next month, which should offer improved performance and faster loading times.

- *Geospatial Ontario Imagery Data Services* / [Ontario GeoHub](#)
- [DRAPE 2024](#) (as well as SCOOP 2023) directly in GIS software

## 22.0 Conservation Ontario (CO) June 23 Council Meeting

CO held a quarterly council meeting on June 23. See Attachment 3 for the agenda. No special issues were tabled or discussed.

## Attachments

1. Lanark Dam Notice
2. Conservation Ontario submission to province regarding Bill 17
3. Conservation Ontario June Council Meeting Agenda



### *Canadian Navigable Waters Act*

The Mississippi Valley Conservation Authority hereby gives notice that a submission has been added to the Navigable Waters Registry pursuant to the Canadian Navigable Waters Act for public comment described herein and its site and plans.

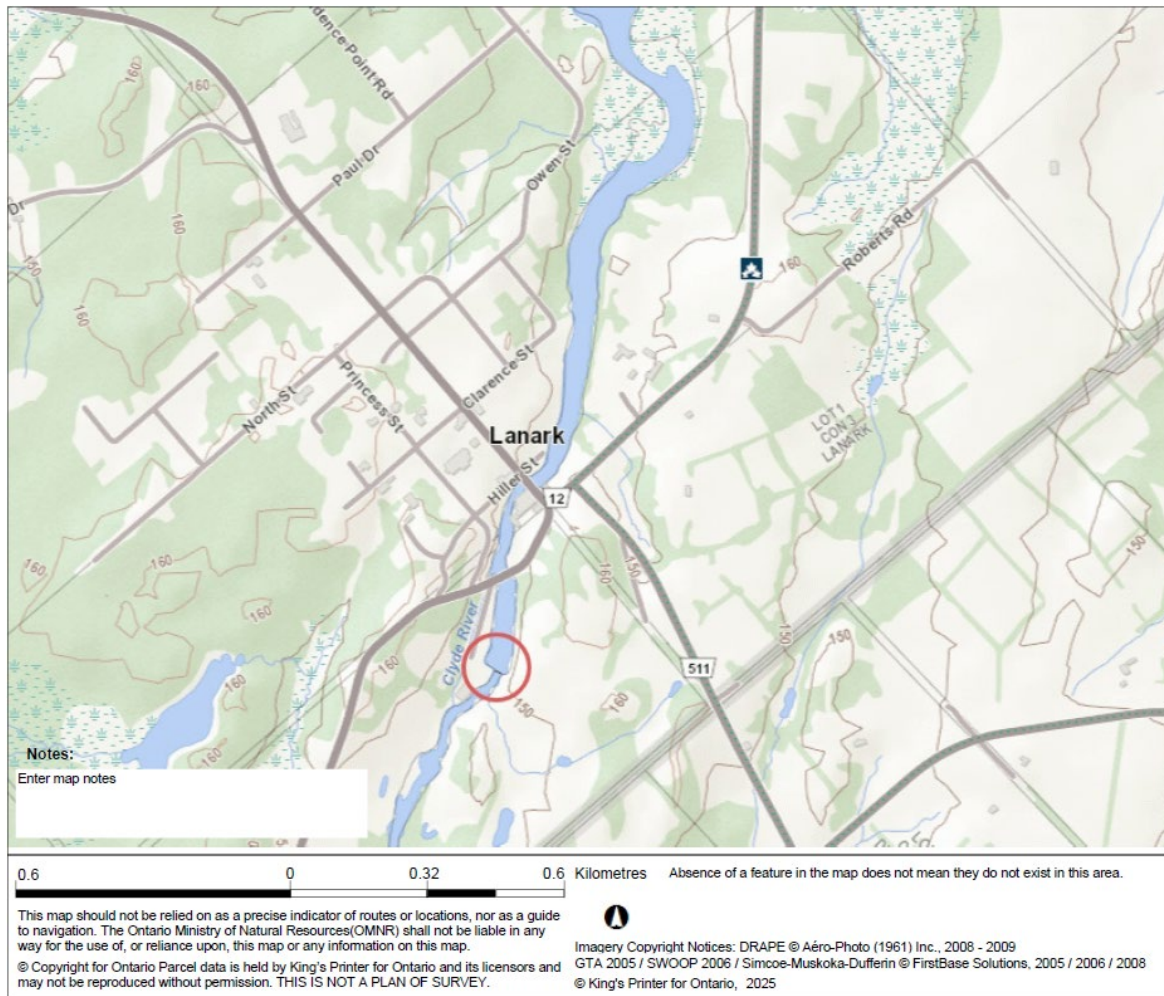
Pursuant to paragraph 10(1)(b) of the said Act, the Mississippi Valley Conservation Authority has deposited with the Minister of Transport, on the on-line Common Project Search Registry (<http://cps.canada.ca/>) and under registry number 13222, a description of the following work, its site and plans: Constructing the new public safety boom for the existing Lanark Dam on Clyde River in Lanark County, near Mill Road (45.01245, -76.36419).

Comments regarding the effect of this work on marine navigation can be sent through the Common Project Search site mentioned above under the Comment section (search by the above referenced number) or if you do not have access to the internet, by sending your comments directly to: David Green, P.Eng. Group Leader, Dam Engineering, D.M. Wills Associates Limited, at 705-957-5672 or [dgreen@dmwills.com](mailto:dgreen@dmwills.com).

Note that comments will be considered only if they are received not later than 30 days after the publication of this notice.

Posted at Lanark County this 24th day of June, 2025.

Transport Canada (TC) will not make your comments on a project available to the public on the online public registry. However, any information related to a work is considered as unclassified public record and could be accessible upon legal request. As such, the information and records provided should not contain confidential or sensitive information. If you want to provide confidential or sensitive information that you think should not be made public, please contact TC before submitting it.



## CONSERVATION ONTARIO COUNCIL

### MEETING TIMELINE

**June 23, 2025 | Meeting Time: 10:00 a.m. – 12:30 p.m.**

**Virtual Meeting via Zoom**

#### AGENDA ITEMS

**1. Welcome from the Chair**

**2. Adoption of the Agenda**

**3. Declaration of Conflict of Interest**

**4. Request for Approval: Conservation Ontario Council Minutes for April 14, 2025** 1-15

**Business Arising from the Minutes Approval of the Minutes of the Previous Meeting**

**5. Agenda Items**

#### DISCUSSION ITEMS

*a)* Request for Approval: Budget Status Report for the Period ending May 31, 2025 16-18

*b)* Request for Approval: Progress on Conservation Ontario's 2025 Workplan 19-24

*c)* Request for Approval: Conservation Ontario Governance Accountability and Transparency Initiative 25-30

*d)* Update: Adapting to Coastal Hazards Across the Great Lakes Project 31-34

*e)* Update: Conservation Ontario's comments on Bill 5, *Protect Ontario by Unleashing our Economy Act, 2025* 35-37

f) Update: Conservation Ontario's comments on amendments to the *Planning Act* and associated regulatory proposals (Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*, Schedule 7) 38-39

g) Update: Provincial and Federal Ministers 40-41

## CONSENT ITEMS

h) Update: CA Natural Asset Management Working Group Update 42-45

i) Update: 2021 Memorandum of Understanding between Conservation Ontario and Hydro One Networks Inc. 46-47

j) Update: Council Voting Delegates and Alternates 48-50

k) Receive and File: Municipal Resolutions Received by Conservation Ontario on Matters of Interest (Municipal Resolutions received, January–May, 2025) 51-53

l) Program Updates

i. Update: Policy & Planning Program 54-56

ii. Update: Business Development & Partnerships Program 57-59

iii. Update: Drinking Water Source Protection Program 60-61

iv. Update: Marketing and Communications Program 62-65

v. Update: Information Management Program 66-70

## ATTACHMENTS

Attachment #1: Conservation Ontario's comments on "Proposed interim changes to the Endangered Species Act, 2007 and a proposal for the Species Conservation Act, 2025" (ERO#025-0380) 71-72

Attachment #2: Conservation Ontario's comments on the "Special Economic Zones Act, 2025" (ERO#025-0391) 73-74



Attachment #3: Conservation Ontario's written submission to the Standing Committee on the Interior on Bill 5, "Special Economic Zones Act, 2025" 75-80  
([ERO#025-0391](#)).

Attachment #4: Conservation Ontario's comments on "Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)" (ERO#025-0461), ... 81-87  
(ERO#025- 0463)

## **6. New Business**

## **7. Adjournment**



June 11, 2025

Ministry of Municipal Affairs and Housing Provincial Planning Branch  
777 Bay Street, 13th Floor  
Toronto, ON  
M7A 2J3

**Re: Conservation Ontario's comments on "Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)" (ERO#025-0461), "Proposed Regulations- Complete Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463).**

Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*, received Royal Assent on June 5, 2025, amending eight pieces of legislation, including the *Planning Act* and *City of Toronto Act, 2006*. The amendments alter or exempt certain planning requirements and approval processes related to minor variances and elementary schools, enable enhanced oversight for projects proceeding through a Minister's Zoning Order (MZO), and provide regulation-making authority to create rules regarding study requirements for complete applications.

Conservation Ontario is the voice of Ontario's 36 Conservation Authorities.

**Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.**

- We appreciate the provincial government's continued commitment to ensuring development does not occur on hazardous lands, as noted in ERO#025-0461.
- Strong natural hazard planning and regulatory frameworks are essential to protect housing, sensitive institutional uses such as schools, hospitals and care facilities, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion.

**Conservation Ontario is committed to the goals of:**

- **Protecting people, property, and infrastructure from the impacts of natural hazards; and,**
- **Protecting sources of municipal drinking water.**

**Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.**

- Municipalities rely on Conservation Authorities<sup>1</sup> for mapping for hazardous lands and sites in municipal planning documents, including Official Plans and Zoning By-Laws.
- Working with Source Protection Authorities, municipal planning documents further incorporate significant drinking water threat policies that must be 'conformed with' and other policies that they 'have regard to' arising from their local Source Protection Plan.

Conservation Ontario provides the following comments on select aspects of these proposals. A summary is provided in Attachment 1. These comments are limited to changes implemented through Bill 17 and are not reflective of the full suite of proposed changes as outlined in the Province's Bill 17 Technical Briefing Deck.

**1. Minor Variances (As-of-Right Variations from Setback Requirements)**

- Bill 17 enables new regulation-making authority to allow variations to a municipal zoning by-law to be permitted "as of right" if a proposal is within a percentage of the required setback on specified lands (currently proposed to be 10%).
- These provisions would only apply to buildings or structures on urban residential lands outside of the Greenbelt Area and would further exclude any area that is within 120 m of certain hazardous lands (including shorelines) and lands within 300 m of most railways.

**Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.**

- Recent publications<sup>2,3,4</sup> highlight limited municipal capacity to map and effectively manage flooding and other natural hazards, emphasizing the need for collaborative partnerships with Conservation Authorities to ensure hazardous areas are accurately reflected in municipal planning documents.

<sup>1</sup> Ontario Ministry of Municipal Affairs and Housing. (2024). *Provincial Planning Statement, 2024*. Policy 5.2. Government of Ontario.

<sup>2</sup> Office of the Auditor General of Ontario. (2022). *Value-for-Money Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

<sup>3</sup> Office of the Auditor General of Ontario. (2024). *Follow-up on the 2022 Performance Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

<sup>4</sup> McNeil, D. (2019). *Ontario's Special Advisor on Flooding Report to Government: An Independent Review of the 2019 Flood Events in Ontario*.

- To ensure “as-of-right” setback reductions do not have the effect of siting development in areas impacted by natural hazards, Conservation Authorities will continue to collaborate with municipal partners to ensure current hazard mapping is incorporated into municipal Official Plans and Zoning By-Laws.

## 2. Study Requirements and Certified Professionals

- Bill 17 enables new regulation-making authority to specify the type and topics of studies/reports that may be requested as part of a complete application under the *Planning Act* and limit complete application study/report requirements to what is currently outlined in Official Plans, unless otherwise approved by the Minister.
- Applications made under the *Planning Act* are often accompanied by municipally requested technical studies or reports to confirm site constraints, policy compliance, and assess impacts on infrastructure, municipal drinking water sources, and public health and safety.

**Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.**

- Supporting studies and reports provide approval authorities with technical information to make informed decisions on development proposals.
- These studies ensure the proposed development does not negatively impact natural hazards, safeguard sources of municipal drinking water, and maintain a high standard of public safety.
- A list of potential study/report topics and types is provided in Attachment 2.

- Amendments further require municipalities to accept studies/reports prepared by “prescribed professionals” as “final” for the purpose of determining a complete application.
- It is anticipated that a range of professions / professional designations may be included in a future regulation, each with varying technical expertise to support the development of municipally-requested studies/reports.

**Conservation Ontario recommends the regulation clarify the specific designations and expertise for “prescribed professionals”, specific to each report type, to ensure studies/reports are prepared by appropriate professionals.**

### 3. Streamlined Planning Approval for Schools

- Bill 17 provides “as-of-right” permission to locate public elementary and high schools on urban lands zoned for residential uses. The Bill further exempts the placement of all portable classrooms at public schools from site plan control.

#### **Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.**

- As previously noted, we recommend municipal zoning resources be updated to ensure development is not situated in hazardous lands or sites, further to prohibitions in policy 5.2.6 (a) of the Provincial Planning Statement, 2024.
- Consideration should also be given to scoping “as-of-right” provisions to exclude areas subject to natural hazards and/or areas where safe access cannot be achieved.

#### **Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.**

- Conservation Authorities are prepared to assist municipal partners with an expedited review to help facilitate timely and safe development.

### 4. Minister’s Zoning Orders

- Bill 17 provides the Minister with the ability to impose enforceable conditions on municipalities or proponents that must be met before a use permitted by a Minister’s Zoning Order comes into effect.

#### **Conservation Ontario supports using this new authority to improve transparency and effective implementation of MZOs.**

For example, conditions could be applied to request completion of satisfactory studies/reports, or inclusion of appropriate safeguards for drinking water sources or against the impacts of natural hazards (e.g., flooding and erosion).

#### **Conservation Ontario requests that the Province, when considering a request for a Minister’s Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.**

Thank you for the opportunity to review and provide comments on “Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)” (ERO#025-0461), “Proposed Regulations– Complete

Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463). We would be pleased to further discuss these comments at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Fox". The signature is fluid and cursive, with the first name "Bonnie" and the last name "Fox" clearly distinguishable.

Bonnie Fox  
Policy and Planning Director

c.c. Conservation Authority CAOs/GMs

## **Attachment 1: Summary**

1. Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.
2. Conservation Ontario is committed to the goals of:
  - a. Protecting people, property, and infrastructure from the impacts of natural hazards and
  - b. Protecting sources of municipal drinking water
3. Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.
4. Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.
5. Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.
6. Conservation Ontario recommends future regulations clarify the specific designations and expertise for "prescribed professionals", specific to each report type, to ensure studies/reports are prepared by appropriate professionals.
7. Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.
  - a. Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.
8. Conservation Ontario supports the use of new MZO authority to improve transparency and effective implementation of MZOs.
  - a. Conservation Ontario requests that the Province, when considering a request for a Minister's Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.

## **Attachment 2: Potential Studies/Reports that Municipalities may request to support complete applications under the *Planning Act***

The following studies are examples of what may be required to support informed decisions on applications submitted under the *Planning Act*. These lists are not exhaustive. The specific proposal, geographic context, and applicable local policies will further scope necessary studies. Where study/report recommendations are put forward by Conservation Authorities through their mandatory plan review and input roles, CAs will work with municipal partners to scope study requirements to capture necessary details to support municipal decision-making.

### **1. Studies required by Source Protection Plan policies. Examples include, but are not limited to:**

- a. Groundwater Impact Studies (in areas identified as significant Groundwater Recharge Areas).
- b. Hydrogeological analysis / risk assessment (where proposed development may pose risk to vulnerable aquifers).
- c. Water balance assessment.
- d. Intake / wellhead vulnerability mapping.
- e. Transport Pathway Vulnerability Assessment.

### **2. Studies required to assess consistency with provincial natural hazard policies (e.g., PPS, 2024) and conformity with natural hazard policies in provincial plans. Examples include, but are not limited to:**

- a. Detailed site plan / site screening report.
- b. Studies/ reports to assess potential flooding hazards (*e.g., flood plain study reports, flood hazard assessments, hydraulic modelling, topographic report, grading plan, drainage catchment assessments, post-development drainage plans, etc.*)
- c. Studies / reports to assess potential erosion hazards (*e.g., geotechnical investigations / assessments, erosion hazards assessments [meander belts, slope stability, etc.], sediment and erosion control plans, etc.*)
- d. Studies / reports to assess potential shoreline/coastal hazards (*e.g., coastal hazard / engineering assessment, shoreline stability report, etc.*)
- e. Studies / reports to assess potential wetland hazards/impacts (*e.g., hydrological evaluations / water balance, wetland delineation study, scoped Environmental Impact Study, etc.*)
- f. Studies / reports to assess potential stormwater management needs (*e.g., stormwater management report, functional servicing report, etc.*)





## **In Camera – Job Evaluation (JE) Results**

TO: The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

FROM: Sally McIntyre, General Manager

REPORT: 3499/25, June 17, 2025

---

### **RECOMMENDATION**

*That the Board of Directors approve updates to the Salary Grid as recommended by the General Manager.*

---

The purpose of this report is to present recent job evaluation (JE) results for the following positions and to recommend updates to the Salary Grid:

- Data Systems Lead (new job, never evaluated)
- Director, Engineering (last evaluated in 2020)
- Education Programs Coordinator (updated job)
- Executive Assistant (never evaluated)
- Finance Officer (new job, never evaluated)
- Manager, Planning & Stewardship Services (last evaluated 2014)
- Mill of Kintail Lead Hand (new job, never evaluated)
- Water Resources Specialist (new job, never evaluated)

### **1.0 Job Evaluation**

As MVCA evolves as an organization, the scope and demands of individual jobs also evolve—new jobs are created, redundant ones set aside, and existing jobs updated. The job evaluation process helps to ensure pay equity across the organization by providing for the evaluation of new jobs and updated jobs as needed.

This work was carried out with the support of Cornerstones Management Solutions Ltd. in accordance with MVCA's *Gender Neutral job Comparison System* approved by the Board in 2006, as amended. Results and recommendations will be provided in-camera.

(Unfortunately, Joanne Glaser of Cornerstones Management Solutions Ltd. is unavailable to attend the F&A meeting, but will be present for the discussion at the Board meeting in July.)

## 2.0 Budget Impacts and Implementation Plan

Of the positions evaluated, three are recommended for a new salary band. Due to some overlap in pay scales, the financial impact of moving affected positions to the new pay bands in 2026 would be less than \$5,500. There are no financial impacts resulting from recommended changes to the scoring grid.

## 3.0 Corporate Strategic Plan

Update of the Authority's Salary Grid aligns with Goal 3 of the *2021-2025 Corporate Strategic Plan*, as follows:

**Goal 3: People and Performance** – support the operational transformations required to achieve MVCA's priorities and to address legislative changes.

- a) Staff the organization to allow for: delivery of mandatory programs and services, priority projects, and fulfillment of commitments made under memoranda of understanding (MOUs) and other agreements.
- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.
- c) Promote an engaging and inclusive environment that attracts and retains passionate and highly skilled people, and optimizes their expertise and contributions.

## Corporate Strategic Plan Update

**TO:** The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

**FROM:** Sally McIntyre, General Manager

**REPORT:** 3504/25, July 4, 2025

---

### RECOMMENDATION:

*That the Board of Directors direct staff to draft the 2026-2030 Corporate Strategic Plan based upon the recommendations set out in this report.*

---

## 1.0 Background

In May, the Board approved retaining Erik Lockhart in association with Queen's Executive Decision Centre to support MVCA in identifying priorities for the 2026-2030 Corporate Strategic Plan. Specifically, he did the following:

- Conducted seven interviews with former and current MVCA board chairs, a selection of MVCA managers, and a representative from a member municipality;
- Prepared an information package and homework for and facilitated a half-day session with Board members and the management team in June; and
- Documented feedback captured during the facilitated session (see Attachment 1.)

As not all Board members were able to participate in the half-day session, the purpose of this report is to share results and obtain direction regarding update of the Corporate Strategic Plan. Note, throughout this report, draft wording from the workshop has been refined.

## 2.0 Mission & Vision

No significant concerns were raised during the interviews or June workshop regarding the current Mission.

### MISSION – No changes proposed

*MVCA delivers programs and services that further the conservation, restoration, development and management of natural resources in the Mississippi and Carp watersheds and areas draining directly to the Ottawa River for the protection of people, property, and ecological functions and services.*

While participants agreed that the current Vision is still relevant and meaningful, it was felt that it could be improved to be more compelling, address climate change, and place more emphasis on sustainability and less on ecological integrity as that is no longer a mandatory service, (or even permitted in some circumstances.) Staff were directed to review and update the Vision based upon the feedback received.

### EXISTING VISION

*Watershed stakeholders working together to foster a sustainable landscape where ecological integrity is maintained and community needs are met.*

### PROPOSED VISION

*Watershed stakeholders working together to ensure sustainable development and adaption of their communities to the impacts of climate change.*

## 3.0 Priorities

The following short-list of priorities resulted from group brainstorming and participants voting for their top four “must dos”.

1. Invest in infrastructure renewal.
2. Enhance community awareness and education.
3. Expand use of science-based models.
4. Plan for long term viability.

## 4.0 Objectives

The following objectives emerged during discussion of “What would success look like in 2030?”

1. MVCA is financially stable.

2. We have a robust asset management program.
3. We can measure and evaluate our progress in watershed improvements and public engagement.
4. Our infrastructure has been renewed and is sustainable.
5. The public can answer “Who is MVCA?” and don’t simply view us as an impediment to growth or the rivers as just a resource.
6. Category 3 programs are self-sustaining, the programs are full, and we can demonstrate their value.
7. Strong partnerships and trust have been built with community stakeholders including the agricultural community.
8. We are known as experts in watershed management and flood forecasting.

## 5.0 Initiatives

The following initiatives were identified for the next planning period. Two deletions and one addition are recommended and are flagged in the table.

<b>1. Invest in infrastructure renewal</b>	<ol style="list-style-type: none"> <li>a) Complete the Kashwakamak Lake Dam project.</li> <li>b) Include all assets within the <i>Asset Management Plan</i>.</li> <li>c) Address gaps in the land inventory.</li> <li>d) Assess and pursue revenue opportunities.</li> <li>e) Build capital reserves for future sustainability.</li> </ol>
<b>2. Enhance community awareness &amp; education</b>	<ol style="list-style-type: none"> <li>a) Implement a comprehensive Communications Plan.</li> <li><del>b) Change the way we think and speak of our rivers. (Difficult to assign actions and measure.)</del></li> <li>c) Expand education programs.</li> <li>d) Develop partnerships with targeted groups.</li> <li>e) Implement an Engagement Plan with elected officials.</li> </ol>
<b>3. Expand use of science-based models</b>	<ol style="list-style-type: none"> <li>a) Implement hazard mapping and management strategy including funding approach.</li> <li>b) Carry out climate scenario watershed impact studies.</li> <li>c) Share findings: do presentations, provide web-based dashboards, enhance open data.</li> </ol>

---

	d) Take next steps in modeling rural water quality and quantity and assessing vulnerability.
--	--

---

<b>4. Plan for long term viability</b>	a) Develop business plans for Category 3 programs and services.
	b) Develop and assess options for sustainable program delivery.
	c) Partner with others to pool resources for mutual success.
	d) <del>Transition to non-levy revenue sources</del> Duplicate of objectives a), b) and c) above. Proposed substitution: Invest in employees and succession planning.
	e) Enhance focus on source water protection.

---

## 6.0 Next Steps

Management would like the opportunity to brief and obtain feedback from employees and a selection of stakeholders regarding the proposed direction. Based upon feedback received from the board and others, a draft Strategy will be brought to the Board for consideration in the fall.

### Attachment

1. *MVCA Strategy Workshop Highlights*, June 9, 2025; Erik Lockhart.

# MISSISSIPPI VALLEY CONSERVATION AUTHORITY

**STRATEGY WORKSHOP HIGHLIGHTS**

**JUNE 9, 2025**

**REVISION: 0**

*In Association with:  
Lockhart Facilitation and the  
Queen's Executive Decision Centre  
Facilitator: Erik Lockhart  
Ph#: 613 583-0403  
E-mail: Erik.Lockhart@queensu.ca*

---

## Table of Contents

Executive Summary .....	3
Path Forward .....	5
1.0 – Direction .....	6
1.1 – Mission and Vision .....	6
1.2 – Objectives (long term) .....	7
2.0 - Priorities .....	8
2.1 - Formulation .....	8
2.2 – Selection and refinement .....	8
2.3 – Principles and enablers .....	9
3.0 – Initiatives (by priority) .....	10
3.1 – Infrastructure renewal .....	10
3.2 – Awareness & branding .....	11
3.3 – Use our science-based model to demonstrate impact .....	12
3.4 – Scenario planning for a viable future .....	13
4.0 – Implementation .....	14
4.1 – Where do we get started in year one? .....	14
4.2 – Monitoring Schedule .....	14
5.0 – Environmental Scan .....	15
Appendices .....	16
A – Session Overview .....	16



## Executive Summary

This document contains proceedings from a strategy session held on June 9, 2025. The purpose of the session was to develop the major elements of a strategic plan for the next five years. The group began by reviewing the mission and vision. The group defined some long-term goals related to the vision. The group then identified four key priorities for the next three years. Objectives and initiatives were created for each priority. Below are highlights.

### Mission

MVCA delivers programs and services that further the conservation, restoration, development and management of natural resources in the Mississippi and Carp watersheds and areas draining directly to the Ottawa River for the protection of people, property, and ecological functions and services.

### Vision

Watershed stakeholders working together to foster a sustainable landscape where ecological integrity is maintained and community needs are met.

***Note: It was agreed that these were still relevant and meaningful but that management would come back to the board with some options (see suggestions in section 1.1)***

### Priorities in next two years

1. Infrastructure renewal
2. Awareness & education
3. Science-based models to demonstrate impact
4. Scenario planning for long term viability

**Initiatives (by Priority)**

<b>Priority</b>	<b>Initiatives in 2026-2028 (phase 1 in bold and large expenditures beyond current budget highlighted by \$\$\$)</b>
<b>Infrastructure renewal</b>	<ol style="list-style-type: none"> <li>1. <b>Assess revenue opportunities</b></li> <li>2. <b>Complete Kashwakamak Lake Dam project</b> \$\$</li> <li>3. Asset management</li> <li>4. Build capital reserves</li> <li>5. Firm up asset inventory \$\$\$</li> </ol>
<b>Awareness &amp; education</b>	<ol style="list-style-type: none"> <li>1. <b>Comms plan</b> (branding, messaging, ) \$\$\$</li> <li>2. Expand school programs ??</li> <li>3. Change way we think and speak of the river</li> <li>4. Develop partnerships with targeted groups</li> <li>1. Engagement plan with elected officials (training, education)</li> </ol>
<b>Use our science-based models</b>	<ol style="list-style-type: none"> <li>1. <b>Hazard-based mapping: strategy, decision on funding</b> \$\$\$</li> <li>2. Carry out watershed impact studies</li> <li>3. Data access strategy: Use models to do presentations, dashboards on website, open data availability decisions</li> <li>4. Capacity assessment modeling /analysis on cumulative impact on water quality in rural areas \$\$\$</li> </ol>
<b>Scenario planning for long term viability</b>	<ol style="list-style-type: none"> <li>1. <b>Category 3 business plan</b> \$</li> <li>2. <b>Rely on the public for funding</b> (foundation, NGOs, friends)</li> <li>3. Develop and assess options – ID scenarios</li> <li>4. Adaptation, new partnerships, pool shared resources</li> <li>5. Source water protection focus</li> </ol>

## Path Forward

<u>Task</u>	<u>Resp/Date</u>
1. Report from 6/9 session	Erik by June 10
2. Input from absent board members	Chair, GM
3. MVV refinement	GM
4. Implementation plans (initiatives, timelines, resources)	GM
• Review 2021 plan for critical ongoing/WIP	
• Review section 3 in this document	
• Speak with key staff about missing/revised initiatives	
5. Resources required	GM
6. Draft Plan to Board	GM July 14
7. Board workplan update	Chair tbd
8. Update on SP progress	GM semi-annual
9. Strategy session update	Chair June 2026

### Editor's Notes:

- a. The symbol // or ... indicates that two similar ideas have been merged together.
- b. This document contains meeting proceedings and is not intended as a "Final Report" for publishing.

## **1.0 – Direction**

### ***1.1 – Mission and Vision***

#### **Mission**

MVCA delivers programs and services that further the conservation, restoration, development and management of natural resources in the Mississippi and Carp watersheds and areas draining directly to the Ottawa River for the protection of people, property, and ecological functions and services.

#### **Vision**

Watershed stakeholders working together to foster a sustainable landscape where ecological integrity is maintained and community needs are met.

#### **Suggestions:**

- “Sustainable” development
- Natural hazard management
- Partner in climate change
- Ecological role has been reduced (in planning)
- “Sustainable” landscape seems weak.. Needs to be more robust
- V is not inspiring, aspiring (“Leader” in s/h s)

***It was agreed that these were still relevant and meaningful but that management would come back to the board with some options***

## **1.2 – Objectives (long term)**

What would success look like if we realized our vision?

By 2030, the MVCA has achieved the following:

1. Financial stability
2. Robust Asset management program in place
3. Clear success criteria: We can evaluate our progress in watershed improvement, public engagement
4. Infrastructure has been renewed and is sustainable
5. Broad awareness of what we do: our community members and council are on board with why we do what we do (public can answer “who is MVCA” and not just an impediment to growth, river as beyond just a resource)
6. Category 3 projects are self-sustaining, the programs are full, and we can demonstrate the value of these projects
7. Strong partnerships and trust built with community stakeholders, farming community
8. We are known as experts in watershed management and flood forecasting

## 2.0 - Priorities

**What must be our big priorities over the next 2-4 years? What do we need to focus on?**

**Note: the group brainstormed ideas and then individuals selected his/her four most important**

**After voting, the group decided to cluster further (2.2)**

**Some elements were designated as principles or enablers**

### 2.1 - Formulation

Proposed priorities	# votes
1. Infrastructure renewal (asset mgmt. and planning) xxxxxxxxxxxxxx	14
2. Use our science-based models (scenarios that demonstrate real impact on people) beyond conjecture, anecdotes, Hazard mapping identification and make available to public xxxxxxxxxxxxxx	13
3. Build awareness: education, brand, marketing, our voice, rebrand as watershed authority vs. CA xxxxxxxxxxxx	12
4. Scenario planning for long term viability: develop and assess options, amalgamation, people plan xxxxxxxxx	9
5. Category 3 business plan: to be self-sustaining xxxxxxxx	7
6. Prov/Muni advocacy and funding: conveying our unique capital needs in a compelling way. Beyond ConsOnt xxx	3
7. Our people: HR plan, staff retention, recognition xx	2

### 2.2 – Selection and refinement

1. Infrastructure renewal (asset mgmt. and planning)
  - Prov/Muni advocacy and funding: conveying our unique capital needs in a compelling way. Beyond ConsOnt xxx
2. Build awareness: education, brand, marketing, our voice, rebrand as watershed authority vs. CA xxxxxxxxxxxx
3. Use our science-based models (scenarios that demonstrate real impact on people) beyond conjecture, anecdotes,

- Hazard mapping identification and make available to public xxxxxxxxxxxxxx
- 4. Scenario planning for long term viability
  - Develop and assess options,
  - Category 3 business plan: to be self-sustaining xxxxxxxx

## ***2.3 – Principles and enablers***

### Guiding Principles

1. Engagement with the right audiences (Indigenous, others tbd)
2. Incorporate Climate change implications

### Enablers

1. Technology process (data mgmt., AI, cyber mgmt.)
2. Our people: HR plan, staff retention,

### 3.0 – Initiatives (by priority)

#### What do we need to do in the next 2-3 years (initiatives, big projects, pursuits)

- Migrate to the next priority. Review the ideas.
- Add 2-3 new and distinct items.
- Vote on the most critical initiatives (xxxx)

### 3.1 – Infrastructure renewal

#### Infrastructure Renewal (includes AMP and prov/municipal advocacy)

##### Key initiatives brainstormed:

1. xxxxxxxxxxxx **Asset Management Plan – update, prioritize and publicize needs/requirements**
2. xxxxxxxxxxxx **Assess revenue opportunities from our assets/leverage partnerships** .. Look at leasing alternatives (e.g. MOK revenue opportunities) ... Re-evaluate purpose/cost allocation for funding of assets ..
3. xxxxxxxx **Building Capital Reserves to limit dependence on provincial funding**
4. xx Tie assets and associated economic value to meeting provincial objectives
5. xx Negate impacts of climate change and impacts on insurance rates/availability
6. xxxxxxxx **Complete Kashwakamak Lake Dam replacement project to maintain safety and quality of life for upstream and downstream water users. A little dam makes a big difference. Give to a dam.**
7. x Use MOK as a demonstration site e.g. erosion control site along the shoreline of the river
8. xxx Leverage new technology for asset replacement
9. xxxxxxxx **Firm up asset inventory (what we own, don't, grey areas)**



### **3.2 – Awareness & branding**

**PRIORITY: Build awareness: education, brand, marketing, getting our voice out**

**Key initiatives brainstormed:**

- 1. XXXXXXXXXXXXX Communication plan and strategy**
  - Messaging – shift from conservation to watershed focus, people taking care of the river
  - Story telling – GM update – turn into newsletter, success stories
  - Corporate visibility, Coordination with municipalities
  - Increased media awareness, connections
  - Using videos to illustrate the impacts of dams and development.
- 2. XXXXXX Expand school programs, focus on teaching importance of watershed, wetlands, etc. Knowledge starts young and children share with families.**
- 3. XXXXXX Training for municipal councilors**
- 4. XXXX Open Houses, public education**
- 5. XXXX Invite MPP Jordan to attend Board meeting to give us an update on provincial concerns regarding watershed and environmental matters.**
- 6. XXXXXXXXXXXX Change the way we think and speak of the river. It is a “living thing” and it is part of us; we are part of it. “Ribbon of Life”. Campaign at Conservation Ontario level to change the narrative of how we think about and manage rivers.**
- 7. Working with partner ENGOs to expand awareness beyond the 20% already sold on this idea.**
- 8. XXXXXXXXXXXXX Develop partnerships with various groups and targeted individuals/groups and organizations: community associations, businesses, NGOs, farmers, hunters and anglers, forestry and mining sectors, to change thinking.**

### **3.3 – Use our science-based model to demonstrate impact**

#### **PRIORITY : Use our science-based models to demonstrate impact**

##### **Key initiatives brainstormed:**

1. **XXXXXXXXXXXXX Prioritize funding for Hazard-based Mapping: Lack of** Erosion Hazard mapping in some areas, particularly the Frontenacs. There is a need to prepare this mapping and make it available to staff and the public. Educate on the risk even in areas with predominantly bedrock.
2. **Xxx Opportunities to show floodproofing successes as well as safe access initiatives and successes**
3. **Xx Measure number of hits on our website; plan to focus on under-utilized information.** For example, water quality results. Regularly measure and communicate those results.
4. **Xxxxx Continue the development of tools and models, AI**
5. **XXXXXXXXXXXXX Carry out watershed impact studies (development, climate) for Carp and Mississippi watersheds**
6. **DELETE: Prioritize hazard mapping projects funding**
7. **Open Data – making available raw data for public education (QA/QC)**
8. **XXXXXXXXXXXXX Use the models to do presentations or dashboards(quick info on website),** municipal, provincial, community partners
9. **Translate results into layperson language.**
10. **XXXXXXXXXXXXX Capacity assessment / Analysis on Cumulative impact on water quality in rural areas**

### **3.4 – Scenario planning for a viable future**

PRIORITY: Scenario-based planning for long term viability

#### **Key initiatives brainstormed:**

1. xxxxxxxxxxxx Develop and assess options – ID scenarios
  - a. Value of what we do versus who pays
    - i. 90% of 70% is the City of Ottawa, value proposition for the City; how secure is that revenue?
    - ii. Value proposition of maintaining/removing dams
2. xxxxxxxxxxxxxxxx Category 3 Business plan
3. xx Opportunity for new NGO funding sources.
4. DELETE (part of P2) Branding – we need to communicate the unique services/value/technical expertise that we offer to the public, municipalities, Province and other stakeholders e.g. consulting firms? Tie the value of our services to a variety of community likes (e.g. fishing, flood control...)
5. xxxx MRWMP- Enhance /demonstrate our relationships with power generators and drinking water and wastewater facilities
6. xxxxx HR succession planning
7. xxXxxxx Adaptation, new partnerships, pool resources, shared expertise
8. xxxxxx Rely on the public for funding (friends of conservation/ foundation)
9. Xx Disaster mitigation (forest fires?)
  - a. Assess assets for impact of disaster
10. xxxxx Source Water Protection focus (take science to next step, viability, add source water into private wells, take this back from Rideau)

## 4.0 – Implementation

### 4.1 – Where do we get started in year one?

Priority	Initiatives in 2026-2028 (phase 1 in bold)
Infrastructure renewal	6. <b>Assess revenue opportunities</b> 7. <b>Complete Kashwakamak Lake Dam project</b> \$\$ 8. Asset management 9. Build capital reserves 10. Firm up asset inventory \$\$\$
Awareness & education	5. <b>Comms plan</b> (branding, messaging, ) \$\$\$ 6. Expand school programs ?? 7. Change way we think and speak of the river 8. Develop partnerships with targeted groups 9. Engagement plan with elected officials (training, education)
Use our science-based models	5. <b>Hazard-based mapping: strategy, decision on funding</b> \$\$\$ 6. Carry out watershed impact studies 7. Data access strategy: Use models to do presentations, dashboards on website, open data availability decisions 8. Capacity assessment modeling /analysis on cumulative impact on water quality in rural areas \$\$\$
Scenario planning for long term viability	6. <b>Category 3 business plan</b> \$ 7. <b>Rely on the public for funding</b> (foundation, NGOs, friends) 8. Develop and assess options – ID scenarios 9. Adaptation, new partnerships, pool shared resources 10. Source water protection focus

### 4.2 – Monitoring Schedule

- Semi annual board update
- Annual report out
- 18-month refresh

## 5.0 – Environmental Scan

**These developments were identified in the pre-session interviews and fleshed out through an AI app (perplexity.ai)**

1. Provincial Funding and Legislative Uncertainty
  - Description: The MVCA faces ongoing challenges from provincial funding cuts, legislative changes, and uncertainty about the future role and support for conservation authorities. This includes claw backs, changes in the scope of regulatory authority (such as involvement in zoning applications), and the difficulty in accessing grants for large capital projects like dam replacements<sup>1</sup>.
  - Impact: These factors threaten the organization's ability to fulfill its core mandate and maintain essential infrastructure.
2. Management and Funding of Category 3 (Non-Core) Assets and Programs
  - Description: There is significant debate and uncertainty about how to handle non-core assets and programs (e.g., museums, Mill of Kintail, K&P Trail, educational and stewardship programs). These activities are at risk as they cannot be funded under the core business levy and must become self-sustaining or be discontinued<sup>1</sup>.
  - Impact: Deciding which programs and assets to keep, how to fund them, and how to align them with the core mandate is a critical strategic challenge.
3. Public Awareness, Communication, and Branding
  - Description: The MVCA is not well known by the public or even some municipalities, leading to misunderstandings and a lack of support for its work. There is a strong call for improved public messaging, self-advocacy, and clearer communication of the value the authority provides<sup>1</sup>.
  - Impact: Poor public perception can undermine support, funding, and the authority's ability to achieve its goals.
4. Staffing and Organizational Continuity
  - Description: High staff turnover, loss of corporate knowledge, and succession planning are persistent issues. The organization also faces challenges in recruiting specialized staff (e.g., biologists) and maintaining continuity in its operations<sup>1</sup>.
  - Impact: These challenges can reduce the effectiveness of the authority and its ability to respond to new and ongoing environmental issues.
5. Climate Change, Hazard Management, and Infrastructure Needs
  - Description: The MVCA must address increasing climate-related risks (such as more frequent and severe floods and droughts), invasive species, and the aging infrastructure of dams and other water control structures. There is also a need to better regulate hazard lands and improve integrated watershed management<sup>1</sup>.
  - Impact: These issues are critical for protecting communities, ecosystems, and the long-term sustainability of the authority's assets.

## Appendices

### A – Session Overview

This pre-session package will help you prepare for our strategy session next week.

**DATE** Monday June 9, 2025

**TIME** 8:00 am

**LOCATION** Mill of Kintail Conservation Area

2854 Ramsay Concession 8, Almonte, ON K0A 1A0, [map](#)

#### AGENDA

8:00	ARRIVAL TEA/COFFEE SNACKS	
8:30	<ul style="list-style-type: none"><li>Welcome and Purpose</li></ul>	Roy Huetl, Chair
8:40	<ul style="list-style-type: none"><li>Agenda Overview</li></ul>	Erik Lockhart
8:50	<ul style="list-style-type: none"><li>Desired Future</li></ul>	
9:15	<ul style="list-style-type: none"><li>Priorities</li></ul>	
10:15	BREAK	
10:30	<ul style="list-style-type: none"><li>Objectives &amp; Initiatives</li></ul>	Erik Lockhart
12:00	<ul style="list-style-type: none"><li>Check Vision &amp; Mission</li><li>Next Steps</li></ul>	
12:30	LUNCH	
1:00	Depart for OPG Chat Falls Power Generation Station	
1:30	Tour of Chat Falls PGS, Ottawa River	

#### BACKGROUND

There have been many developments in the province, the workforce, and in the fields of conservation and watershed management since we last looked at our strategy. The following items highlight the current context within which we perform our work.

- Many MVCA assets are aged and need renewal or replacement and projected costs are significant.
- All levels of government are facing financial constraints, in particular our municipal partners.
- Large areas of our jurisdiction are subject to natural hazards.
- Growth can exacerbate natural hazards and impact natural heritage resources.
- Climate change is affecting the risk of natural hazards and how we design and operate water control infrastructure, and is impacting natural heritage resources.
- The nature and extent of wetlands within the lower watershed are at risk.
- MVCA has seen significant changes in its regulatory powers and responsibilities.
- There are limits on the cost-recovery mechanisms of conservation authorities.

The workshop will provide an opportunity to reflect on these changes, our progress and challenges, and explore our direction over the next five years.

#### WORKSHOP OBJECTIVES

The objective of the strategic planning session is to agree on a few priorities, and identify some objectives and outcomes for the next five years, specifically:

1. Develop a statement of long-term success;
2. Discuss issues, opportunities, and risks that we need to consider;

3. Agree on 4-5 priorities for 2025-2030;
4. Agree on what we want to accomplish against each priority; and
5. Share next steps to complete the plan.

Due to the limited time we will have with our facilitator, Erik Lockhart has asked that we reflect on some key questions prior to the strategic planning session.

### PRE-SESSION HOMEWORK

Review the following and make a few notes on the questions below:

- MVCA's 5-year [Corporate Strategic Plan](#)
- MVCA 20-year [Land Conservation & Resource Strategy](#)

1. Do you agree that MVCA's current Mission and Vision statements are still relevant and meaningful?

Where: 1 = strongly disagree; 2 = somewhat disagree; 3 = neutral; 4 = somewhat agree; 5 = strongly agree	Score
<b>Mission:</b> <i>MVCA delivers programs and services that further the conservation, restoration, development and management of natural resources in the Mississippi and Carp watersheds and areas draining directly to the Ottawa River for the protection of people, property, and ecological functions and services.</i>	
<b>Vision:</b> <i>Watershed stakeholders working together to foster a sustainable landscape where ecological integrity is maintained, natural hazards are mitigated, and nature can be enjoyed and appreciated by all. (As updated in the LC&amp;RS.)</i>	

2. If you gave either a 1 or 2, in what ways would you change or rewrite them?
3. Imagine it is 2030 and the MVCA has been successful. What exactly would we have accomplished? What are some indicators of success?
3. Of the "radar" of trends, opportunities, challenges listed in the above *Background* section:
  - a) What are the 2-3 important opportunities that MVCA should be pursuing?
  - b) What are the 2-3 critical risks, threats and challenges that we must consider in our planning?
  - c) What are emerging developments, trends, patterns (in our communities, across the region and province in the conservation space) that we need to consider?
4. Major Priorities. What are the big areas that we need to focus on in the next 3-5 years?
5. Specific Projects. If you could add three projects to our workplan for the next few years, what would they be?



## Mill of Kintail Museum Strategic Plan Update

**TO:** The Chair and Members of the Mississippi Valley Conservation Authority Policy & Planning Advisory Committee

**FROM:** Sally McIntyre, General Manager and Scott Lawryk, Property Manager

**REPORT:** 3502/25, July 3, 2025

---

### RECOMMENDATION:

*That the Board of Directors direct staff to:*

1. *Engage with Mill of Kintail Museum patrons and the broader community regarding the proposed changes, Vision Statement and Objectives set out in this report; and*
  2. *Return to the Committee and Board in the fall with findings and recommendations for update of the Mill of Kintail Museum Strategic Plan.*
- 

### 1.0 Purpose

In order to be eligible for provincial funding, MVCA must update the [Mill of Kintail Museum Strategic Plan](#) every 5 years. The current Plan was approved in 2019 and the Province requires it to be updated no later than next year. The purpose of this report is to set out the rationale for changing the museum Vision Statement and to seek direction to engage with the public on this matter prior to drafting an update of the strategic plan. Direction regarding the Vision Statement will also inform update of the [Mill of Kintail Master Plan](#), which is to commence this fall.

### 2.0 Background

In 2019, the Province clarified and defined the mandate of conservation authorities (CAs.) Operation of the Mill of Kintail Museum (MOKM) as a space focused on telling the story and displaying artifacts of R. Tait McKenzie and James Naismith is outside the mandate of CAs and, as of January 1, 2024, the MOKM no longer qualifies for funding via



the Municipal Levy.<sup>1</sup> MVCA was given a reprieve of five years by its member municipalities to try to make operation of the Museum and a selection of other programs cost-recoverable.<sup>2</sup> MVCA is now 18-months into that period with no sustainable financial model on the horizon for maintaining the current museum beyond 2028.

Since announcement of the funding change in 2019, MVCA has taken the following actions to pursue alternative service delivery options, secure alternative funding, and implement cost reductions. MVCA:

- Struck a committee of community volunteers to examine the future of the R. Tait McKenzie and Dr. James Naismith Collections.
- Worked with community leaders on outreach to potential funders including the Ministry of Sport, National Capital Commission, National Basketball Association, Canadian Heritage, Canada Walk of Fame, and decedents of James Naismith.
- Solicited community volunteers for establishment of a fundraising committee through the Mississippi Valley Conservation Foundation.
- Held a fundraiser for replacement of the museum roof.
- Changed the staffing model to reduce overhead costs.
- Worked with the Town's Heritage Committee to make tactical and architecturally appropriate capital improvements prior to changes in the funding model to extend the building's life.
- Worked with the volunteer Museum Advisory Committee (MAC) to plan and implement improvements to museum exhibits.
- Improved WIFI at the building and made changes at the MOKM gift shop to facilitate greater sales and donations.
- Attended and discussed MOKM challenges and opportunities at meetings of the Lanark County Arts & Heritage committee.
- Attended and shared concerns at a Museums Stakeholder Meeting hosted in 2023 by consultants working for the Town of Mississippi Mills at which legislative changes affecting MOKM funding was a central topic of discussion.
- Raised the concept of museum consolidation with decision-makers and staff at both the municipal and county level.

---

<sup>1</sup> For details refer to the [Conservation Authorities Act](#) and [O.Reg. 686/21](#) and [O.Reg. 687/21](#).

<sup>2</sup> MVCA's eleven municipalities signed [Programs & Services Agreements](#) that allow a portion of the annual municipal levy to be allocated to non-core programs until December 2028.

- Invited the Canadian Conservation Institute (CCI) to conduct a review of the MOKM collection and facilities, during which funding challenges were discussed.<sup>3</sup>
- Sought and received a Judge’s ruling regarding MVCA’s legal obligations as it pertains to operation of the museum and grounds, and associated financial matters.
- Fully catalogued the collections of both R. Tait McKenzie and James Naismith to allow for legal transfer of the collections.

In December 2024, MVCA’s Board of Directors considered current regulations, the state of operations and ongoing financial challenges of the Museum, and approved the following policy direction as part of MVCA’s [Land Conservation & Resource Strategy](#):

- Transfer sensitive artifacts to the Gate House climate-controlled archive on a permanent basis.
- Continue to investigate opportunities to transfer management of the museum collections to another organization.

### 3.0 Current State

#### 3.1 Finances

While reestablishment of the Museum Advisory Committee (MAC) in 2023 has been beneficial—particularly in planning and programming matters—the financial uncertainty related to museum staffing and capital renewal remain a major concern. Neither staff nor MAC volunteers or our Foundation have been able to resolve this issue and nobody has stepped forward to champion the museum cause or make a long-term funding commitment.

Currently, the capital reserve intended to support renewal of all structures at the Mill of Kintail Conservation Area is nearly depleted (<\$25,000.) And, the museum has run a deficit for the past three years, in part due to a lack of grants to support hiring summer staff—essential for museum operations.

Table 1 summarizes recent museum expenditures and revenues and the 2025 Budget. Of note:

- Municipal Levy contributions fluctuate year over year based upon the amount of monies secured from grants and other sources. Levy-based revenue is currently scheduled to cease in 2029.

---

<sup>3</sup> Findings and recommendations are to be received from CCI in Fall 2025.

- Salaries were higher in 2024 because an additional person was retained to support cataloguing of the collections, which is now completed.
- The curator position was changed from a full-time to a seasonal position in 2025 to reduce overhead.
- A reduction in utility costs was achieved by relocating staff and sensitive items during the off season to the Gate House and shutting off the heat.
- The museum does not charge an entry fee.<sup>4</sup> Site day-pass revenues are allocated to the museum and Annual Passes are allocated to general site operations.
- Earlier this month MVCA was informed that the 2025 federal grant request was denied, therefore, the museum is expected to have a deficit at year-end.
- Some expenditures for 2022 and 2023 are estimates or unavailable because MVCA did not distinguish between museum and other Mill of Kintail Conservation Area site operational costs. These are now tracked separately.

**Table 1: MOKM 2022-2024 Actuals and 2025 Budget**

	2022 Actual	2023 Actual	2024 Actual	2025 Budget
<b>Expenditures</b>				
Salaries incl. O/H	82,051	93,210	107,336	75,000
Utilities	2,200	11,298	9,706	4,800
Insurance	n/a	15,754	13,129	10,000
Taxes	n/a	2,471	1,596	1,000
Supplies & General	484	2,021	1,446	1,270
<b>Subtotal</b>	<b>84,735</b>	<b>124,755</b>	<b>133,212</b>	<b>92,070</b>
<b>Revenues</b>				
Federal Grant <sup>5</sup>	0	4,863	0	11,544
Provincial Grant <sup>6</sup>	13,445	13,445	13,445	13,445
Municipal Grant <sup>7</sup>	12,700	12,460	13,081	13,081
Municipal Levies <sup>8</sup>	20,441	18,792	70,991	30,500
Fees	24,675	22,321	17,646	17,500
MOKM Donations	\$1,316	\$7,574	\$3,492	\$6,000
<b>Subtotal</b>	<b>72,337</b>	<b>79,694</b>	<b>118,656</b>	<b>92,070</b>
<b>Profit/Loss</b>	<b>-\$12,398</b>	<b>-\$45,061</b>	<b>-\$14,557</b>	<b>\$0</b>

<sup>4</sup> In previous years when MVCA implemented a separate museum entry fee attendance at the museum declined.

<sup>5</sup> Canada Summer Jobs for hiring students.

<sup>6</sup> Community Museum of Ontario Grant (CMOG) to support curator costs.

<sup>7</sup> Town of Mississippi Mills. By comparison, the Mississippi Mills Textile Museum receives \$74,309/year and the North Lanark Regional Museum \$28,697/year from the municipality.

<sup>8</sup> Total contribution from 11 municipalities within MVCA's jurisdiction of which ~90% is paid by the City of Ottawa.

### 3.2 SWOB Analysis

In 2024, MVCA enlisted Fauzya Moore to assist MVCA in reviewing and updating the existing *MOK Museum Strategic Plan*. Since then, she has collaborated with staff and members of the MAC to evaluate the effectiveness of the current strategic plan and to gather input for its update.

In April of this year, Ms. Moore tabled her findings at a meeting of the MAC and concluded that implementation of the MOK Strategic Plan has been uneven. The museum building itself is an attraction and is a well-maintained former grist mill built in 1830. It is wheelchair-accessible on two levels with modern amenities including a kitchen and flush toilet. While there have been notable improvements in collections management and facility operations, significant shortcomings persist in communications, marketing, and fundraising.

Results of a survey issued to MAC members indicate general recognition of curatorial strengths but also a need for better communication and visitor engagement.

Table 2 provides the results of a Strengths/Weaknesses/Opportunities/Barriers (SWOB) analysis carried out during the review.

### 4.0 Discussion

Based upon staff's experience over the past six years and analysis carried out by the consultant, staff have concluded that 2025 is the time to make a strategic change in direction if MVCA is to be able to make long-term use of the heritage building.

- The *Mill of Kintail Museum Strategic Plan* is required to undergo update, and there remains 3.5 years to implement any changes in direction before agreements with member municipalities expire.
- Even if municipal agreements are extended beyond 2028, long-term financial stability will remain illusive and MVCA will face the same challenge each time municipal agreements approach their expiration.
- In the meantime, funds are limited to refresh and update the Museum's appearance which will make it increasingly challenging to attract repeat and younger visitors.
- MVCA has made regular investment in the MOKM structure to ensure fire code compliance and building preservation. As a valued community landmark and heritage attraction, abandonment of the building is not desirable.

**Table 2: SWOB Analysis**

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Qualified staff</li> <li>• Quality archival storage and collections management system</li> <li>• Strong facility management</li> <li>• Existing visitorship (7,100 visitors to Museum in 2024)</li> <li>• Supports critical mass of heritage museums in Lanark County</li> <li>• Strong/growing involvement from Museum Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Poor alignment with Conservation Authority mandate</li> <li>• Challenging to keep Museum relevant and interesting for younger generation</li> <li>• Lack of community involvement beyond core group of volunteers</li> <li>• Narrow scope and limited materials inhibit regular rotation of exhibits and attraction to visitors</li> <li>• Unsustainable business model due to new funding regulations</li> <li>• Outdated website</li> <li>• Lack of a communications and community engagement plan</li> </ul>
<b>Opportunities</b>	<b>Barriers</b>
<ul style="list-style-type: none"> <li>• Evolve to closely align museum with Conservation Authority mandate</li> <li>• Transfer of collection to the Naismith Memorial Basketball Hall of Fame, Bank of Canada, McGill U.</li> <li>• Sale of current collection</li> <li>• Acquire exhibits that facilitate regular rotation with greater appeal to broader audiences</li> <li>• Sustainable resource management, historical and present practices (forest, mining, agriculture, hunting and fishing)</li> <li>• Allows for exhibits beyond the walls of the museum</li> <li>• Solicit historical artifacts from across eastern Ontario</li> <li>• Involvement in new Education Program</li> </ul>	<ul style="list-style-type: none"> <li>• Expiring Agreements with member municipalities leading to financial uncertainty</li> <li>• Limited funds to acquire new assets</li> <li>• Community resistance to change</li> <li>• Insufficient fundraising capability</li> <li>• Aging infrastructure</li> <li>• Layout of facility/lack of available space</li> <li>• Naismith collection less attractive in comparison to McKenzie</li> <li>• Other recreational opportunities in surrounding community</li> <li>• Comparatively lower municipal funding than other museums within Mississippi Mills</li> </ul>

Under *O.Reg. 686/21*, there is an opportunity to evolve the Museum's mandate to align with MVCA's core mandate, which includes:

- public awareness, education and outreach related to the risk of natural hazards;
- programs and services to support the provincial stream monitoring program;
- programs and services to conserve, protect, rehabilitate, establish, and manage natural heritage on lands owned by MVCA; and
- various responsibilities as a source protection authority under the provisions of the *Clean Water Act*, 2006.

Converting museum space to support these fundable responsibilities would contribute significantly towards the delivery of mandatory educational programming offered to area schools and the public at the Mill of Kintail Conservation Area while maintaining use of a heritage structure and valued tourist attraction in Lanark County.

To ensure future public access to the McKenzie and Naismith collections and preserve and celebrate the history of the building, staff propose that the entire museum undergo a 360° video and that the collection be posted to a Virtual Museum housed on a website. Furthermore, it is recommended that a Transition Plan be developed with input from community partners to determine what is to happen to the collections.

Staff believe that if a decision is made in 2025 to pursue this new direction that it can be implemented within the life of the current municipal programs and services agreement.

## 5.0 Proposed Museum Vision Statement and Objectives

The following draft Vision Statement is proposed to guide update of the *Mill of Kintail Museum Strategic Plan*.

*A vibrant interactive museum on the Indian River that celebrates the beauty, power and importance of water and watersheds.*

The following objectives are proposed. *A museum that tells the story and allows visitors to experience:*

- *Water, as a source of life, power, and enjoyment and the need to protect it.*
- *Watersheds, how they function, and how they shape our communities.*
- *Natural hazards and the work of MVCA to protect people and property from harm.*
- *Conservation and stewardship and what people can do to manage water and land responsibly now and for future generations.*

## 6.0 Next Steps

The McKenzie-Naismith collections and the museum at the Mill of Kintail Conservation Area have strong community ties and some see them—particularly the R. Tait McKenzie collection, as inextricably tied to the Mill of Kintail property and will object to relocating the collection.

Before asking the Board to approve this change in direction, staff propose to engage with museum users and community members to explain the gravity of the situation, and to provide other organizations and the community at large the opportunity to consider their involvement in the long-term funding and display of the collections.

Following this, staff would return to the Planning & Policy Committee and the Board of Directors in the fall with the results of public feedback, and recommend a course of action for update of the *MOK Museum Strategic Plan*.

## 7.0 Corporate Strategic Plan

This report supports implementation of the following corporate strategic goals and objectives:

**Goal 1: Asset Management** – revitalize watershed management activities and invest in our legislated mandate.

- a) Implement priority actions identified in the *Mississippi River Watershed Plan*.
- b) Plan for the next phase of asset development and management.

**Goal 3: People and Performance** – support the operational transformations required to achieve MVCA’s priorities and to address legislative changes.

- a) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

## Attachments

- *Strategy Workshop Highlights* Report, Erik Lockhart.



## Fee Update

TO: The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

FROM: Stacy Millard, Treasurer; Marissa Okum, Stewardship Coordinator; and Scott Lawryk, Property Manager

REPORT: 3500/25, June 18, 2025

---

### RECOMMENDATION:

*That the Board of Directors approve:*

- a) revision of MVCA's 2025 Fee Schedules as outlined in this report;*
  - b) posting of the new fees in accordance with MVCA's Fee Policy; and*
  - c) that the new fees take effect September 1, 2025 pending no major concerns regarding the proposed changes.*
- 

The purpose of this report is to update MVCA's Fee Schedules to meet the operational needs of the organization and continue to work towards full cost recovery for Category 3 programs and services.

## 1.0 Issues

### 1.1 Stewardship

Currently, stewardship fees only recover out-of-pocket expenses such as the cost of plants and do not include fees for service, i.e. staff time to plant trees and shrubs.

### 1.2 Facility Rentals

A 4-hour minimum rental fee was implemented in 2024, which users have complained is too long and expensive. Consequently, rentals at the Mill of Kintail have declined. As well, staff have received queries to rent the entire Mill of Kintail site for major events (that would not require closure of the Museum or nature trails.) And, rentals of the Boardroom at the Headquarters office have proven challenging due to both parking limitations and IT requirements of the room. This report aims to address these issues.



## 2.0 Discussion

### 2.1 Stewardship

Fee schedules from multiple area conservation authorities (CAs) were reviewed to ensure MVCA fees are in line with other Eastern and Central Ontario CAs. Though the scope of services delivered by CAs varies, it was found that those offering shoreline plantings charge a set fee for planting services. Therefore, it is recommended that MVCA implement a similar base fee for planting labour that provides for both staff time and mileage.

MVCA already has a rate of \$85/hr for a 2-person crew that is used for other programs. Given that a planting crew typically comprises 4 staff members and that the average planting time is 3 hours, a \$510 minimum fee is recommended, plus mileage; and an additional hourly charge of \$170 per hour for larger projects.

Due to increasing supplier costs, fees for plant plugs/wildflowers and coco discs are recommended to increase from \$3 to \$5.

Finally, it is recommended that an additional 50% premium be added to all the above rates where a landowner is required to replant a shoreline as part of a Violation Remediation Agreement.

Attachment 1 shows proposed amendments to Schedule G – Stewardship.

### 2.2 Mill of Kintail (MOK) Rentals

In order to better align with community needs and demands, it is recommended that the minimum booking time for individual facilities at the MOK be reduced to 2-hours, and that half-day and full-day options be added.

In response to the query regarding a full-site booking, other CAs with similar facilities were contacted to determine potential pricing and potential limitations. A Special Event rate of \$3,000 per day, plus charges for staff time as per current approved rates is recommended, with the proviso that the Museum and trail system would remain open to the public during these events.

Attachment 2 shows proposed amendments to Schedule F – Visitor Service Fees.

### 2.3 HQ Boardroom Rentals

In recent years, MVCA has experimented with renting the Boardroom for private purposes. While these rentals are infrequent they often result in malfunctioning

equipment, parking challenges, and have required staff support and overtime. Current fees do not cover these costs, and it is felt that the room is best used by partner not-for-profit organizations only, such as the Mississippi Madawaska Land Trust. Accordingly, staff recommend that the general rental fee be removed, and instead MVCA require partner organizations to pay for use of specialty equipment and staff time for room set-up and tear-down where a different configuration from normal is required.

Attachment 2 shows proposed amendments to Schedule D – Corporate/Administrative Services Fees.

## 2.4 Fee Schedule

To facilitate easy access to MVCA’s various fee schedules on our website it is recommended that the existing Schedules D and E be divided into four, and renamed as follows:

- Schedule D – Corporate & Administrative Services
- Schedule E – Education Programs (no change in fees proposed)
- Schedule F – Visitor Services
- Schedule G – Stewardship Services

## 3.0 Next Steps

In accordance with our Fee Policies and the Programs & Services Agreements with our member municipalities, staff will be posting proposed fee changes for a period of 30-days following approval by the Board.

If any significant objections are raised by the community, staff will return to the Board. Otherwise, it is proposed that the new fees take effect September 1, 2025.

## 4.0 Corporate Strategic Plan

This recommendation supports achievement of the following strategic goals and objectives:

**Goal 2: Community Building** – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.

Goal 3: People and Performance – support the operational transformations required to achieve MVCA’s priorities and to address legislative changes.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

**Attachments:**

- Fee Update – Fee Schedule G
- Fee Update – Fee Schedule F
- Fee Update – Fee Schedule D



## MVCA Fee Schedule: 2025

### Schedule "G" Fees

#### Stewardship Services

HST is in addition to all fees unless otherwise specified

Stewardship Services	Fee
<del>Trees and Shrubs</del>	
Seedlings (trees and shrubs) bareroot stock	\$5
Potted shrubs (1 or 2 gallon)	\$15
Potted Trees (1 or 2 gallon)	\$20
Plugs/Wildflowers	<del>\$53</del>
Coco Disks /Mulch	\$1.50
<u>Pre-consultation, site visit, and planting plans</u>	<u>Free</u>
<u>Planting services – Planting Crew (4 staff) minimum 3 hours + mileage<sup>1</sup></u>	<u>\$510</u>
<u>Additional Hourly Rate</u>	<u>\$170</u>
<u>Premium charged on the above goods and services when provided to implement Violation Remediation Agreements</u>	<u>50%</u>

<sup>1</sup> Mileage rate is \$0.60 per kilometre.



## MVCA Fee Schedule: 2025

### Schedule "F" Fees

#### Visitor Services

HST is in addition to all fees unless otherwise specified

Conservation Area Use Type	Fee
<b>Conservation Area Use</b>	
*Day Pass Purdon	Donation only
*Day Pass Morris Island or Mill of Kintail <sup>1</sup>	\$7
Seasonal Pass General	\$55
Additional Car Pass <sup>2</sup>	\$27
Lost General Pass	\$15
Bus Tour Groups – all sites (per person) <sup>3</sup>	\$3
<u>*any vehicle with greater than 12-person capacity</u>	
<b>Mill of Kintail Rentals</b>	
<u>Full Site – any staffing as per Schedule D</u>	<u>\$3,000/day</u>
Cloister Area Weddings (4 Hour Minimum)	\$840
Additional Hourly	\$210
Last Minute Hourly (Less than 30 days)	\$110
<b>Picnic Shelter &amp; Education Centre</b>	
Minimum <del>4</del> <u>2</u> Hours	<del>\$80</del> <u>\$155</u>
Additional Hourly	\$35
<u>Half Day</u>	<u>\$155</u>
<u>Full Day</u>	<u>\$300</u>
<b>Gatehouse</b>	
Minimum <del>2</del> <u>4</u> Hours	<del>\$135</del> <u>\$265</u>

<sup>1</sup> HST Included

<sup>2</sup> Seasonal Pass – only one vehicle pass be provided per annual pass

<sup>3</sup> ~~HST included. This rate would apply to vehicles with a carrying capacity greater than 7 passengers.~~

Additional Hourly	\$65
<u>Half Day</u>	<u>\$265</u>
<u>Full Day</u>	<u>\$500</u>
<b>Community Groups</b>	50% of rental fees

## MVCA Fee Schedule: 2025

### Schedule “D” Fees

#### Corporate/Administrative Services

HST is in addition to all fees unless otherwise specified

Office Rentals	Fee
<b>Boardroom and Meeting Rooms</b>	
<del>Per Day</del>	<del>\$260</del>
Affiliated Groups <sup>1</sup>	FREE
<u>AV Equipment use</u>	<u>\$100</u>
<u>Change Boardroom setup/tear-down</u>	<u>\$100</u>
<b>Office Space Work Station – no service</b>	
<b>Per Month</b>	\$110
<b>Office Space Work Station – serviced<sup>2</sup></b>	
<b>Per Month</b>	\$155
<b>Staffing Fee for Rentals</b>	
Hourly	\$50

Administrative Tasks	Fee
<b>Photocopies</b>	
Per page 8.5” x 11” (Black and White)	\$0.35
Per page 8.5” x 11” (Colour)	\$1.25
Per page Faxes or Scans	\$0.33

<sup>1</sup> Affiliated Groups = meetings held at MVCA where MVCA staff participation/involvement is required and the Group objectives are in-line with MVCA goals and objectives.

<sup>2</sup> Serviced includes phone, internet and network support.

Information and Professional Services		Fee
<b>Reports</b> Base Cost (Digital and Paper)	Small: 1-30 pages	\$150
	Medium: 31-100 pages	\$295
	Large: 100 + pages	\$450
	Minimum Processing Fee	\$65
	Administrative Rate	\$80/hour
	Field Crew (2 staff) plus mileage <sup>3</sup>	\$85/ hour
	Technical Rate	\$95/ hour
	Professional Rate	\$115/ hour
	Management Rate	\$150/ hour
<b>Models – digital copies</b>		\$2,200 per model - plus staff time
Hydrological Model (HEC-HMS, SWMHYMO, PCSWMM)		
Hydraulic Model (HEC2, HEC-RAS)		

---

<sup>3</sup> Mileage rate is \$0.60 per kilometre.





## Reserve Policies

TO: The Chair and Members of the Mississippi Valley Conservation Authority  
Board of Directors

FROM: Sally McIntyre, General Manager

REPORT: 3501/25, June 17, 2025

---

### RECOMMENDATION:

*That the Board of Directors approve amendment of the Reserve Policies as set out in this report **as amended by the Finance & Administration Advisory Committee.***

---

The purpose of this report is to address an administrative issue identified with the Reserve policies. Specifically, while the Operating Reserve is designed to provide flexibility to the Treasurer to move monies as needed, the policies as written do not allow for this.

### 1.0 Background

Historically, it has been the practice of MVCA's Treasurer to add to and draw down reserves and reserve funds as needed in accordance with the approved annual budget and to address special circumstances as they arise. However, language in the policy could be interpreted as preventing individual transactions from occurring without further Board approval, specifically, it states:

*A resolution of the Board is required to make a contribution to, withdrawal from, and to make a final distribution from a reserve and reserve fund.*

Accordingly, it is recommended that this language be amended to the following:

*A resolution of the Board is required to make a final year-end distribution amongst restricted and unrestricted reserves and reserve funds.*

The revised wording provides the Board with the final say in how any year-end surpluses or deficits are handled. A further limiting clause is recommended as follows:

*The Treasurer shall ensure that all reserve and reserve fund withdrawals, contributions, and transfers occur in accordance with the Board-approved annual budget. ~~Under exceptional circumstances where an unplanned expenditure is necessary and time is of the essence, the Treasurer may make a withdrawal from a reserve or reserve fund of:~~*

*~~a) Less than \$100,000 following consultation and approval of the General Manager; and~~*

*~~b) \$100,000 or greater following approval of the Executive Committee.~~*

*~~Where an exceptional withdrawal has occurred, Members shall be informed of the details and reasons at the next meeting of the Board of Directors.~~*

## 2.0 Corporate Strategic Plan

Update of the Authority's Reserve and Reserve fund Policy aligns with Goals 1 and 3 of the 2021-2025 Corporate Strategic Plan, as follows:

Goal 1: Asset Management – revitalize watershed management activities and invest in our legislated mandate.

a) Implement the five-year capital program

Goal 3: People and Performance – support the operational transformations required to achieve MVCA's priorities and to address legislative changes.

b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

## Attachments

- Current Reserve Policy as amended December, 2023.

## Reserve and Reserve Fund Policy

As amended ~~December 2023~~ July 2025

### 1.0 General

- a. A resolution of the Board is required to establish and close a reserve and reserve fund.
- b. Every reserve and reserve fund should have a stated purpose, a target balance, identified funding source(s), and a projected end date (if applicable).
- ~~c.~~ c. A resolution of the Board is required to make ~~a contribution to, withdrawal from, and to make a~~ a year-end final distribution from a reserve and reserve fund.
- d. The Treasurer shall ensure that all reserve and reserve fund withdrawals, contributions, and transfers occur in accordance with the Board-approved annual budget.
- ~~e.~~ e. The Treasurer shall invest reserves and reserve funds while ensuring adequate liquidity to meet the needs of Board-approved budgets, financial plans, and capital plans.

### 2.0 Category 1 Operating Reserve

- a. The purpose of the operating reserve is to:
  - i. provide for day-to-day cashflow management;
  - ii. accommodate moderate unplanned expenditures and revenue shortfalls;
  - iii. implement short-term initiatives without creating undue burden on the municipal levy; and
  - iv. provide the Authority with cash-on-hand to seize opportunities to make progress on projects within the *Corporate Strategic Plan* when funding opportunities arise and a financial contribution is required.
- b. During preparation of the annual budget, a risk-based approach will be used to establish a target year-end balance for the Category 1 Operating Reserve. Using current year data:
 

Sum the following:

  - i. Total payroll cost for 2 pay-periods.
  - ii. 2-months of the 3-year running-average annual expense (non-capital).

- iii. 3-months of the average payroll burden per employee.
- iv. 6-months of the average payroll burden per employee.
- v. 50% of the annual payroll of grant-subsidized positions.
- vi. 25% of the annual payroll of fee-subsidized positions.
- vii. 25% of the sum of all insurance deductibles.

Add AND subtract 10% of the sum to provide a target range.

- c. The Category 1 Operating Reserve will be funded primarily by year-end surpluses, but may be funded by other sources to support delivery of specific programs and services and to maintain the target balance.
- d. The rationale for deviating from, and an approach for re-establishing the desired target range should be prepared when the Board considers:
  - i. drawdown of the Category 1 Operating Reserve below the target range; and
  - ii. building the Category 1 Operating Reserve above the target range.

### 3.0 Restricted Reserve Funds

- a. Restricted reserve funds may be established for the purpose of:
  - i. Carrying out projects identified in Board-approved plans and strategies;
  - ii. Acquiring, rehabilitating, enhancing, and replacing tangible capital assets (TCAs); and
  - iii. Supporting delivery of Category 1, 2 or 3 programs and services.
- b. Water and erosion control asset reserve funds should have a balance equal to or greater than 50% of the approved 8-year capital program, up to a maximum of \$500,000 per project. For projects greater than \$500,000, add the annual cost to carry 50% of the project cost at 5% interest paid monthly, amortized over 20 years.
- c. All other reserve funds established for TCAs should have a balance equal to or greater than the approved 5-year capital program for those assets, or as specified in Table 1.
- d. Table 1 identifies restricted reserve funds approved by the Board.

**Table 1: Board-approved Restricted Reserve Funds**

<b>Fund Name</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Target Balance</b>	<b>End Date</b>
<b>Category 1</b>				
1. Building	Rehabilitation and enhancement of the HQ building and works yard.	Annual and special levy; and op surplus	Per 3c)	n/a
2. Conservation Areas	Implementation of CA Master Plans and the rehabilitation, replacement, and enhancement of assets at CAs. <sup>1</sup>	Annual and special levy; and op surplus	Per 3c)	n/a
3. Information and Communications Technology	Acquisition, enhancement, rehabilitation and replacement of hardware, software and peripherals.	Annual and special levy; and op surplus	Per 3c)	n/a
4. Priority Projects	Board-approved projects eligible for provincial grants under Section 39 of the Act. <sup>2</sup>	Above, and land dispositions	2x annual average payroll/ employee <sup>3</sup>	tbd
5. Sick Pay	To backfill a person on extended leave but not on long-term disability.	Operating surplus and annual levy	Annual average payroll/employee	n/a

<sup>1</sup> With the exception of the MOK Museum building. The purpose of this fund will require update in advance of January 1, 2024.

<sup>2</sup> As of July 2022, funds in this account were obtained solely through the sale of Authority land that had been acquired using provincial funds (i.e. Glen Cairn property). As such, use of funds in this account must be approved by the province in accordance with provincial policies.

<sup>3</sup> This would allow for dollar matching of grants, hiring consultants, and/or the temporary hiring of staff to complete priority projects of the organization.

Fund Name	Purpose	Funding Source(s)	Target Balance	End Date
6. Vehicles	Acquisition, rehabilitation and replacement of vehicles and related equipment (incl. boats and trailers)	Annual and special levy; and op surplus	Per 3c)	n/a
7. Water Control System	Acquisition, enhancement, rehabilitation and replacement of erosion and water control structures and monitoring and measurement equipment	Annual and special levy; and operating surplus	Per 3c)	n/a
<b>Categories 2 &amp; 3</b>				
8. Category 3 Capital Reserve <sup>4</sup>	Implementation of the MOK Museum Strategic Plan, and other approved Category 3 plans.	Operating surplus, grants, donations.	100% of the Cat. 3 5-year Capital Plan	tbd
9. Category 2 Operating Reserve	To address temporary funding shortfalls		1-year payroll costs <sup>5</sup>	tbd
10. Category 3 Operating Reserve	To address temporary funding shortfalls		1-year payroll costs <sup>5</sup>	tbd

<sup>4</sup> Previously known as the Category 2 & 3 Reserve, and prior to that as the “Museum Building & Art” reserve.

<sup>5</sup> Pro-rated for staff working on Category 2 or Category 3 programs, where pro-rated means that if an employee is budgeted to work 30% of the year on Category 3 programming that only 30% of their salary would be applied to calculating the target reserve balance.

## Review and Revisions of MVCA's Regulatory Mapping

**TO:** The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

**FROM:** Juraj Cunderlik, Director of Engineering and Ben Dopson, Manager of Planning & Stewardship

**REPORT:** 3505/25, July 7, 2025

---

### FOR INFORMATION.

---

## 1.0 Overview

[Ontario Regulation 41/24](#) mandates that Conservation Authorities must conduct an annual review of their regulatory mapping and identify any necessary revisions. Any required revisions must be implemented and made available to the public. To meet this requirement, the Mississippi Valley Conservation Authority (MVCA) conducts regular reviews of its regulatory mapping, and implements revisions where appropriate. The review and revision process is carried out whenever new, verified data becomes available, typically through the permitting process, or when MVCA staff carry out mapping maintenance activities and flag a feature to be assessed or updated.

Responsibility for regulatory mapping updates is shared between two departments:

- The Engineering Department is responsible for implementing revisions to the mapping of flood and erosion hazards, as well as their associated regulation limits.
- The Planning Department is responsible for implementing revisions to wetland boundaries and their associated regulation limits.

## 2.0 Business Process

A formal business process is used to ensure that all current and future regulatory mapping review and revision requests are evaluated consistently, thoroughly documented, and receive the necessary approvals (refer to Attachment 1.) GIS staff, in collaboration with engineering and planning staff, reviews each request and develops a

proposed action plan. Regular meetings are held with the Director of Engineering and Manager of Planning and Stewardship to present findings, recommend appropriate actions for each request, and obtain approval for any proposed revisions. All reviews, approvals and decisions made are documented for every request using the template shown in Attachment 2.

### 3.0 Summary of 2024 Revisions

#### 3.1 Wetland Mapping

Significant revisions were completed by GIS staff to all Provincially Significant Wetlands in 2024 to reduce regulatory setbacks from 120 meters to 30 meters as required by *Ontario Regulation 41/24*. These changes removed regulatory limits from an estimated 784 properties within the watershed.

A further three requests for amendments were made in 2024 by the MVCA Planning and Regulation Department in response to planning and permit applications. A list of the revisions can be found in Attachment 3.

#### 3.2 Hazard Mapping

In 2024, the MVCA Engineering Department received thirty-four requests to review or revise its regulatory hazard mapping. These requests included the review of floodlines, stable slope hazards, and meanderbelts, as well as their associated regulation limits. A list of the requests can be found in Attachment 4.

Three of the requests originated from the MVCA Planning & Stewardship Department as a part of the permitting process, where external parties submitted new data, and/or requested that current mapping be verified.

The balance of the requests was flagged in-house following the updates made to regulatory setbacks around Provincially Significant Wetlands (PSWs). Many of the regulated hazards were near PSWs and were impacted by the change in the wetland's regulatory setback.



## 5.0 Corporate Strategic Plan

This report is prepared in support of the following strategic goals and objectives:

**Goal 1: Asset Management** – revitalize watershed management activities and invest in our legislated mandate.

**Goal 2: Community Building** – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.

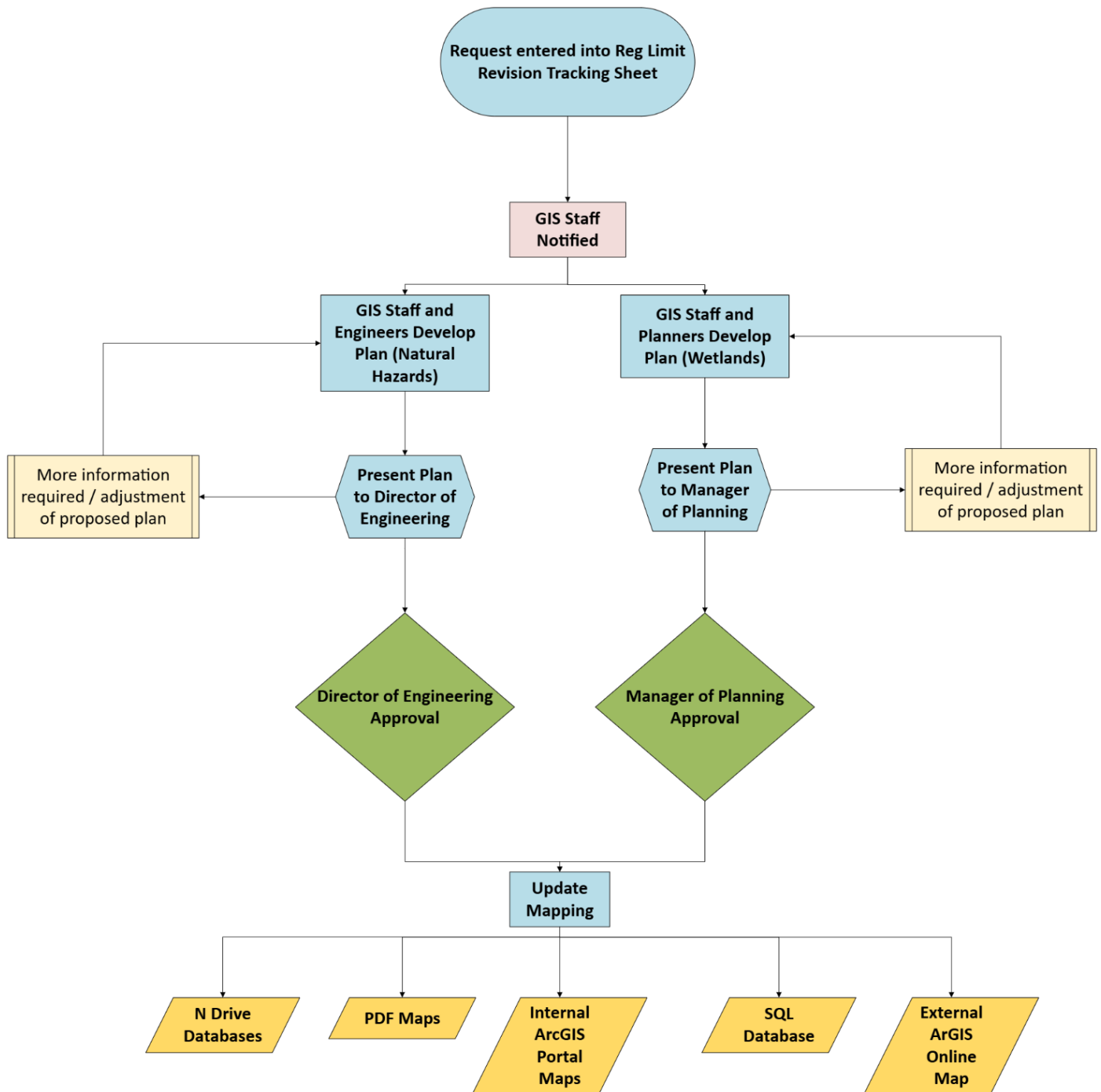
**Goal 3: People and Performance** – support the operational transformations required to achieve MVCA’s priorities and to address legislative changes.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

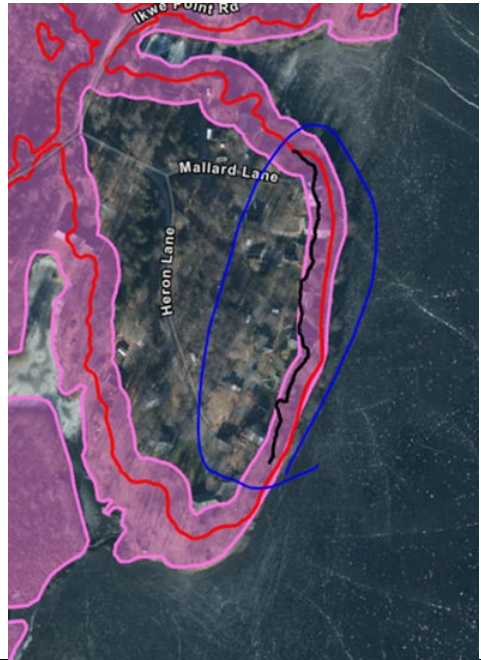
### Attachments

- Business Process for Revisions to Hazard Mapping
- Example OF Revision Documentation
- Summary of 2024 Wetland Revisions
- Summary of 2024 Hazard Revisions

## Attachment 1 – Business Process for Revisions to Hazard Mapping



## Attachment 2 – Example OF Revision Documentation

Regulatory Hazard Revision # 5	
<b>Status:</b>	<b>COMPLETED</b>
Summary	
<p>The stable slope line located at Mallard Lane / Heron Lane on Mississippi Lake, was not incorporated into the regulation limit.</p>	
Investigation	
<p>Compared the regulation limit in the MVCA Watershed Map to the <a href="#">Mississippi Lake FPM PDF # 7</a>. There is a difference because it shows both the hazard regulation limit and the 120m PSW regulation limit combined into one.</p> <p>A review was done on the previous regulation limit before the 120m PSW reg was reduced to 30m. In this previous version, the regulation limit was properly buffered around the stable slope hazard (where the PSW 120m reg was not present).</p> <p>Therefore, when the regulation limit was revised to change the PSW reg from 120 to 30m, the regulation limit in this location was made to be 15m from the floodline, when it should have been made 15m from the slope hazard (as it is the furthest hazard from the shoreline).</p>	
Proposed Plan	

Adjust the regulation limit in this area so that it is 15m from the stable slope hazard (as this is the furthest hazard from the shoreline).

Edits will need to be made to:

- SQL Database
- ArcGIS Portal Maps
- ArcGIS Online

### Decision

The Director of Engineering approved the proposed plan as described above.

**Director Approval Obtained:**

**2025-06-02**

**Edits Implemented:**

**2025-07-10**

### List of Edits:

- ✓ **N Drive Databases: N/A**
- ✓ **PDF Maps: N/A**
- ✓ **SQL Database:**
  - MVCAGIS.REGULATION\_Hazards: **Completed**
  - MVCAGIS.REGULATION\_Hazards\_Line: **Completed**
  - MVCAGIS.REGULATION\_SimplifiedAGOL: **Completed**
- ✓ **ArcGIS Portal Maps: Completed**
- ✓ **ArcGIS Online: Completed**

### Attachment 3 – Summary of 2024 Wetland Revisions

Request #	Feature to be Reviewed	JPG Map
1	Non-evaluated wetland	<a href="#">6460 Rothbourne Road After.JPG</a>
2	Non-evaluated wetland	<a href="#">365 North Shore After.JPG</a>
3	Non-evaluated wetland	<a href="#">2847 Ramsey 7B After.JPG</a>
4	All PSW's – O. Reg. 41/24 setback reduction from 120 meters to 30 meters	<a href="#">N/A – MVCA Wetland Regulatory Mapping</a>

## Attachment 4 – Summary of 2024 Hazard Revisions

Request #	Feature to be Reviewed	PDF Map
1	Floodplain	<a href="#">Kizell Drain / Watts Creek PDF #7</a>
2	Floodplain	<a href="#">Shirleys Brook PDF #5</a>
3	Regulation Limit	<a href="#">Ottawa River PDF #40</a>
4	Floodplain	<a href="#">Ottawa River PDF #40</a>
5	Stable Slope Hazard	<a href="#">Ottawa River PDF# 15</a>
6	Stable Slope Hazard	<a href="#">Ottawa River PDF #16</a>
7	Stable Slope Hazard	<a href="#">Ottawa River PDF #22</a>
8	Stable Slope Hazard	<a href="#">Ottawa River PDF #24</a>
9	Other	Multiple Locations
10	Stable Slope Hazard	<a href="#">Ottawa River PDF #45</a>
11	Regulation Limit	<a href="#">Ottawa River PDF # 53</a>
12	Meanderbelt	<a href="#">Shirley's Brook PDF # 13</a>
13	Stable Slope Hazard / Meanderbelt	<a href="#">Kizell Drain / Watts Creek PDF #12</a>
14	Meanderbelt	<a href="#">Shirley's Brook PDF #4</a>
15	Stable Slope Hazard	<a href="#">Constance Bay PDF #20</a>
16	Regulation Limit	Multiple Locations
17	Other	Casey Creek – All PDFs
18	Meanderbelt	N/A - Ottawa
19	Stable Slope Hazard	<a href="#">Poole Creek PDF #1 &amp; 2</a>
20	Regulation Limit	<a href="#">Feedmill Creek PDF #1</a>
21	Meanderbelt	<a href="#">Huntley Creek PDF #11</a>
22	Stable Slope Hazard	<a href="#">Ottawa River PDF #12</a>
23	Regulation Limit	N/A – Mississippi Syne
24	Regulation Limit	N/A – Mississippi Syne
25	Regulation Limit	<a href="#">Ottawa River PDF #5</a>
26	Regulation Limit	<a href="#">Ottawa River PDF #5</a>
27	Stable Slope Hazard	<a href="#">Ottawa River PDF #4</a>

<b>28</b>	Stable Slope Hazard	<a href="#">Ottawa River PDF #3</a>
<b>29</b>	Regulation Limit	<a href="#">Indian River PDF #19</a>
<b>30</b>	Regulation Limit	<a href="#">Mississippi Lake PDF #6</a>
<b>31</b>	Regulation Limit	<a href="#">Mississippi Lake PDF #4</a>
<b>32</b>	Stable Slope Hazard	<a href="#">Mississippi Lake PDF #4</a>
<b>33</b>	Stable Slope Hazard	<a href="#">Mississippi Lake PDF #7</a>
<b>34</b>	Regulation Limit	N/A – Dalhousie Lake



## 2025 Land Inventory Update

**TO:** The Chair and Members of the Mississippi Valley Conservation Authority Board of Directors

**FROM:** Scott Lawryk, Property Manager

**REPORT:** 3506/25, July 14, 2025

---

### FOR INFORMATION

---

#### 1.0 Background

In 2024, a *Land Inventory Report* was prepared and approved by the Board to meet the requirements of the *Conservation Authorities Act*. The Act also speaks to a process for periodic review and updating of the inventory by the Authority.<sup>1</sup> The purpose of this report is to inform the Board of work carried out since tabling of the inventory last year.

#### 2.0 Current Status

While no new lands were acquired by the MVCA since the Inventory, steps were taken to dispose of two properties:

- K&P Trail Conservation Area
  - Established a firm number of title encumbrances across the portion of the trail owned by MVCA.
  - Negotiated an agreement of Purchase and Sale and corresponding Lease Agreement with the Counties of Frontenac, Lanark and Renfrew.
- Palmerston-Canonto Beach
  - Resolved outstanding title issues with adjacent landowner.
  - Completed an updated draft Registered Plan for the property.

---

<sup>1</sup> For details refer to the [Conservation Authorities Act](#) and [O.Reg. 686/21](#)



Staff also took steps to clarify property boundaries, ownership and establish registered easements at the following dam sites:

- Lanark Dam
  - Completed an updated Registered Plan.
  - Formalized easement agreements with the Township of Lanark Highlands and Central Truss Fabricators LTD (an adjacent landowner) for the purpose of installing and maintaining a new safety boom.
- Kashwakamak Dam
  - Engaged with the adjacent landowner on the need to conduct a survey to establish ownership boundaries.
  - A draft Registered Plan is expected to be completed by August.
- Shabomeka Dam
  - Contacted survey consultant to prepare a Registered Plan to capture the easements used by MVCA to access and service the dam, boom, and appurtenances, as well as an easement for the placement of a portage route around the dam in partnership with the province.

### 3.0 Future Planning

Staff will continue to prioritize and confirm property boundaries, easements and to address title matters with a focus on land affected by upcoming capital projects and planned divestments.

### 4.0 Corporate Strategic Plan

**Goal 1: Asset Management** – revitalize watershed management activities and invest in our legislated mandate.

- a) Plan for the next phase of asset development and management.

**Goal 2: Community Building** – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.
- b) Strengthen relationships with municipalities and community stakeholders, First Nations, the agricultural sector, developers, not-for-profits, and academia.

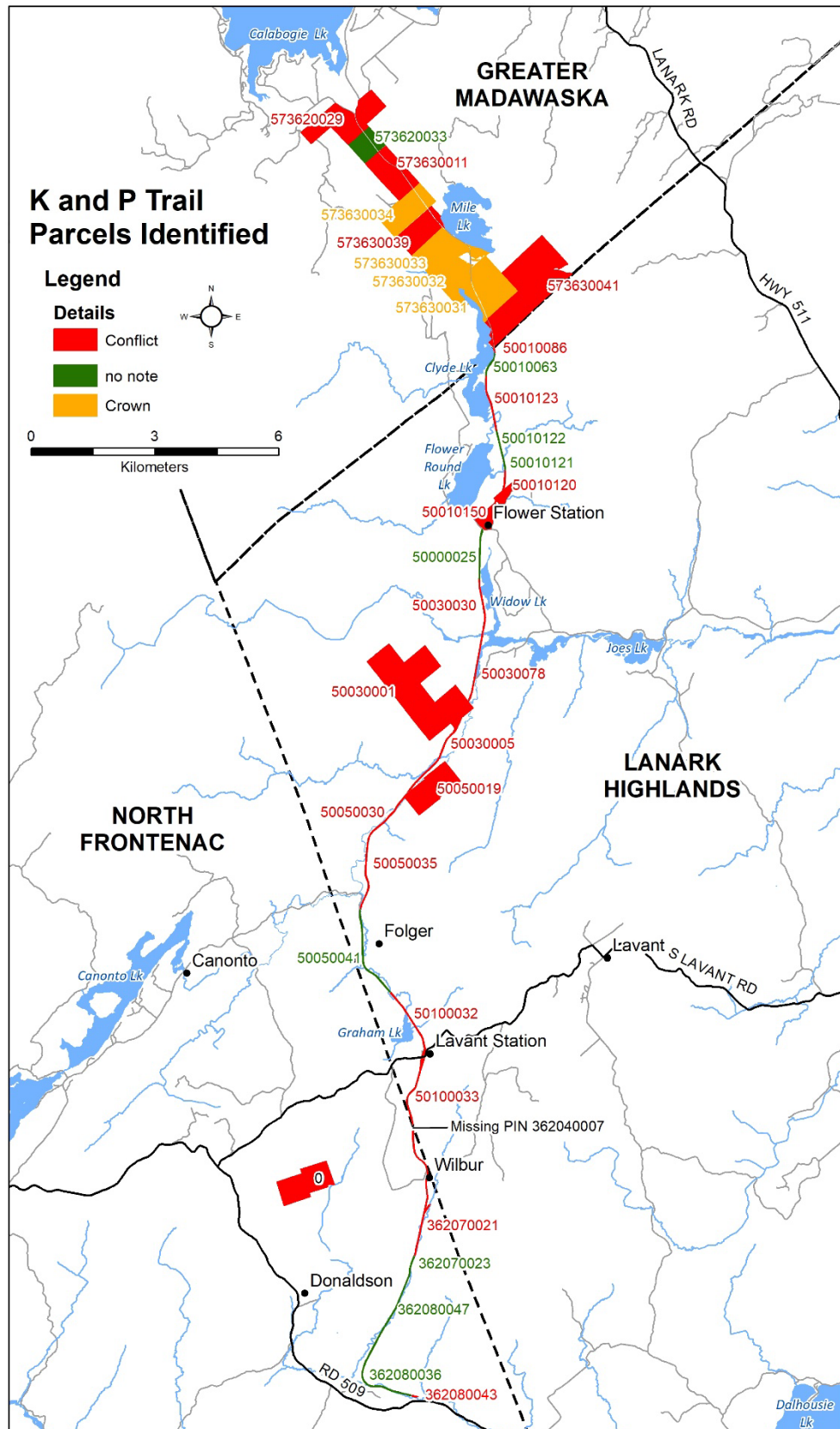
**Goal 3: People and Performance** – support the operational transformations required to achieve MVCA’s priorities and to address legislative changes.

- a) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

## Attachments

1. Drawing of K&P Trail Title Issues
2. Draft Registered Plan for Palmerston Canonto Beach
3. Drawing of Required Easements for Shabomeka Lake Dam

## Attachment 1 – Drawing of K&amp;P Title Issues







### Attachment 3 – Drawing of Required Easements for Shabomeka Lake Dam

