



## MINUTES

Hybrid Meeting Via Zoom  
and at MVCA Office

Mill of Kintail Museum  
Advisory Committee Meeting

January 31, 2024

### **MEMBERS PRESENT**

Bev Holmes, Chair  
Darcy Moses (virtual)  
Diana Jackson (virtual)  
Kathy McNenly  
Lucy Carleton  
Sara Chatfield  
Sarah More  
Wayne Morrison  
Wendy Bridges

### **STAFF PRESENT**

Sally McIntyre, General Manager  
Stephanie Kolsters, Mill of Kintail Site Supervisor  
Scott Lawryk, Property Manager  
Kelly Hollington, Recording Secretary

### **GUESTS**

Fauzya Moore (virtual)

B. Holmes called the meeting to order at 1:06 p.m.

### Declarations of Interest (Written)

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

### Agenda Review

B. Holmes noted an addition to *Other Business*, the dates and times of future meetings.

### **MAC24/01/31-1**

**MOVED BY:** L. Carleton

**SECONDED BY:** W. Morrison

**Resolved, that the agenda for the January 31, 2024 Mill of Kintail Museum Advisory Committee Meeting be adopted as amended.**

**“CARRIED”**

## **MAIN BUSINESS**

### **1. Welcome, Bev Holmes, Board Co-Chair**

#### **a. Round-table introductions**

The committee members introduced themselves. L. Carleton noted that she has been a volunteer at the museum since 2012 or earlier. K. McNenly added that she is a local artist and also volunteers at the museum. D. Moses added that he has volunteered at the museum in the past and notes L. Carleton's extensive experience as a volunteer at the museum. D. Jackson noted her past volunteer experience at the Mill of Kintail with landscape design and art exhibitions. W. Morrison noted his experience as a volunteer at the Mill of Kintail and past experience as a committee member. S. Chatfield noted her experience with large museums. S. More noted that she is the historical researcher for the municipality of Mississippi Mills.

### **2. Review MAC Terms of Reference & Committee Orientation, Sally McIntyre**

S. McIntyre presented the terms of reference approved by the MVCA Board of Directors in December 2023, noting the only change from the pre-pandemic terms is an update to the governance structure in how meetings are chaired. She noted the suspension of the Museum Advisory Committee during the pandemic. She highlighted the mandate and scope of activities of the committee. She added that MVCA appreciates the time and support from volunteers in the work of the museum and the implementation of regular and special programming. She noted that recommendations for spending require investigation of funding sources. She noted that small local museums face many challenges and highlighted the importance of engaging to ensure the continuation of a healthy and respected museum. She reviewed the meeting structure, volunteering structure, code of conduct and conflicts of interest. She noted that the MVCA code of conduct will be sent to committee members for review. In regards to conflicts of interest, she made the committee aware that D. Jackson and K. McNenly are artists due to the museum displaying exhibitions of local art. She noted that any recommendations or suggestions will be noted in the meeting minutes that would be presented to the MVCA Board of Directors and tabled for approval.

### **3. Election of Co-Chair, Bev Holmes**

S. McIntyre described the MAC governance structure, B. Holmes is the MVCA Board representative and a member of the public who sits on the committee as the Co-chair. The co-chairs are the liaisons to the MVCA staff in regards to day-to-day operational matters of the committee. S. McIntyre asked the committee if anyone was willing to step forward to act in the role of co-chair. D. Moses offered to act in the role of co-chair. S. McIntyre and B. Holmes expressed thanks to D. Moses. B. Holmes noted that she would continue to chair the current meeting in-person and D. Moses will chair the next meeting. D. Moses agreed.

## **MAC24/01/31-2**

**MOVED BY: W. Morrison**

**SECONDED BY: K. McNenly**

**Resolved, That Darcy Moses be appointed to serve as Co-Chair of the Mill of Kintail Museum Advisory Committee.**

**“CARRIED”**

4. Mill of Kintail Museum History, Stephanie Kolsters

S. Chatfield noted a grant received in 2016 from Library and Archives Canada, adding that she works for Library and Archives Canada in documentary heritage, and does not deal with partnerships and grants.

S. Kolsters presented the Mill of Kintail Museum History. She highlighted a grant of \$80,000 received in 2016 from Libraries & Archives Canada used to purchase storage, archival materials and digitizing materials, noting that the application was submitted by L. Carleton. She noted guests to the museum and the connections fostered to the community and museum. She highlighted a donation in 2015 from the Naismith family that resulted in the installation of a half-basketball court and upgrade of the children’s play structure on site. She described the operation of the museum post legislative changes to funding for museums and other non-mandatory programs and services in 2019. She highlighted partnerships and events in 2023 that brought record numbers of visitors to the Mill of Kintail and the museum.

5. New Funding Model and 2024 Budget, Sally McIntyre

S. McIntyre explained the provincial legislative changes to the funding model, creating category 1, 2 and 3 for the types of programs and services that conservation authorities deliver. To deliver category 2 and 3 programs and services MVCA had to negotiate a bi-lateral agreement with all member municipalities for continued funding. She noted that category 3 includes the museum, stewardship and education programs. She added that category 3 has an upset limit, all category 3 programs and services cannot exceed 8% of the total municipal levy allocation.

L. Carleton asked if there is a breakdown of the budget for stewardship and education programs and services. S. McIntyre responded that the 2024 Draft Budget is posted on the MVCA website and she will forward the link to members of the committee for review.

S. McIntyre highlighted the variety of sources of revenues that enable MVCA in the delivery of all programs and services. She presented a breakdown of MVCA Visitor services expenditures and revenues including the Mill of Kintail and the other conservation areas. She noted that ~90% of the municipal levy revenues is from the City of Ottawa. She highlighted the provincial and federal grants that require annual applications and noted that they are not guaranteed. She highlighted the source of revenue, User Fees – MOK, noting that a portion of the parking fees at the Mill of Kintail is allocated to the museum. Daily parking fees during museum

operation (May-October) are allocated to the museum while the annual pass fees are allocated to the Conservation Area as a whole.

L. Carleton expressed concern over the parking fees. She asked for a breakdown of the parking fees, what percentage of parking fee revenues are specifically allocated to the museum. S. McIntyre responded that the estimated \$50,000 in revenue from user fees is based on a full calendar year, revenues during May-October are roughly \$25,000 based on historical usage. L. Carleton asked for clarification of how the parking fee revenues are broken down between the Museum and site. S. McIntyre explained that there are two types of parking pass, an annual pass and daily parking passes, any daily parking pass fees from May – October (during the museum operation period) are allotted to the museum.

L. Carleton asked about a recommendation from the previous Museum Advisory committee tabled in 2015 in regards to a percentage of parking revenue being allotted to a Museum acquisition fund. S. McIntyre deferred to S. Kolsters who explained that, when the parking meters were installed at the Conservation Area, a recommendation was made by the Museum Advisory Committee to the Board of Directors in regards to a certain percentage of parking meter funds go to a museum acquisitions fund. S. McIntyre commented that staff will look to see the recommendation from the Mill of Kintail Advisory Committee was approved by the Board of Directors in 2015. L. Carleton noted that there was an opportunity to purchase the *Ice Bird* piece from the Tait McKenzie collection but there were no funds available to move forward with an acquisition. S. McIntyre explained that when the budget was changed to incorporate the Category 1,2 and 3, the reserves also had to be split into those categories. There is now a Category 3 reserve, within that, designated funds for the different programs including the museum fund. L. Carleton read a motion from the September 30, 2015 meeting minutes of the Museum Advisory Committee moved by D. Moses and seconded by W. Morrison, “Resolved that the MVCA be asked to consider that 10% of the annual revenue generated from the parking meter at the Mill of Kintail Conservation Area be set aside to strengthen the Tait McKenzie collection”. S. McIntyre commented that MVCA staff will follow up to see if a subsequent Board meeting considered the motion and approved it.

S. McIntyre highlighted that the municipality of Mississippi Mills provides a grant to support MVCA programs and services.

D. Moses asked if the Men’s Shed group is still associated with the Mill of Kintail. S. McIntyre confirmed that the Men’s Shed still operates out of the building at the Mill of Kintail.

L. Carleton asked for a breakdown of donation funds, specifically a donation received from Beverly and Jim Naismith in 2023 of \$10,000. S. McIntyre responded that she cannot comment on the breakdown of that specific donation but confirmed that any donations are allotted to

the associated reserve fund. She noted that staff will look to see if the donation was specified to a program or service.

6. Museum Strategic Plan, Stephanie Kolsters

S. Kolsters presented the Mill of Kintail Museum strategic plan update. She noted that each year when she applies for the community museums operating grant through the Ministry, they are held to certain standards to help maintain the collection. She highlighted that visitors are provided tours on all three floors of the museum; two floors of the museum are accessible for in-person tours and an accessible digital video has been created for those who cannot access the studio. She noted events hosted at the Museum and Mill of Kintail site. She explained that while some events are history and nature based, many different varieties of events are hosted by external groups. She added that a goal for 2024 is to have an exhibit in the Gatehouse of paintings of the museum that have been donated over the years. She highlighted partnerships that support the Museum and its collections. She noted the creation of a Percy Knobbs exhibit that highlights the architect and refurbishing of the Museum when it was purchased by Tait McKenzie.

S. Lawryk presented the capital works that have been carried out at the museum and Mill of Kintail facilities since 2019. He noted that MVCA has a crew of staff that maintain the conservation area and the buildings that are related to the museum. He highlighted the replacement of the museum roof in 2023.

7. 2024 Workplan

a. Programs, Stephanie Kolsters

S. Kolsters presented the planned museum exhibits for 2024. She highlighted an exhibit in partnership with the Royal Astronomical Society in Canada (RASC) including an online talk with Rick Scholes. L. Carleton added that Rick Scholes presented at the North Lanark Museum, it's roughly 45 minutes explaining the history of the telescope at the Mill of Kintail.

b. Capital, Scott Lawryk

S. Lawryk presented the capital projects planned for 2024.

c. Projects, Sally McIntyre

S. McIntyre presented corporate projects that are regulatory requirements due December 31, 2024. She added that these projects will come to the committee for review and comment because they relate to the management of sites. She highlighted 3 major projects:

- The Conservation Authority Land Inventory- an inventory of all land owned by MVCA including the conservation areas, various dam structures and other pieces of land acquired for various reasons.

- The Land Conservation Strategy that sets policy and direction for the acquisition and disposal of land, defining the role that the conservation authority has in land ownership and management in the watershed.
- The Watershed-based Resource Management Strategy addresses policy and program gaps and how to address them as well as defines the programs and services that MVCA will deliver in the short-term.

She highlighted the requirement for public consultation and comments.

## **OTHER BUSINESS**

### **8. Dates and Times of Future Meetings**

S. McIntyre detailed the rough timeline for upcoming meetings. A joint meeting between the Museum Advisory Committee and the Mississippi River Watershed Plan Public Advisory Committee around the third week of July to present findings in relation to the corporate projects for comment and review. A meeting around the first week of November to offer input in relation to the budget before it is tabled with the Board of Directors.

D. Moses asked if meetings will be held during the day or in the evening. He noted that if there are more than 3 meetings a year that evening meetings may be required. S. McIntyre asked the group for input on a preference of time for future meetings. B. Holmes commented that she does not have a preference, daytime works with her schedule. She noted that if the committee is working on a special project that evenings may be required. Members of the committee expressed flexibility in their schedules with notice and agreed on daytime meetings. B. Holmes commented that if more meetings are needed, the committee can re-evaluate. The committee agreed to Wednesdays at 1pm for future meetings.

### **9. Discussion**

W. Bridges noted that there are no cross-country ski trails at the Mill of Kintail, she the opportunity to promote physical activity at the Mill of Kintail. She asked if there is a possibility to groom the trails. S. Lawryk explained that MVCA is in the process of reaching out to groups for an analysis of the trails, which would be the most effective and safe for grooming. MVCA does not currently have a groomer but is looking into purchasing one for 2025. He noted that a goal for 2025 would be a trial year to have a groomed walking trail and separate groomed skiing trail. W. Morrison noted in the past that the white trail was a skiing only trail and highlighted the importance of distinguishing a skiing-only trail specifically.

S. McIntyre highlighted the need to discuss ideas prior to their execution, for consideration and analysis. L. Carleton asked for clarification in the process of presenting ideas for the museum and Mill of Kintail site. S. McIntyre responded that ideas pertaining to the museum specifically would go to S. Kolsters, but depending on the nature of the request, may require S. Lawryk and

S. McIntyre to analyze the level of investment and risk. B. Holmes commented that S. McIntyre has provided good advice for risk management.

D. Moses asked if MVCA gained interest in the Mill of Kintail Fundraising Committee. S. McIntyre responded that there were no volunteers offering to sit on that committee. She noted that the Mississippi Valley Conservation Foundation has decided to suspend the fundraising committee in the meantime due to the lack of public interest. She noted that the MVCF is focused on two approaches:

- A 50/50 that is planned to launch around the time of the opening of the Museum for the season, run successive draws over the course of the year with the final draw at Kintail Country Christmas and;
- Approach major foundations who do large giving. Time is limited and better invested in trying to find foundations that are interested in the work MVCA is going and supporting aligned programs and services.

D. Moses asked who is heading up the fundraising initiatives. S. McIntyre responded that the MVCF Board drives the fundraising efforts. She noted that individuals within the Museum Advisory Committee and the MVCA staff present will move these initiatives forward.

K. McNenly expressed concerns about the storage of the Museum collection in regards to temperature and humidity levels during the winter months and the possibility of the degradation of the collection. S. McIntyre noted that some determination has been made to which works must be moved to the Gatehouse for winter storage. S. Kolsters explained that the heat in the museum is kept to a minimum and the studio (third floor) does not have any heat. The larger plaster pieces have always been housed in the studio, S. Kolsters has been advised by a Ministry museum advisor that it may do more harm to move the pieces. K. McNenly noted that plasters and paintings are vulnerable to wide temperature shifts in temperature and humidity and expressed concern over the storage of pieces in the collection. S. McIntyre commented that B. Holmes expressed an interest in allocating funds toward a consultant in regards to the storage of the collection. S. McIntyre noted the opportunity to determine which pieces are most at risk of degradation and to analyse possible solutions. L. Carleton noted that the Canadian Conservation Institute has outreach programs and opportunities for student placements. S. Lawryk noted major barriers to improving the temperature and humidity control within Museum including, the lack of HVAC and costs associated with renovation. S. Lawryk added that there would be major challenges in moving the entire collection into the storage at the Gatehouse.

## **ADJOURNMENT**

B. Holmes commented that barriers can be seen as opportunities. She noted that the Mill of Kintail Museum Advisory Committee and MVCA staff have an obligation to preserve and keep the world-famous collection at the museum together.

**MAC24/01/31-3**

**MOVED BY: D. Moses**

**SECONDED BY: S. More**

**Resolved, That the Mill of Kintail Museum Advisory Committee meeting be adjourned.**

**“CARRIED”**

The meeting adjourned at 2:29 p.m.

K. Hollington, Recording Secretary