



Agenda: Mill of Kintail Museum Advisory Committee

December 8, 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: Mill of Kintail Museum Advisory Committee Meeting Minutes, October 6, 2025, Page 2
2. Recap of November 24 Information Session, Verbal Report – For Discussion
3. Election of a Representative for the Museum Working Group, Verbal Report – For Discussion.
4. Working Group Kick-Off Meeting, Verbal Report – For Discussion.
5. Review of Museum Finances, Verbal Report – For Discussion.
6. Operational Schedule Updates, Verbal Report - For information, Scott Lawryk.
7. Virtual Tour Demonstration, Verbal Report - For information, Scott Lawryk.
8. Bill 68 and Conservation Authority Amalgamation, For information.

ADJOURNMENT

Minutes: Mill of Kintail Museum Advisory Committee

October 6, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

- Bev Holmes, Chair
- Lucy Carleton
- Diana Jackson (Virtual 3:05 p.m.)
- Kathy McNenly
- Jill Moxley
- Wendy Bridges
- Sara Chatfield

Staff

- Sally McIntyre, General Manager
- Scott Lawryk, Facilities Manager
- Sarah Kirkham, Maintenance Technician
- Kelly Hollington, Recording Secretary

Members Absent

- Darcy Moses, Vice-Chair

B. Holmes called the meeting to order at 2:35 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 amendments to the agenda.

MAC25/10/06 - 1

MOVED BY: L. Carleton

SECONDED BY: J. Moxley

Resolved, that the agenda for the October 6, 2025, Mill of Kintail Museum Advisory Committee Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Mill of Kintail Museum Advisory Committee Meeting, January 29, 2025

J. Moxley commented that the minutes do not mention the potential of transitioning the current museum to a water science museum.

MAC25/10/06 - 2

MOVED BY: S. Chatfield

SECONDED BY: L. Carleton

Resolved, that the minutes of the Mill of Kintail Museum Advisory Committee Meeting held April 17, 2025, be received and approved as printed.

“CARRIED”

2. Draft Transition Plan, Sally McIntyre.

S. McIntyre explained that the minutes are from April and were held before strategic planning sessions in June with MVCA’s Board of Directors. At the Corporate Strategic planning session, members of the Board tasked staff with developing business cases for all category 3 programs. She noted that the Board has directed that all Category 3 programs and services be fully cost-recoverable by the end 2028. Staff have been working on developing a business plan for the Museum that addresses funding.

J. Moxley commented that staff have not consulted with members of the Mill of Kintail Museum Advisory Committee regarding the business plan for the museum. S. McIntyre noted that the plan has not yet been drafted. S. McIntyre apologized for not highlighting the deadline for municipal funding. She noted that the Museum’s funding has been a challenge for many years.

She explained that staff are looking to the board and the public for direction on the future of the museum. She presented the *Draft Transition Plan* for the museum. She highlighted that the three main questions that need to be answered are:

1. Who will own the collection
2. Who will manage the collection
3. Who will fund the collection

She reviewed the phases of the transition plan. She highlighted the establishment of a Working Group to determine the options for the future of the museum. It is recommended that an independent, third-party consultant facilitate conversations.

S. McIntyre highlighted the importance of clarifying assumptions and potential proposals. J. Moxley asked what revenue assumptions are made regarding the museum. She commented that staff have not provided a clear budget for the museum that demonstrates the costs of operation. She commented that the Museum budget provided to the MVCA Board of Directors in July does not match the overall MVCA budget for 2025. S. McIntyre explained that the numbers provided to the Board in July represent MVCA's budget to operate the museum program. She noted the only museum costs not captured in the July Board report would be support from operations staff at the Mill of Kintail site.

S. McIntyre clarified that the Board of Directors have not directed that the Museum be closed. The Board has directed staff to address the need for full cost recovery for Category 3 programs and services and to improve outreach on MVCA's core mandate.

S. McIntyre explained that staff are researching the organizational structure of other local museums. J. Moxley asked if the findings can be shared with the members of the committee. S. McIntyre agreed.

B. Holmes encouraged members of the committee to attend the upcoming Mississippi Mills Township Committee of the Whole meeting to see S. McIntyre's presentation to council regarding the museum.

B. Holmes expressed her support for the recommended working group. She listed groups that should be involved in Working Group discussions including: The Ramsay Women's Institute, The North Lanark Regional Museum, the NCC, Major Leys Family, and Naismith Family.

S. McIntyre noted that the kick-off meeting for the working group would be held on-site in January 2026 and follow-up meetings to be held twice monthly until May 2026.

L. Carleton commented that it is important to define assumptions regarding the use of the grounds and facilities. J. Moxley agreed.

L. Carleton asked if a charitable Board or not for profit will have to be created to take over the museum. S. McIntyre explained that creating a not-for-profit entity would most likely be required. She noted that it is the charitable status that is difficult to obtain. She asked if charitable status could be obtained through the R. Tait McKenzie

Memorial Trust. S. McIntyre explained that both a not-for-profit organization and the trust are separate entities. The mandate for the trust would be to raise money for the not-for-profit organization.

L. Carleton asked how the R. Tait McKenzie Memorial Trust functions in relation to the museum. S. McIntyre explained that the Trust is managed by the MVCA Executive Committee. The mandate of the trust is to raise funds for MVCA to operate the Mill of Kintail site and museum.

S. McIntyre asked the committee if they know of contacts from the former Naismith Basketball Foundation. L. Carleton commented that she reached out to the former treasurer, Kathy Stewart, for meeting minutes with no response received at this time.

S. McIntyre asked if the committee is contemplating a not-for-profit that would oversee management of the collection. L. Carleton confirmed. J. Moxley added that it would be a similar process to the Mississippi Valley Textile Museum; Establish a board of directors and not-for-profit status.

J. Moxley highlighted the importance of the Museum being considered a separate entity to encourage donations. S. McIntyre asked to be provided with an example of the level of detail that J. Moxley is looking for regarding museum budget.

S. McIntyre highlighted the importance of developing a business case for the management of the collection.

S. McIntyre asked the committee if they are interested in the entire collection or just the R. Tait McKenzie collection. J. Moxley commented that they would be interested in the entire collection.

J. Moxley commented that MVCA does not have a website for the museum, does not attend community events related to the museum and will have difficulty finding volunteers due to the lack of community engagement.

B. Holmes asked how MVCA will solicit expressions of interest. S. McIntyre responded that at this time staff are communicating with individuals/groups that have reached out with an expression their interest in the collection or offered expertise on the collection and its future.

L. Carleton commented that the local legion would be a good organization to connect with to determine their interest. S. McIntyre recommended that members of the

committee reach out to gain understanding of their level of interest. B. Holmes commented that she has been in contact with the legion.

L. Carleton recommended connecting with the North Lanark Regional Museum because they have a vested interest in the Naismith Collection. B. Holmes offered to reach out to the North Lanark Regional Museum.

J. Moxley asked when the Working Group would be formed. S. McIntyre responded that the Working Group Terms of Reference will be tabled with the Board of Directors for approval. Once the terms of reference are approved, staff will be reaching out to organizations to determine their interest in participating.

J. Moxley expressed concerns regarding deadlines implemented by the Board on the Directors on funding the museum program. B. Holmes responded that the Board would make recommendations at the next meeting. She noted that the province has implemented a deadline for updating the Museum strategic plan in 2026. S. McIntyre added that 2026 funding from the province is contingent on updating the strategic plan for the museum. She added that the Board may be open to extending funding for the museum program; best efforts must be taken to find alternative funding.

L. Carleton noted the importance of applying for student grants in 2026. B. Holmes noted that a member of the committee should reach out to MP Scott Reid to gain an understanding of why the Museum has not received a grant for summer students for the museum.

W. Bridges suggested inviting MP Scott Reid to MVCA's Kintail Country Christmas event.

J. Moxley commented that guests had trouble hearing the September 8, 2025, Board of Directors meeting. She expressed concerns for guests being delegated to the lobby. S. McIntyre expressed her apologies for the sound quality. She noted that staff have been working on improving the Boardroom audio.

S. McIntyre apologized for the Boardroom audio quality and noted that staff were not aware of the issue at the September 8, 2025, meeting.

J. Moxley asked why guests were delegated to the lobby. S. Lawryk responded that the boardroom capacity limits how many guests can be in the room.

L. Carleton highlighted the importance of identifying grants to prepare applications. S. McIntyre asked the committee to research potential grants to discuss at the next meeting.

J. Moxley commented that there is a big difference between a grant application coming from MVCA and coming from an independent museum. She commented that applications coming from a Board for an independent museum may be more successful. S. McIntyre agreed.

3. Draft CCI Findings, Scott Lawryk.

S. Lawryk presented the Draft CCI findings to the group. He asked for any comments or questions regarding the findings be submitted prior to staff so that they can be considered in the final draft to be tabled with the Board of Directors on October 20th.

4. R. Tait McKenzie Memorial Trust & Fundraising, Sally McIntyre.

The R. Tait McKenzie Memorial Trust & Fundraising was discussed with item 2.

ADJOURNMENT

MAC25/10/06 - 3

MOVED BY: J. Moxley

SECONDED BY: L. Carleton

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

“CARRIED”

The meeting adjourned at 4:06 p.m.

K. Hollington, Recording Secretary