

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