



Committee of the Whole Agenda

Tuesday, April 9, 2024

Immediately Following Council
In Person and Virtual Meeting Via Zoom

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

3

Suggested Motion:

THAT the Committee of the Whole Minutes dated March 26, 2024, be accepted as presented.

5. REPORTS

a. Town Hall Administrative Space Retrofit – Update Report
(Communication 135128)

9

Ross Rankin, Property and Project Manager

Suggested Motion:

THAT Council approves proceeding with Option 1 to complete the Town Hall Administrative Space Retrofit in 2024 at a cost of \$200,000 with the project being funded as follows:

1. partially by the \$45,000 included in the 2024 Budget for flooring and painting on the second floor; and
2. the remaining budget deviation of \$155,000 to be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

b. Ontario Provincial Police Enhancement Contract (Communication 135129)

11

Diane Smithson, Chief Administrative Officer

Suggested Motion:

THAT the necessary By-law be passed to authorize the Mayor and Clerk to enter into a five (5) year agreement with His Majesty the King in Right of Ontario as represented by the Minister of the Solicitor General for the provision of additional services in the form of a Sergeant enhancement to the policing services provided by the Ontario Provincial Police.

6. NEW/OTHER BUSINESS

7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

13

Suggested Motion:

THAT the following minutes be received:

- Parks and Recreation Minutes March 18, 2024

8. INFORMATION LISTING

17

- Mississippi Valley Conservation Authority Board Summary Report - March 11, 2024

Suggested Motion:

THAT the Information Listing dated April 9, 2024 be received.

9. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____.

Committee of the Whole Minutes

Tuesday, March 26, 2024
Immediately Following Council

COUNCIL PRESENT: Toby Randell, Andrew Tennant, Linda Seccaspina, Dena Comley, Sarah Cavanagh

COUNCIL ABSENT: Jeff Atkinson, with regrets, Mark Hinton, with regrets

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Guy Bourgon, Director of Public Works, Lennox Smith, CBO, Michael Cooke, Senior Plans Examiner, Trisa McConkey, Treasurer, Ross Rankin, Property and Project Manager, Joanne Henderson, Manager of Recreation and Culture

1. CALL TO ORDER

Councillor Sarah Cavanagh called the meeting to order at 6:13 p.m.

2. APPROVAL OF AGENDA

Moved by: Dena Comley

Seconded by: Toby Randell

THAT the agenda be accepted as presented.

CARRIED

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Linda Seccaspina

Seconded by: Dena Comley

THAT the Committee of the Whole Minutes dated March 5, 2024, be accepted as presented.

5. REPORTS

1. Carleton Place 2023 Stormwater Management Annual Report (Communication 135018)

Moved by: Dena Comley

Seconded by: Andrew Tennant

THAT Council accepts the Carleton Place 2023 Stormwater Management Annual Report as information; and

THAT the report be made available to the Public via the Town's website.

CARRIED, CONSENT

2. Carleton Place Wastewater System 2023 Annual Report (Communication 135019)

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT Council accepts the Carleton Place Wastewater System 2023 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

CARRIED, CONSENT

3. New Sign By-Law (Communication 135020)

CBO Smith commented that some additional changes are being proposed to the draft by-law pertaining to digital signs which project into the sidewalk (13.3 exemption to allow digital sign types; and 8.1.7 to permit signs to project onto Town property)

Members of Council requested that staff obtain feedback from the BIA with respect to section 13.1.8 (hours of permitted illumination for digital signs) prior to the next Council meeting, when the draft by-law will be considered. Staff will present the updated by-law to Council on April 9, 2024.

Moved by: Linda Seccaspina

Seconded by: Andrew Tennant

THAT Council repeal Sign By-law 65-2008, as amended, and replace the Sign By-law as outlined in the Chief Building Official's report dated March 26, 2024.

CARRIED, BY LAW PREPARED

4. 2023 Statement of Obligatory Reserve Funds (Communication 135021)

Moved by: Andrew Tennant

Seconded by: Dena Comley

THAT Council accepts the 2023 Development Charges and Reserve Funds Report as information.

CARRIED, CONSENT

5. 2024 Public Sector Accounting Board (PSAB) Budget (Communication 135022)

Moved by: Toby Randell

Seconded by: Dena Comley

THAT Council approves the 2024 Public Sector Accounting Board (PSAB) Budget prepared by the Treasurer as required by the Municipal Act, 2001 O. Reg. 284/09.

CARRIED, CONSENT

6. 2023 Council Remuneration Report (Communication 135023)

Moved by: Linda Seccaspina

Seconded by: Dena Comley

THAT Council accept the 2023 Council Remuneration Report as information.

CARRIED, CONSENT

7. OPP Detachment Board Draft Budget and Composition (Communication 135024)

Moved by: Dena Comley

Seconded by: Andrew Tennant

THAT Council of the Corporation of the Town of Carleton Place approve the proposed Draft 2024 Budget for the 20-member Lanark County OPP Detachment Board and the allocation of costs to the respective municipalities within Lanark County based on weighted assessment as outlined in the CAO's report dated March 26, 2024; and

THAT the budget deviation of \$24,009 be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

CARRIED, CONSENT

Moved by: Toby Randell
Seconded by: Dena Comley

THAT Council of the Corporation of the Town of Carleton Place recommend to the Province that the composition of the Lanark County OPP Detachment Board be reduced from a 20-member Board to a 12-member Board that would be comprised of one (1) municipal representative from each of the eight (8) municipalities served by the Board, two (2) community representatives and two (2) provincial representatives.”

CARRIED, CONSENT

- 8. Carleton Place Library Exit Accessibility Ramp (Communication 135025)

Moved by: Toby Randell
Seconded by: Dena Comley

THAT Council approves proceeding with the library exit accessibility ramp in 2024 at a cost of \$89,000; and

THAT the budget deviation of \$29,924 be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

CARRIED, CONSENT

- 9. Carleton Place Tennis Court Maintenance (Communication 135026)

Moved by: Dena Comley
Seconded by: Linda Seccaspina

THAT Council approves proceeding with the tennis court maintenance in 2024 at a cost of \$225,000; and

THAT the budget deviation of \$65,000 be taken from the Town's overall surplus at year end, if any, and if not, from the Asset Management Reserve.

CARRIED, CONSENT

10. Town Hall Administrative Space Retrofit (Communication 135027)

After much discussion, the Committee voted to have this matter deferred until the next Committee of the Whole meeting on April 9, 2024. Members of the Committee requested that staff provide additional options and price points for consideration.

Moved by: Dena Comley

Seconded by: Andrew Tennant

THAT Council approves proceeding with the Option 1 to complete the Town Hall Administrative Space Retrofit in 2024 at a cost of \$245,000 with the project being funded as follows:

1. partially by the \$45,000 included in the 2024 Budget for flooring and painting on the second floor; and
2. the remaining budget deviation of \$200,000 to be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

DEFERRED

11. Community Enrichment Grants – Intake 1 (Communication 135028)

Moved by: Andrew Tennant

Seconded by: Linda Seccaspina

THAT the allocation of Community Enrichment Grants to various organizations under Intake 1 be approved in the amount of \$26,008.85.

CARRIED, CONSENT

6. NEW/OTHER BUSINESS

None.

7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Moved by: Toby Randell
Seconded by: Andrew Tennant

THAT the following minutes be received:

- Library Board - February 21, 2024
- Board of Health - February 22, 2024
- Environmental Advisory Committee - March 4, 2024

CARRIED

8. INFORMATION LISTING

- National Fire Fighting Strategy - Township of Limerick
- Blue Box Regulations for 'Ineligible' Sources - Loyalist Township

Moved by: Dena Comley
Seconded by: Linda Seccaspina

THAT the Information Listing dated March 26, 2024 be received.

CARRIED

9. ADJOURNMENT

Moved by: Andrew Tennant
Seconded by: Toby Randell

THAT the meeting be adjourned at 8:12 p.m.

CARRIED

Councillor Cavanagh

Stacey Blair, Clerk

COMMUNICATION 135128

Received From: Ross Rankin, Property and Project Manager
Addressed To: Committee of the Whole
Date: April 9, 2024
Topic: Town Hall Administrative Space Retrofit – Update Report

SUMMARY

Staff is seeking Council approval to proceed with proposed renovations to the Town Hall for the purpose of creating additional working spaces in areas that are currently underutilized to accommodate new and future staff. Presently, there are no funds included in the 2024 budget for these proposed renovations.

BACKGROUND

Communication 135027 was presented to the Committee of the Whole on March 26th, 2024. This report recommended administrative space retrofits in the basement and second floor of the Town Hall.

The Property Department was requested to identify areas in the Town Hall which could be used as administrative spaces for new staff positions approved in the 2024 budget as well as provide workspaces for future staff growth. The review was focused on areas that are currently underutilized meaning although they are being used, they could be used more effectively (more workspaces in the areas). The two (2) areas identified were in the basement and the second floor.

The Committee of the Whole deferred and directed staff to provide options to reduce the financial impact of the proposed works.

COMMENT

Staff worked with Ignite Architecture to investigate other options and to review the budgeted items to provide cost reductions. After reviewing the options provided, staff is recommending three (3) offices be constructed in the basement and three (3) on the second floor. The 2024 capital budget currently includes \$45,000 for flooring replacement and painting for the second floor that can be directed to the administrative space retrofit to offset some of the costs.

The project could be completed in two (2) phases over two (2) years with the priority of the two (2) areas being the basement. There are efficiencies to complete both projects at once and by completing both in 2024, there would be cost certainty. The budget to complete the preferred option for the basement retrofit is \$110,000 and the second floor is \$90,000. Option 1 below is the updated budget from what was presented to Committee of the Whole on March 26, 2024.

Area	Option 1	Option 2	Option 3
Basement	\$110,000.00 As explained at last meeting – no changes	\$110,000.00 As explained at last meeting – no changes	\$110,000.00 As explained at last meeting – no changes
Second Floor	\$90,000.00	\$85,000.00	\$80,000.00

	Glass panels and sliding doors similar to Finance area	Glass walls with glass doors – similar design to Library meeting rooms	Drywall walls with doors with sidelight panels
Total of Both Floors	\$200,000.00	\$195,000.00	\$190,000.00

Staff feel this is a conservative estimate to complete the works and staff want to avoid a situation of having to return for approval of additional funds if the budget figure is not reasonable. As was the case in 2022, the projects will be project managed internally by staff and the hope is that these two projects will come in under budget as well.

FINANCIAL IMPLICATIONS

The project was not identified in the 2024 Capital budget but is necessary due to staffing increases. The total reduced budget impact for both projects is \$200,000. After applying the \$45,000 from the flooring/painting capital project already included in the budget to this amount, it leaves a budget deviation of \$155,000.

The reduced pricing results in a savings of \$45,000 achieved from obtaining more defined pricing on project elements.

As noted previously when the renovations to the Treasury, Building and Development Services areas of the Town Hall were completed in 2022 the budget was set at \$538,000 and when the work was completed, the project was completed at a total cost of \$362,810 leaving \$175,190 unspent. Essentially, these two new projects are being completed at a budget deviation \$20,000 less than the unspent money from 2022.

STAFF RECOMMENDATION:

THAT Council approves proceeding with Option 1 to complete the Town Hall Administrative Space Retrofit in 2024 at a cost of \$200,000 with the project being funded as follows:

1. partially by the \$45,000 included in the 2024 Budget for flooring and painting on the second floor; and
2. the remaining budget deviation of \$155,000 to be taken from the Town’s overall surplus at year end, if any, and if not, from the Administration Reserve.

COMMUNICATION 135129

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: April 9, 2024
Topic: Ontario Provincial Police Enhancement Contract

SUMMARY

On March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA). On December 18, 2023, the Ministry of the Solicitor General issued a notice to advise that April 1, 2024 was proclaimed as the official date on which the CSPA will come into force. Once in-force, the CSPA, 2019 will replace the *Police Services Act* (1990).

When the CSPA comes into effect on April 1, 2024, it will repeal the existing policing contracts between the OPP and municipalities.

The Town has received a proposal from the Municipal Policing Bureau of the Ontario Provincial Police (OPP) for the renewal of the contract with the Province for the provision of policing services. The proposal has been reviewed by the Town's Police Services Board which is recommending that the Town enter into a five (5) year contract.

BACKGROUND

On November 26, 2019, the Town passed By-law 108-2019 to authorize entering into a five (5) year contract with the Ministry of the Solicitor General for the provision of police services through the Ontario Provincial Police to the Town of Carleton Place for the years 2020-2024 inclusive. The current policing contract was set to expire on December 31, 2024.

Since entering into the contract, the Province passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68) and established the *Community Safety and Policing Act, 2019* (CSPA) which no longer requires municipalities to have a contract with the Ontario Provincial Police (OPP) unless they have an enhancement to their contract and then the contract only pertains to the enhancement position(s).

DISCUSSION

The OPP's contract with Carleton Place currently contains a Sergeant enhancement position. For municipalities to retain enhancements under the CSPA, a new contract and associated by-law is required. Since the Town transferred its policing from its own police force to the OPP in 2003, the Town has always paid for a Sergeant enhancement to its policing contract.

In a meeting staff had with OPP Municipal Policing Bureau staff, existing enhancement positions are being grandfathered in. Should the Town decide not to enter into a new contract with the OPP under the CSPA for the Sergeant enhancement position, and at a later date decided it wanted the position again, it

could be many years before the position may be filled due to the hiring requirements the OPP is currently facing

By entering into a five (5) year agreement, the next time this issue will be before Council will be during the third year of the Council term, giving the new Council time to orient themselves with the operations of Council and the Town before it arises again.

FINANCIAL IMPLICATIONS

As the enhancement position is currently incorporated within the Town's policing contract with the Ministry of the Solicitor General, there are no additional cost implications to the Town's budget for 2024. Each year, the Town receives an annual billing statement from the Province reconciling previous amounts paid to actuals (note: this reconciliation process is two (2) years behind meaning the annual billing statement for 2024 included a reconciliation for 2022's policing costs) and noting increases to the next year's contract based on updated property counts, increases to salaries and benefits in accordance with collective agreements, etc.

STAFF RECOMMENDATION

THAT the necessary By-law be passed to authorize the Mayor and Clerk to enter into a five (5) year agreement with His Majesty the King in Right of Ontario as represented by the Minister of the Solicitor General for the provision of additional services in the form of a Sergeant enhancement to the policing services provided by the Ontario Provincial Police.



**Parks and Recreation Committee Minutes
March 18, 2024
7:00 p.m.
Active Living Centre (Train Station)
132 Coleman Street, Carleton Place**

PLEASE SILENCE ALL ELECTRONIC DEVICES

Present: Deputy Mayor Andrew Tennant, Todd Boyce, Anisa Vangjeli, Ainsley Brouillard, Sylvia Giles, Amanda Pulker, Laura Scott, Reeve Richard Kidd, Facilities Clerk Steph Scollan, Manager of Recreation and Culture Joanne Henderson

Absent: John Andrews (regrets), Harry Sidhu

A. MEETING CALL TO ORDER

Deputy Mayor Tennant called the meeting to order at 7:03 p.m.

B. APPROVAL OF AGENDA

Moved by Laura Scott

Seconded by Amanda Pulker

THAT the agenda be approved as presented.

CARRIED

C. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or at anytime during the meeting.

None

D. APPROVAL OF MINUTES

Moved by Anisa Vangjeli
Seconded by Sylvia Giles

THAT the minutes of the Parks and Recreation Committee meeting held on October 2, 2023 be approved as circulated and read.

CARRIED

E. PUBLIC MEETING

None

F. DELEGATIONS

None

G. REPORTS

- | | |
|------------------|---|
| 1. Received from | Joanne Henderson, Manager of Recreation and Culture |
| Addressed to | Parks and Recreation Committee |
| Date | March 18, 2024 |
| Topic | Facility Usage |

SUMMARY

Staff are continuing to see an increase in facility usage.

COMMENT

60.5 hours of additional ice time has been booked in January and February 2024 compared to January and February 2023. The Town Hall Auditorium had an increase of 25 hours of booked time in January and February 2024 compared to 2023. The gymnasium at Carambeck was unavailable for booking in January 2024 due to the flooring being replaced but an additional 59 hours were booked in February 2024 compared to February 2024.

Staff are pleased to see the additional bookings.

Moved by Sylvia Giles
Seconded by Anisa Vangjeli

THAT the report by the Manager of Recreation and Culture on increased facility usage be received as information.

CARRIED

2. Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Parks and Recreation Committee
Date March 18, 2024
Topic Park Upgrades

SUMMARY

Staff will provide updates on the planning of the parks for Coleman Central and Miller’s Crossing subdivisions.

COMMENT

The tender documents for both the Coleman Central and Miller’s Crossing park developments will be issued in the next couple of weeks.

Moved by Amanda Pulker

Seconded by Anisa Vangjeli

That the report by the Manager of Recreation and Culture on park upgrades be received as information.

CARRIED

H. OTHER BUSINESS

1. The following items from the Parks, Recreation and Culture Master Plan were discussed:
 - a. Amenities to be included in future recreation facilities:
 - Walking track
 - Pickleball courts
 - Pool
 - Theatre
 - b. Park amenities – what is missing/what would you like to see:
 - Upgraded basketball courts
 - Table tennis
2. The Committee was asked to think about potential ideas for economic activity in recreational areas i.e. along trails.
3. The Committee discussed the development of a Youth Good Deed Award. Staff will prepare a draft outline detailing the parameters of the award.
4. The Committee discussed engineered wood fibre vs. rubber surfacing in parks. The cost of rubber surfacing is five times the cost of engineered wood fibre. This would be approximately 70% of the splash pad budget in the Miller’s Crossing Park or the reduction of one (1) play structure. In the future, staff will provide costs for the development of parks with both surfaces.

I. ADJOURNMENT

Moved by Laura Scott

Seconded by Anisa Vangjeli

THAT the meeting be adjourned at 8:30 p.m.

CARRIED

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the March 11, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the February 12, 2024 Board of Directors meeting.

2023 Planning Overview

Staff provided an overview of MVCA planning advisory services for 2023. A total of 456 total inquiries and 300 planning applications were received in 2023. Due to Bill 23, MVCA no longer comments on matters related to natural heritage features such as fish habitats, waterbody setbacks, or water quality. Lidar imagery now covers the entire watershed, facilitating assessment of high steep slopes in the watershed.

Watershed Outlook

Rainfall and warm temperatures triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8th due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. Roughly 4 inches of rainfall/precipitation is needed over the next two months to fill the lakes.

GM Update

- The first Community Liaison Committee (CLC) meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are underway.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31st, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

Draft Land Inventory Report

A Draft Land Inventory Report was prepared under O. Reg. 686/21 of the *Conservation Authorities Act*. The report identifies all properties that MVCA owns, controls, has an operational interest in, or visible presence on so that all of MVCA's land interests are captured.

CA Act and Regulatory Changes

Regulatory changes to the *Conservation Authorities Act (CAA)* were published by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024:

- O. Reg. 41/241 amends permitting powers and processes under Section 28 of the Act, and takes effect April 1, 2024.
- O. Reg. 42/242 amends the scope of CA mandatory programs and services, and came into effect the day it was filed February 16, 2024.
- Enactment of O. Reg. 688/21; and
- Changes to Sections 28 and 30 of the CAA, proclaimed to take effect April 1, 2024.

In response to these changes, the Board approved:

- update of *MVCA Regulation Policies* to comply with O. Reg. 41/24 to take effect April 1, 2024.
- appointment of William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

Wetland Offsetting Policy Update

MVCA staff held three briefing sessions with municipal partners to obtain feedback on draft policies for wetland offsetting. Staff presented the rationale for the updated policies and addressed questions of municipal staff. Municipalities were requested to provide feedback by March 1, 2024. No further comments or questions were received and no major concerns were raised during the briefing sessions. The Board approved the revisions to the wetland offsetting policy and other changes to *MVCA's Regulation Policies*.

Changes to the Municipal Class EA Act

On February 16, 2024, the province announced that it plans to proceed with changes to the *Municipal Class EA* and provided 30 days to comment on the draft changes. The province has outlined proposed changes but not published a draft of the regulation for review. The changes have significant implications for timelines for municipalities and the construction of residential infrastructure by private developers.

2024 Audit Update

The Board approved amendment of *MVCA's Tangible Capital Assets Policy* to include an *Asset Retirement Obligations (ARO)* policy and procedure.

Budget Control Report for 2023

Total 2023 expenditures and revenues were within 1% of the approved 2023 Budget.

K&P Trail Sale

MVCA has received three draft documents prepared on behalf of the counties of Lanark, Frontenac and Renfrew: Agreement of Purchase and Sale (APS); Lease Agreement; Memo of title issues along MVCA's section of the trail. Staff have sought legal counsel on the draft

documents, and begun follow-up discussions with the County of Lanark, which is acting on behalf of all three counties. MVCA has begun review of the parcels in question to assess the degree of potential risk associated with each.

ATTACHMENTS:

- Draft minutes of the March 11, 2024 Board of Directors Meeting
- Approved Minutes of the February 12, 2024 Board of Directors Meeting



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

March 11, 2024

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Allison Vereyken (Virtual)
Andrew Kendrick (Virtual)
Bev Holmes
Cathy Curry (Virtual)
Cindy Kelsey
Glen Gower
Helen Yanch
Janet Mason
Mary Lou Souter
Richard Kidd
Roy Huetl
Taylor Popkie (Virtual)

MEMBERS ABSENT

Dena Comley
Clarke Kelly
Steven Lewis

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Matt Craig, Manager of Planning and Regulations
Alex Broadbent, Manager of IC&T
Scott Lawryk, Property Manager
Juraj Cunderlik, Director of Engineering
Jennifer North, Water Systems Technologist
Diane Reid, Environmental Planner (Rural)
Mercedes Liedtke Environmental Planner (Ottawa)
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:04 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. No declarations were received.

Agenda Review

P. Kehoe asked if there were any additions to the agenda. No additions were received.

B24/03-11 - 1

MOVED BY: M. Souter

SECONDED BY: R. Huetl

Resolved, that the agenda for the March 11, 2024 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, February 12, 2024.

P. Kehoe asked if there were any changes or additions to the minutes. No changes or additions were received.

B24/03/11-2

MOVED BY: H. Yanch

SECONDED BY: J. Mason

Resolved, that the minutes of the Board of Directors Meeting held on February 12, 2024 be received and approved as printed.

“CARRIED”

2. Employee Presentation: 2023 Planning Overview (Diane Reid & Mercedes Liedtke)

D. Reid and M. Liedtke presented the annual overview of the MVCA planning advisory services. They described the program objectives as guiding development in and near regulated areas with an overall focus on protecting people and property from natural hazards. They highlighted that MVCA works closely with its member municipalities in an advisory role, MVCA is circulated planning applications for review in conformity with the Provincial Policy Statement (PPS) and Provincial guidelines. They noted that due to Bill 23 taking effect in 2023 MVCA no longer makes comments on with respect to impacts on significant natural heritage features such as fish habitats, waterbody setback and water quality.

They provided a breakdown of the volume of planning applications in 2023 by municipality and type of application, and a map showing the distribution of planning applications across the watershed. MVCA’s planning department received 456 inquiries in 2023. They described

challenges including: 2 subdivision applications with wetland removal, slope hazard and unauthorized development in the upper watershed and Pit/Quarry applications in Lanark Highlands. They noted that LiDAR imagery now covers the entire watershed, facilitating assessment of high steep slopes in the upper watershed.

M. Souter asked who has the authority to provide comments on planning applications with respect to significant natural heritage features due to Bill 109 and Bill 23. D. Reid responded that it is the responsibility of municipalities. She noted that MVCA assisted municipalities in this transition. M. Liedtke added that MVCA still has a role in regulating wetlands and can still review wetlands with respect to the natural hazard function including base flow and hydrologic function. D. Reid explained that the municipalities are employing different strategies, including incorporating measures into their by-laws to address aggressive applications near a waterbody or natural hazard.

A. Kendrick observed the high number of Minor Variance applications received by MVCA in 2023. He asked if the Conservation Authority has input into determining whether an application is to be treated as a minor variance or not. D. Reid responded that the planner at the municipality makes the decision as to type of application. She noted that MVCA has a screening process and will notify the applicant if their application is outside of the parameters for MVCA permitting. S. McIntyre added that MVCA does not comment on planning applications outside of their authority.

R. Kidd asked for more information on the challenges with subdivision planning applications in regards to slope hazards. D. Reid explained that there are 2 subdivision applications with unique challenges that fall within regulated wetlands. She noted the importance of finalizing wetland offsetting policies to inform similar applications.

R. Kidd commented that there are a high number of applications for Lanark Highlands and North Frontenac and asked why the volume of applications chart varies from the distribution of planning applications shown on the map. D. Reid and M. Liedtke noted the inconsistencies and will review the distribution of planning applications map.

3. Watershed Outlook, Report 3395/25, (Jennifer North)

J. North explained that rainfall and warm temperatures received have triggered an early spring freshet resulting in above normal flows for this time of year. A watershed conditions statement on water safety was released on February 26 and a flood outlook on March 8th due to unsafe ice conditions and increased water levels and flows. The main river is expected to peak this week, with below average water levels. Smaller tributaries have seen multiple small peaks, with flows constantly above normal and exceeding previously historical maximum values for February. She noted that averages have been increasing over the past 10 years. She explained that snow pack conditions as of March 1st were 50% below average. Between February 15th and

March 1st, the majority of the snow was lost due to sublimation with very little runoff. Current operating objectives are to capture as much precipitation over the next two months to be able to fill the upper lakes. She highlighted that there may be issues filling the lakes if there are low amounts of precipitation in the upcoming months. The long-range forecast predicts rain throughout April.

R. Kidd asked if the percentage of run-off is dependent on the snow pack and rain. J. North responded that the snow pack adds up to roughly 20% of the freshet, but that rain and air temperature are big factors. She estimated that about 4 inches of rainfall is needed over the next two months to fill the lakes.

R. Huetl asked if more water was left in the lakes due to a dry fall. J. North responded that water levels were kept higher due to a dry fall.

4. GM Update, Report 3402/24. (Sally McIntyre)

S. McIntyre highlighted the following items:

- MVCA's Server is being upgraded from Friday March 15- Sunday March 18.
- The first Community Liaison Committee (CLC) workshop meeting was held on February 26, 2024 for the Kashwakamak Environment Assessment (EA). First Nations communities have reached out with interest in the project. Preparations for the Public Information Centre (PIC) are currently underway, tentatively schedule for late April with the EA results schedule to be tabled with the Board of Directors in July.
- Rideau Valley Conservation Authority (RVCA), acting on behalf of both watersheds, has retained a consultant to prepare a conceptual water budget update with an interim report expected the end of March.
- MVCA received notice from MNRF of an implementation report for the Mississippi Water Management Plan (MWMP) being due December 31st, 2024. MVCA will be coordinating with partners including MNRF and Ontario Power Generation (OPG) in the completion of this report.

M. Souter asked what a water budget study entails. J. Cunderlik explained that a water budget study looks at the hydrological cycle, how water is transferred throughout the watershed, by examining factors such as precipitation, infiltration into ground water and ground water flow.

R. Huetl asked if there are any updates to the Water/Sewer connection. S. McIntyre responded that there are no updates as the town of Carleton Place is still in active negotiations with Cavanagh Construction.

5. Draft Land Inventory Report, Report 3396/24, (Sally McIntyre & Alex Broadbent)

S. McIntyre presented the Draft Land Inventory Report. She noted that the report is due by the end of 2024 and is a requirement of O.Reg 686/21 Under the Conservation Authority (CA) Act.

She explained that most of the documents are on file but challenges include: inaccessible formats, conflicting land ownership information, and lack of clear easements at most dams. She provided illustrated examples for properties on the Carp River, the Clyde River, at Bennett Lake Dam, and in Poole Creek. Further discussion is needed on management objectives for some shoreline parcels acquired in the late 1980s and early 1990s. She highlighted the importance of having clear roles and responsibilities set with landowners of properties that MVCA manages.

J. Mason asked if past staff have been contacted to better understand the history of land ownership, specifically former General Manager, Paul Lehman. S. McIntyre responded that she would be reaching out to Mr. Lehman once a comprehensive list of questions was prepared.

6. CA Act and Regulatory Changes, Report 3397/24, (Sally McIntyre)

S. McIntyre outlined regulatory changes to the *Conservation Authorities Act (CAA)* released by the Ministry of Natural Resources and Forestry (MNRF) on February 20, 2024. She summarized that O. Reg 42/24 amends the scope of CA mandatory programs and services; and that O. Reg 688/21, consolidated 36 different regulations into one to provide common rules across all 36 CA jurisdictions.

The focus of S. McIntyre's presentation was on changes made by O. Reg 41/24 that will take effect April 1. She stated that most elements of Section 28 of the Act were moved out of the legislation and into the new regulation and noted the following key changes: the definition of watercourse was altered; pollution and the conservation of land were removed as permitting tests and will constrain future permitting conditions; and setbacks from Provincially Significant Wetlands (PSW) were reduced from 120 meters to 30 meters. She noted that reducing the setbacks around PWS will reduce protection of the core resource due to increased edge effects. She noted that the new regulation provides for administrative reviews of submission requirements, and that Cas must notify applicants within 30 days whether their submission is deemed complete.

J. Mason asked what distinguishes a Provincially Significant Wetland (PSW) from another evaluated wetland from a regulations point of view. M. Craig responded that the policy says that a PSW has to be recognized by the MNRF. She expressed concern over a ¼ reduction of the buffer area. S. McIntyre suggested that municipalities may want to consider implementing a holding zone around PSWs. R. Kidd asked if municipalities can retain the 120-meter setback. S. McIntyre confirmed that the municipality can implement their own setback. M. Souter expressed concerns over small municipalities not having the man-power or funds to implement their own policies. P. Kehoe expressed concerns over the cost of the arbitration/ appeal process in the case of mediation at the Ontario Land Tribunal.

7. Revisions of MVCA Regulation Policies, Report 3398/24, (Matt Craig)

M. Craig explained that revisions to *MVCA's Regulation Policies* are required to be consistent with O. Reg. 41/24. He noted several key requirements including: removal of "pollution and conservation of land", change to the definition of "watercourse", and the reduction in the setback from PSWs from 120 metres to 30 metres. He also presented the new list of permitting exemptions that would require addition to MVCA regulation policies, namely maintenance or repair of municipal drains and reconstruction of a garage that does not exceed the same footprint. He noted that there are many municipal drains within the MVCA watershed. He noted that MVCA mapping will be updated to comply with these regulatory changes.

G. Gower asked about the maintenance of a municipal drain that passes through the Poole Creek Wetland and the permitting process involved. M. Craig explained that MVCA cannot permit maintenance or repair on municipal drains. S. McIntyre added that when CA's were briefed, the province hadn't considered potential overlap of municipal drains with PSWs and expects further direction from the province on this matter.

R. Kidd expressed concerns in regards to municipalities policing and permitting for municipal drains rather than the Conservation Authority. He highlighted the importance of including municipal drain rules/regulations in contracts with contractors doing maintenance on municipal drains.

B24/03/11-3

MOVED BY: R. Huetl

SECONDED BY: C. Kelsey

Resolved, That the Board of Directors approve:

- a) Update of the MVCA Regulation Policies as set out in report 3398/24 to comply with O. Reg. 41/24, and**
- b) That proposed changes take effect April 1, 2024.**

"CARRIED"

8. Designation of a Provincial Offences Officer under Part VII (Enforcement and Offences) of the Conservation Authorities Act, Report 3403/24, (Matt Craig)

M. Craig explained that on April 1, 2024, Part VII Enforcement and Offences of the Conservation Authorities (CA) Act will be proclaimed and there is a need to re-appoint all existing Conservation Authority Provincial Offences Officers. He noted that William Ernewein and Brittany Moy were previously designated by the Board to enforce the CA Act. He highlighted changes to O. Reg 41/24 including changes with regards to officer entry without a warrant, stop work orders, and increases to penalty maximum fines.

B24/03/11 - 4

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

Resolved, That the Board of Directors appoint William Ernewein and Brittany Moy to enforce Ontario Regulation 41/24 and Ontario Regulation 686/21 of the *Conservation Authorities Act*.

“CARRIED”

9. Wetland Offsetting Policy Update, Report 3400/24, (Matt Craig)

M. Craig gave a history of MVCA Wetland Regulations with examples from previous approvals with unique features. He summarized the mitigation hierarchy process. He reviewed the objectives and requirements for Ecological Offsetting Plans (EOPs) and highlighted that all costs are to be associated with the applicant. He overviewed the feedback received from discussions with municipal partners.

R. Kidd asked how the municipalities were engaged. M. Craig responded that MVCA staff held three briefing sessions with planning staff including North and South Frontenac, Addington Highlands, Greater Madawaska, City of Ottawa and Municipalities within Lanark County. S. McIntyre added that the policy was shared with the CAOs of all 11-member municipalities.

P. Kehoe expressed concerns in regards to costs associated with arbitration or appeals related proposed developments on wetlands and associated ecological offsetting plans.

B24/03/11 - 5

MOVED BY: G. Gower

SECONDED BY: J. Mason

Resolved, That the Board of Directors approve revisions of the wetland offsetting policy and other changes to MVCA’s Regulation Policies, as set out in report 3400/24.

“CARRIED”

10. Changes to the Class EA Act, Report 3403/24, (Sally McIntyre)

S. McIntyre described changes to the Class Environmental Assessments (EA) Act. She outlined the proposed updates to the Municipal Class EA (MCEA) process and reviewed the new “streamlined” process. She noted the opportunity to conduct field studies prior to the notice of commencement. She noted that CAs still have the ability to review and comment on matters related to natural hazards under O. Reg. 686/21.

J. Mason noted that the timeline for comment is very short. She asked if the Association of Municipalities of Ontario (AMO) has been notified of the changes. S. McIntyre responded that she is unsure if Conservation Ontario has reached out to AMO or if they will respond.

11. 2024 Audit Update, Report 3404/24, (Stacy Millard)

S. Millard noted that MVCA's audit is underway and close to completion. She highlighted an element of the audit, a new counting standard that came in place for public service bodies referred to the Asset Retirement Obligations (ARO). She explained that the purpose of an ARO is to set up a financial liability to capture costs that may be incurred at the end-of-life of an asset for hazardous material removal. She noted that the only assets that may be in scope are the Mill of Kintail Gatehouse, Museum, and Education Centre. KPMG recommended that MVCA adopt a definition of an ARO and a policy to review all asset acquisitions to determine if an ARO should be set up. She noted that a contract extra of approximately \$3,500 would be required for KPMG to deal with this matter.

P. Kehoe asked if wells and septic tanks are included and if the Water and Sewer connection for MVCA HQ would be an ARO. S. Millard responded that the costs to decommission are included in the costs for connection to Water and Sewer. Costs for future maintenance and replacement are not ARO's.

B24/03/11 - 6

MOVED BY: M. Souter

SECONDED BY: H. Yanch

Resolved, That the Board of Directors approve amendment of MVCA's Tangible Capital Assets policy as set out in report 3404/24.

"CARRIED"

12. Budget Control Report for 2023, Report 3401/24, (Stacy Millard)

S. Millard compared the budgeted expenditures and revenues to un-audited actual values for 2023. She noted that actual expenditures and revenues were within 1% of the budget. She reviewed the factors that created differences in expenses compared to the budget including: realignment of expenditures per the new categories of services (1,2 and 3), vacant positions, fees for service, grants/funding, and deferred projects.

13. K&P Trail Sale, Report 3405/24. (Scott Lawryk)

S. Lawryk explained that MVCA has received three draft documents from the County of Lanark on behalf itself and the counties of Frontenac and Renfrew: An Agreement of Purchase of Sale (APS), a lease agreement, and a memo of title issues along MVCA's 35 km section of the trail.

He noted that the agreement calls for a split in the surveying and legal costs to clear up title issues, with an estimated proportionate cost of approximately \$175,000. He noted that a large percentage of the land and trail can be conveyed to the counties immediately but the resolution of title issues could be costly and time-consuming.

ADJOURNMENT

B24/03/11 – 7

MOVED BY: R. Huetl

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 2:55 p.m.

K. Hollington, Recording Secretary

DRAFT



MINUTES

Hybrid Meeting Via Zoom
and at MVCA Office

Board of Directors Meeting

February 12, 2023

MEMBERS PRESENT

Paul Kehoe, Chair
Jeff Atkinson, Vice Chair
Allan Hubley (Virtual)
Allison Vereyken (Virtual)
Andrew Kendrick
Bev Holmes
Cathy Curry (Virtual)
Cindy Kelsey
Clarke Kelly (Virtual)
Dena Comley
Glen Gower (Virtual)
Helen Yanch
Janet Mason
Mary Lou Souter
Roy Huetl
Taylor Popkie

MEMBERS ABSENT

Richard Kidd
Steven Lewis

STAFF PRESENT

Sally McIntyre, General Manager
Stacy Millard, Treasurer
Scott Lawryk, Facilities Manager
Matt Craig, Manager of Planning and Regulations
Juraj Cunderlik, Director of Engineering
Jennifer North, Water Resources Technologist
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 1:00 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. No declarations were received.

Agenda Review

P. Kehoe noted that there were no additions to the agenda.

BOD24/02/12-1

MOVED BY: M.L. Souter

SECONDED BY: A. Kendrick

Resolved, That the agenda for the February 12, 2024 Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting Minutes, December 11, 2023.

BOD24/02/12-2

MOVED BY: D. Comley

SECONDED BY: T. Popkie

Resolved, That the minutes of the Board of Directors Meeting held on December 11, 2023 be received and approved as printed.

“CARRIED”

2. Employee Presentation: Kintail Country Christmas Follow Up, (S. Lawryk)

S. Lawryk outlined the event and noted that it brought ~1150 visitors to the Mill of Kintail with 135 visitors pre-buying their tickets online and 240 paying on site. The event netted ~\$3,000 in revenue. He highlighted the important role that volunteers and staff involvement played in making the event a success. Challenges included staff time availability (day jobs don't go away), site/parking capacity limits and weather uncertainty/risks. He described three options for future events: running them independently, using an events company or not running such large events. He noted the need to optimize staff time to better manage workload while continuing to put on well received, community events.

J. Mason commented that a net revenue of \$3,000 is low and asked if the purpose of the event was to raise funds or to connect with the community. S. Lawryk responded that the focus of the event has always been to have a touch point with the community. He noted the introduction of many new visitors to the Mill of Kintail site and the potential for return visits. He noted the opportunity to leverage the success of Kintail Christmas and the 50th Anniversary

to grow future events and improve revenues. He gave examples of more food trucks, community group run activities and possible sponsorship opportunities. He highlighted the importance of connecting with the community and bringing visitors to the site who otherwise would not visit. J. Mason asked the amount generated in gross revenue. S. Millard responded that direct sales were roughly \$7,000-\$8,000 and noted roughly \$1,000 in donations to help cover costs.

B. Holmes commented that the event increases the visibility of the Mill of Kintail as a destination for families. She asked if fireworks were carried out as planned. S. Lawryk confirmed that they were and noted that other conservation authorities host fireworks and that the quietest-rated (level 1/5), residential fireworks were used.

A. Kendrick asked if data was gathered on visitor demographics. S. Lawryk noted that some data was captured through online sales prior to the event; many guests were from Kanata, Perth and various areas outside of Mississippi Mills.

3. Watershed Outlook, Report 3385/24. (J. North)

J. North presented the Watershed Outlook report. She explained that rain events and snow have brought flows to near-normal conditions, and predicted normal levels within the next week. Crotch lake was successfully filled and is currently being drawn down to access full storage capacity for the spring run-off. She added that the draw down will provide lower portion of the Mississippi River with normal flows for the next two months. She highlighted higher than average snow pack density, which could possibly lead to early freshet in March. She noted the possibility of low run-off due to snow sublimation. She highlighted that air temperatures and precipitation in March and April will be major factors influencing the 2024 freshet. She explained that conditions will be monitored closely to deliver accurate messages in regards to ice safety and high water. She noted that the updated *Flood Preparedness Manual* will be circulated to municipalities in the next few weeks.

4. GM Update, Report 3386/24. (S. McIntyre)

S. McIntyre highlighted the following matters: an item that was not in the GM Update—the Danby Foundation has committed to a donation of \$50,000 per year for 3 years the help implement MVCA’s wetland restoration and enhancement program; M. Craig presented the draft offsetting policies to member municipality planning groups; the first meeting of the Mill of Kintail Museum Advisory Committee was held on January 31; and MVC Foundation’s 2024 budget provides for the following transfers to MVCA: \$15,000 for Wetland Legal Defense Fees, \$5,000 for boardwalk restoration at Purdon CA, and \$10,000 for review of MVCA’s education program.

P. Kehoe asked if offsetting policies would be used in response to the Minister issuing an order. S. McIntyre responded that if the Minister issues a Zoning Order or a Housing Acceleration

Order that the offsetting policies would take effect. She noted that these policies would also take effect if a municipality approved development in an area where offsetting would be required. She highlighted the importance of offsetting parameters being fully transparent to all parties.

5. 2023 Workplan Update, Report 3387/24 (S. McIntyre)

S. McIntyre stated that significant progress was made on the 27 projects listed in MVCA's *Corporate Strategic Plan – Implementation Plan*, approved in 2021. Deferred and at-risk items were explained. She highlighted that MVCA is working on engaging first Nations communities on the Kashwakamak Environmental Assessment project, and that MVCA plans to implement a quarterly update to Indigenous communities. She noted that there have been challenges in implementing a governance review of the MVC Foundation, and that the Foundation is pivoting from running campaigns to focusing on soliciting larger donations from foundations with similar interests. She also noted progress in job evaluation and review processes and these would require ongoing effort.

J. Mason asked about the timeframe for public consultation on the Carp River Floodplain Mapping. J. Cunderlik responded that the open house is planned for late March, early April 2024.

6. 2024 Workplan, Report 3388/24, (S. McIntyre)

S. McIntyre presented the 2024 Workplan. She highlighted mandatory deliverable documents that are required by year-end:

- Land Inventory,
- Ice Management Strategy,
- WECl Asset Management Plan,
- WECl Operational Plan,
- Land Strategy and;
- Watershed Based Resource Management (WBRM) Strategy.

She noted that regulatory requirements for the *Land Inventory* and *Land Strategy* appear to be focused on conservation areas, and noted that most ownership challenges at MVCA relate to dam structures, e.g. parcels with no easement agreements, and a combination of crown, municipal and private ownership under and around dams. She explained that the *Land Strategy* defines what MVCA plans to do with their land and why and the *WBRM Strategy* defines the programs and services that MVCA will deliver, why and how. The work plan recommends that the *Corporate Strategic Plan* be updated late 2024 as it will be based upon the conclusions of the other documents.

A. Kendrick commented that direction and framework is needed from the Federal, Provincial and Municipal levels that all conservation authorities can work under. He recognized challenges in the *Land Inventory* and *Land Strategy*. He asked if MVCA is engaging with the government to develop these documents. S. McIntyre responded that the other levels of government were providing limited direction but that MVCA is engaging with other CAs that own and operate dams such as Quinte and Crowe to discuss a common approach. S. McIntyre added that as these documents are being developed, items will be identified that require more direction from legal counsel or other levels of government.

A. Kendrick commented that the mandatory documents are a drain on MVCA senior management resources and encouraged deferring aspects that are unclear. S. McIntyre agreed that items would be addressed as able and that outstanding items would need to be tackled based upon corporate priorities and as resources allowed.

J. Mason suggested focusing the strategy on the Conservation Areas, and defer the other items/properties. She expressed concern over lawyer and land title fees.

P. Kehoe noted the complexities of dam land ownership. S. McIntyre confirmed the challenges and noted that in regards to conservation areas, the strategy asks to define the role and focus Conservation Authorities have in the greater matrix of parks, open space, and conservations lands within MVCA jurisdiction.

J. Mason asked for more information in regards to the *Carp Erosion Control Project*. J. Cunderlik responded that the *Carp Erosion Control Project* is the previous Class Environmental Assessment that MVCA completed in partnership with the City of Ottawa. The project was still active because MVCA entered into two years of post-construction monitoring, but is approaching closing. J. Mason asked if this is the project completed in Glen Cairn. J. Cunderlik confirmed.

BOD24/02/12-3

MOVED BY: B. Holmes

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors approve the 2024 Workplan as presented.

“CARRIED”

7. Appointment of Public Advisory Committee Board Co-Chair, Report 3389/24, (S. McIntyre)

S. McIntyre explained that J. Karau was the Co-Chair of the Mississippi River Watershed Plan Public Advisory committee until his retirement in 2023, and the position is still vacant. She noted an upcoming meeting and asked the Board if any member would have interest in

volunteering as Co-Chair. D. Comley asked what the expected time commitment is. S. McIntyre responded that there are typically 3 meetings per year that last 1-2 hours and chaired by either the Board or Citizen appointee. D. Comley confirmed her interest in joining the committee. S. McIntyre expressed her thanks for the commitment.

BOD24/02/12-4

MOVED BY: J. Atkinson

SECONDED BY: M.L. Souter

Resolved, That Dena Comley be appointed to serve as Co-Chair of the Mississippi River Watershed Plan Public Advisory Committee.

“CARRIED”

8. 2024 Budget, Report 3390/24, (S. Millard)

S. Millard explained that the 2024 Draft Budget has been circulated to member municipalities and received no comments. She reviewed the 2022, 2023 and 2024 operating, capital and total budgets, noting a 6.5% increase in total budget for 2024. She reviewed the overall breakdown of expenditures and revenues as presented in December 2023. P. Kehoe added that the municipalities have had approximately 2 months to review the draft budget and provide comments.

G. Gower asked if there are any areas of significant risk that the Board should be aware of in regards to the 2024 budget. S. McIntyre responded that the Water and Sewer Connection from the building to the municipal power and water line is still awaiting feedback from the Town of Carleton Place. The Chief Administrative Officer (CAO) from the Town has communicated that they are currently in ongoing discussions with Cavanagh Construction in regards to cost sharing of the pump station and other shared infrastructure and until those negotiations are complete they are not in the position to discuss further. She noted that as a part of the new audit, MVCA was required to answer a risk-based survey and no other items were identified.

BOD24/02/12-5

MOVED BY: R. Huetl

SECONDED BY: J. Mason

Resolved, That the Board of Directors approve the 2024 Budget as submitted.

“CARRIED”

9. K&P Trail Update/ Quit Claim, Report 3391/24. (S. Lawryk)

S. Lawryk stated that MVCA had received a draft lease to own agreement and a document from the County of Lanark that identifies several title issues along the K&P that would require corrective action to register the property in land titles. He also discussed that MVCA recently received notice that a Quit Claim Deed/Transfer had been executed in favour of MVCA. He commented that acceptance of this property would be a step in the right direction to resolving title issues.

P. Kehoe asked if more Quit Claim Deed/Transfers are anticipated. S. Lawryk responded that it is a possibility. P. Kehoe asked if a more generic motion is needed to allow MVCA to proceed without bringing these items to the Board. S. McIntyre responded that many of the properties identified do not have a proper survey associated with them and that, future properties may have costs associated with properly registering them. She noted that the analysis of title issues was only completed for Lanark and Frontenac counties and not Renfrew county, identifying roughly 20 parcels.

A. Kendrick asked if the Quit Deed/Land Transfers can be negotiated between the current owners and the County without involving MVCA. S. McIntyre commented that this particular Quit Claim has been executed, is associated with settling an estate and that it was in MVCA's interest to move forward to implement. She noted that the lease to own agreement drafted by the county of Lanark could be a lengthy, multi-year process.

J. Mason asked if it would be possible when more is known about the parcels to have a discussion in regards to the proper direction forward. P. Kehoe asked if the topic would be tabled with the Finance and Administrative Advisory Committee. S. McIntyre confirmed that the K&P trail agreement would be tabled with the Finance and Administrative Committee and/or the Board before execution.

BOD24/02/12-6

MOVED BY: M.L. Souter

SECONDED BY: H. Yanch

Resolved, That the Board of Directors approve the signing of the Land Transfer Tax Affidavit in regards to the property identified by PIN: 05001-0121-R in the County of Lanark.

“CARRIED”

10. 2024 Fee Schedule Update: Education Program & Group Rates, Report 3392/24, (S. Millard)

S. Millard presented updates to the 2024 fee schedule. She explained that update of summer camp fees were required to implement the program; and that consideration was given to other local summer camp rates.

M. L. Souter felt that the suggested fees do not cover the cost of running the program. S. Millard responded that the budget includes anticipated summer student grants and combined are designed to cover the costs of the program.

BOD24/02/12-7

MOVED BY: A. Kendrick

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve:

- a) Update to Schedule D of MVCA's 2024 Fee Schedule as set out in this report; and**
- b) Implementation of the cancellation policies set out in this report.**

"CARRIED"

11. Mississippi Lake Safe Road Project, Report 3393/24, (M. Craig)

M. Craig provided background on safe roads and this initiative, and highlighted a history of issues in areas such as West Carleton, Mississippi Lake, Lanark Village, Cedardale and Joe's Lake. He noted that floodplain mapping is an ongoing effort, and that maps are updated with information obtained from flooding events. He highlighted MVCA's involvement in the development of the *Safe Access Feasibility Report* for the former Township of West Carleton. He noted that Mississippi Lake Association (MLA) requested assistance in determining which roads around Mississippi Lake are at risk of flooding during a 1:100 regulatory event.

P. Kehoe asked if municipal staff can be circulated information prior to the Lake Association and suggests MVCA request a delegation with the relevant Municipalities to present findings. M. Craig responded that municipalities and the Mississippi Lake Association (MLA) were sent the same information shared in the Board report and that no mapping has been released. He noted that in circulating the items to the relevant municipalities, and offer was made to address any questions and concerns.

P. Kehoe commented that the report identifies specific roads, which may cause resident concerns. M. Craig commented that the MLA requested the study and it is also a part of the 2021 *Watershed Plan*. He noted that no decision has been made regarding potential distribution of maps.

12. Section 28 Permit – Status Update, Report 3394/24, (M. Craig)

M. Craig presented results for 2023.

A. Kendrick asked if the attachment, *Table 1 – All Permits Issued: January 1, 2023 to December 31, 2023* can be provided in excel format to be able to adjust parameters for review. M. Craig responded that an excel version can be provided to Board members upon request.

ADJOURNMENT

BOD24/02/12-8

MOVED BY: H. Yanch

SECONDED BY: T. Popkie

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at time 2:38 p.m.

K. Hollington, Recording Secretary