

## Board Summary Report

February 9, 2026

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Municipal Clerks/Chief Administrative Officers,

### **Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights of the February 9, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the January 12, 2026 Board of Directors meeting.

#### **Employee Presentation: Water Restoration Projects**

Staff provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. Wetland projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity. Organizations that have provided funding include the Danbe Foundation, MECP Wetland Conservation Partner Program, ECCC Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. Community partners that share in financial and technical resources on various projects include Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association.

#### **Watershed Conditions**

The Mississippi River, Carp River and Lower Ottawa River watersheds are in 'normal' conditions as of January 16, 2026. Stream flows across the watershed remain below average. Lower Mississippi River flows are being augmented by drawdown of Crotch Lake, which also creates spring storage capacity. Staff provided a summary of current snow conditions, noting above average mean snow depth and Snow Water Equivalent (SWE). Based on the above-average snowpack conditions, the Mississippi River watershed could be at risk for a higher-than-normal spring peak. The impacts of the freshet will largely depend on spring rainfall and temperatures.

#### **GM Update**

S. McIntyre provide the GM Update. She highlighted:

- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.

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**Your partner in natural hazard management, resource conservation, and stewardship**

- MVCA is largely meeting target permit processing times in 2025.
- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16<sup>th</sup> at the Huntley Community Association Mess Hall.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor at which she highlighted the importance of maintaining drainage patterns and natural systems corridors.

#### By-Law Amendments re: Abstentions

The Board of Directors approved amendment of MVCA’s Administrative By-Law to address how abstentions will be handled during voting.

#### MVCA’s Code of Conduct for Board Members

The Board of Directors approved amendment of MVCA’s Code of Conduct for Board members to include “In accordance with the Municipal Act S.O. 2001, as amended” following the bullet dealing with pecuniary interest or conflict of interest.

#### Mill of Kintail museum Update

Staff provided an update on the findings and discussions from the first two meetings of the Mill of Kintail Museum Working Group. The first two meetings included activities that identified evaluation criteria, potential ownership options and pros and cons of each option. MVCA has received two Expressions of Interest (EOIs) regarding ownership and management of the museum collection from the North Lanark Historical Society and Mississippi Valley Textile museum. Future meetings will focus on the development of a Request for Expression of Interest (REOI) with feedback and input from the Working Group.

#### Final 2026 Budget

The Board of Directors approved minor amendments to the Final 2026 Budget.

#### Proposed Fee Schedule Amendments

The Board of Directors approved modifications and corrections to Fee Schedules A through C, per results of public circulation and approved a delay in the implementation of these fees until April 1, 2026.

#### Attachments:

- Draft minutes of February 9, 2026, Board of Directors Meeting.
- Approved Minutes of January 12, 2026, Board of Directors Meeting.

## Minutes: Board of Directors Meeting

February 9, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### ROLL CALL

#### Members Present

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

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Ben Dopson, Manager of Planning and Stewardship
- Alex Broadbent, Manager of I&CT
- Kathryn Starratt, Water Resources Specialist
- Marissa Okum, Stewardship Coordinator
- Kelly Stiles, Biologist
- Kelly Hollington, Recording Secretary

#### Members Absent

- A. Hubley

R. Huetl called the meeting to order at 1:01 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

R. Huetl noted an addition to the agenda, a verbal, in-camera, report added as item 11.

### **BOD26/02/09 - 1**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

*Resolved, that the agenda for the February 9, 2026, Board of Directors Meeting be adopted as amended.*

**“CARRIED”**

## MAIN BUSINESS

### 1. Approval of Minutes: Board of Directors Meeting, January 12, 2026

There were no amendments or discussion regarding the minutes.

### **BOD26/02/09 - 2**

MOVED BY: H. Yanch

SECONDED BY: B. Holmes

*Resolved, that the minutes of the Board of Directors Meeting held on January 12, 2026, be received and approved as printed.*

**“CARRIED”**

### 2. Employee Presentation: Wetland Restoration Projects, Marissa Okum.

M. Okum provided a presentation on wetland restoration projects supported by MVCA since 2023 that included 9 completed projects and 5 planned for 2026. She noted that projects typically occur on marginal farmland that is unsuitable for agricultural use. Projects are hand-planted or seeded to control erosion, filter run off, increase biodiversity and prevent the spread of invasive species. She highlighted that projects support participants and the community through flood and drought protection, carbon capture, water filtration and habitat biodiversity.

M. Okum summarized current and anticipated financial supports and noted organizations that have provided funding support for these projects including the Danbe Foundation, MECP’s Wetland Conservation Partner Program, ECCC’s Nature Smart Climate Solutions Fund, Lanark County and the City of Ottawa. She also highlighted the

role of community partners including Ducks Unlimited Canada, Watersheds Canada, Rideau Valley Conservation Authority and the Ontario Soil and Crop Improve Association that share financial and technical resources.

R. Kidd asked who undertakes the restoration projects. M. Okum explained that wetland restoration projects are either completed through the ALUS Mississippi Rideau program or the Ottawa Rural Clean Water Program which are managed by MVCA staff.

R. Kidd asked for details regarding volunteers and governance structure of the ALUS program. M. Okum explained that the ALUS program has an advisory committee made up of 6 local farmers and the environmental coordinator for Lanark County that approve projects. M. Okum herself tables the proposed projects for review by the committee.

R. Kidd asked if MVCA staff undertake the seeding of the wetlands. M. Okum explained that MVCA staff undertake hand-planting activities and that some landowners will help with seeding activities. She note that some partner organizations may provide additional resources.

J. Mason asked for the location of the projects within the City of Ottawa. M. Okum responded that a completed project was on Carp Road, near the Carp River and that a project is planned for 2026 in the Galetta area.

M. Souter asked who writes the project application. M. Okum explained that the landowner will submit an Expression of Interest (EOI), M. Okum will undertake a site inspection analysis and create a presentation to table with the ALUS advisory committee for approval.

M. Souter asked who writes the grant applications. M. Okum explained that grant applications are typically prepared by her with input from the landowners and that she submits them through the ALUS Mississippi-Rideau program.

W. Baker asked what the minimum size of property is to undertake a project. M. Okum responded that typically 0.5 acres is the smallest area requirement. Projects with 0.3 acre have been completed but are ineligible for funding and resources through Ducks Unlimited Canada.

R. Kidd asked how the program is promoted to farmers. M. Okum explained that staff undertake various outreach activities including attending local agricultural events, and stated that the program is highly dependent on word-of-mouth within the farming community.

### 3. Watershed Conditions, Report 3541/26, Kathryn Starratt.

K. Starratt provided a watershed condition update noting that the Mississippi River, Carp River and Lower Ottawa River watersheds were in 'normal' conditions as of January 16, 2026. She stated that drawdown was completed mid-January and that stream flows across the watershed remain below average. As is normal at this time of year, Lower Mississippi river flows are being augmented by drawdown of Crotch Lake which creates storage capacity for spring storage.

K. Starratt summarized current snow conditions noting above average mean snow depth and Snow Water Equivalent (SWE). She stated that SWE represents the total amount of liquid stored within the snowpack and is used by MVCA to help predict runoff. She further explained that not all SWE results in runoff, and that the timing and rate of melt are just as important as total amount of water stored in the snowpack.

K. Starratt reviewed short and long-term temperature and precipitation forecasts and stated that there is no ability to confirm flood risk at this time. Based on current and forecasted conditions, the Mississippi River watershed may be at risk for a higher-than-normal spring peak. The scale of impacts will largely depend on spring rainfall and temperatures.

C. Kelly asked for insight into the current SWE conditions in comparison to previous flooding years such as 2023 or 2019. K. Starratt noted current conditions are similar to conditions in winter of 2024/2025 documented by Environment and Climate Change Canada. She highlighted that melt conditions are rely heavily on temperature and rainfall and are difficult to determine at this time.

C. Kelly asked if there is additional storage capacity within the watershed due to the drought conditions throughout the summer and fall of 2025. K. Starratt explained that while flow is below average, water levels are generally within winter target ranges and there is no additional storage capacity as delay of the fall drawdown was used to mitigate drought conditions.

R. Kidd commented that rain is a defining factor for spring flooding conditions. K. Starratt agreed. She noted that rain both adds volume and is a large driver of snow melt alongside warm temperatures.

### 4. GM Update, Report 3542/26, Sally McIntyre.

S. McIntyre highlighted the following matters:

- Work is nearing completion to deliver hazard mapping for tributaries on the Carp River. An Open House is planned for March 16<sup>th</sup> at the Huntley Community Association Mess Hall.
- Notification of project completion for the Fall River Flood and Erosion Hazard mapping was provided to affected municipalities and posted on MVCA's website.
- MVCA is largely meeting target permit processing times in 2025.
- Staff have acquired a new vehicle to support the operations department.
- She attended a meeting regarding the ALTO high speed rail corridor. She highlighted the importance of attention to drainage patterns and the potential impacts to natural systems.

R. Kidd asked if MVCA is hosting the 2026 Annual Invasive Species Virtual Forum. S. McIntyre explained that MVCA is not hosting the forum; it was included because it may be of interest to municipal staff.

R. Huetl asked for the location of the ALTO high speed train project. S. McIntyre noted that exact locations have not been determined. She stated that to her understanding, the environmental assessment (EA) process for the whole corridor is projected to be completed within 2 years and will be reducing the corridors from their current large swaths to 10km and then 1km widths as they move through the EA process.

C. Curry expressed concerns regarding Conservation Authorities not having an emergency response role and not being mentioned in legislation for the *Emergency Management and Civil Protection Act*. S. McIntyre explained that MVCA's responsibilities include flood forecasting and warning, and dam system operations, but that emergency response and recovery lie outside the scope of MVCA responsibilities.

R. Kidd asked if Conservation Authorities all provide flood forecasting and warning, or specifically those that operate dams. S. McIntyre responded that flood forecasting and warning is a mandatory service to be provided by all CAs.

R. Huetl noted that while MVCA does not have a specified role in legislation for the *Emergency Management and Civil Protection Act*, they attend meetings and provide feedback. S. McIntyre confirmed.

#### 5. By-law Amendments re: Abstentions, Report 3538/26, Sally McIntyre.

S. McIntyre stated that members of the Policy and Planning Advisory Committee approved and recommend alternative wording as follows:

- Every member present at a meeting shall vote, unless ineligible due to a statutory requirement, in which case it shall be recorded.
- Any member who the Chair can confirm is present (in-person) or through electronic means and does not vote shall be recorded as voting in the negative.
- A majority vote shall be calculated based upon the number of eligible members present.
- A member may change their vote:
  - Anytime before announcement of the result by the Chair.
  - Immediately following announcement of the result by the Chair if a request to change a vote is unanimously agreed upon by the members in attendance.

She explained that the recommended wording is a combination of the original recommendation and wording provided by G. Gower at the Policy and Planning Advisory Committee meeting.

**BOD26/02/09 - 3**

MOVED BY: D. Comley

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve amendment of MVCA’s Administrative By-law to address how abstentions shall be handled during voting as set out in Report #3538/26 as amended by the Policy and Planning Advisory Committee.*

**“CARRIED”**

6. Review of MVCA’s Code of Conduct for Board Members, Report 3539/26, Sally McIntyre.

S. McIntyre provided background on MVCA’s Code of Conduct for Board Members. She highlighted that it was developed in accordance with the prescribed matters to be addressed by municipal codes of conduct as per the *Municipal Act, 2001* and model Administrative By-law for CAs prepared by Conservation Ontario in 2018. A comparative review found that MVCA’s Code of Conduct addresses most items identified in the Lanark and Ottawa by-laws. No changes were recommended by staff. She asked for any recommendations from the Board.

R. Kidd recommended a small amendment to the clause “Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist;” to include “as

defined in the *Municipal Act* as amended”. R. Kidd noted that the *Municipal Act, 2001* is a living document and subject to amendment.

D. Comley asked if the Code of Conduct will be amended if the Conservation Authority is amalgamated. S. McIntyre responded that it may be revisited to develop a standardized version across the province or across the new regional authority.

**BOD26/02/09 – 4 (AMENDING MOTION)**

MOVED BY: R. Kidd

SECONDED BY: C. Curry

*Resolved, That MVCA’s Code of Conduct be amended to include the following clause following the bullet dealing with pecuniary interest or conflict of interest:*

*In accordance with the Municipal Act S.O. 2001, as amended.*

**“CARRIED”**

7. Mill of Kintail Museum Update, Report 3540/26, Scott Lawryk.

S. Lawryk provided background on the creation of the Mill of Kintail Museum Working Group. He noted that the terms of reference for the group were approved by MVCA’s Board of Directors in October 2025 and that Erik Lockhart had been retained to facilitate the discussions. He reviewed group membership and reported that two meetings had been held to date at which the group proposed evaluation criteria and identified potential ownership options and pros and cons.

S. Lawryk reported that MVCA has received letters from two local organizations expressing interest in owning the museum collections: the North Lanark Historical Society and Mississippi Valley Textile Museum. Both groups have representation on the working group. He noted that several members of the group have raised issues regarding land transfer and been told that the two letters received make no mention of land transfer, that MVCA’s *Land Conservation and Resource Strategy* does not speak to potential divestment of the Mill of Kintail Conservation Area property, and that any matters involving land ownership fall outside the mandate of the working group.

Future meetings will focus on the development of a Request for Expression of Interest (REOI) with the goal of issuing a public call later in February. He noted that the Board may need to revisit membership and mandate of the Working Group due to potential conflicts of interest as the process unfolds. He reviewed the draft timeline and the need for an accelerated Request for Proposal (RFP) process so that the Board can consider at

its May meeting to allow staff time to update and submit the Museum Strategic Plan by June 30, 2026 in order to secure its annual Community Museum Operational Grant (CMOG).

J. Mason asked if the National Capital Commission (NCC) was invited to participate in the Working Group. S. Lawryk confirmed and explained that the NCC department responsible for management of historical properties and museums is small and did not have the capacity to join the working group. He noted that the NCC has been able to help with providing input on various topics.

J. Mason asked if the NCC will submit an EOI. S. Lawryk explained that MVCA made an official ask and the NCC communicated that they are unable to provide a solution.

R. Kidd asked if municipalities have the same deadline to submit for CMOG funding. S. Lawryk explained that the deadline for any CMOG application is June 30, 2026.

**8. Final 2026 Budget**, Report 3543/26, Sally McIntyre and Stacy Millard.

S. McIntyre explained that the budget has had very minor amendments since approval of the Draft budget for circulation in October 2025 and there are no changes to the assumptions regarding the levy.

S. McIntyre reviewed the recommended changes: an increase to planning and regulation revenues; an increase to the budget for the museum transition and Mill of Kintail Master Plan to include working group facilitator and potential legal fees; and, an increase and consolidation of some line items to allow for better tracking and recovery of amalgamation costs.

S. McIntyre provided a comparison between 2025 and 2026 and noted modest changes to the Category 1 operating budget related to the *Museum Strategic Plan* and Mill of Kintail site and amalgamation.

R. Kidd asked if the budget includes the potential legal costs relating to the museum. S. McIntyre responded that the budget, as presented, reflect the pressures relating to the Museum. R. Kidd asked why these costs are considered Category 1. S. Millard explained that work on the museum is captured under update of the Mill of Kintail Master Plan, which is category 1. S. McIntyre added that matters tabled by the Mill of Kintail Museum Working Group relate to the whole site, not just the Museum collections.

S. McIntyre reviewed year-end reserve balances, including allocations to be made in 2026. She highlighted that MVCA did not receive any requests for presentations to any member municipality councils.

S. McIntyre stated that the difference between the draft budget tabled in December 2025 and the final budget tabled for approval is roughly \$25,000.

M. Souter asked for clarification that the \$25,000 is additional to the draft budget tabled in December 2025 and that the balance is coming from reserves. S. McIntyre confirmed.

**BOD26/02/09 - 5**

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

*Resolved, That the Board of Directors approve the 2026 Budget as submitted.*

**“CARRIED”**

**9. Proposed Fee Schedule Amendments, Report 3544/26, Stacy Millard and Ben Dopson.**

B. Dopson explained that while planning and regulation fees approved in January were to take effect March 1, 2026 to align with Rideau Valley and South Nation conservation authority implementation dates, subsequently RVCA delayed implementation of its fees until April 1, 2026. The new recommendation tabled for consideration is a delay in the implementation date of MVCA’s fee schedule for the City of Ottawa as that is the only jurisdiction that receives CA fees. He explained that the City sends all CA revenues to RVCA who then reviews disperses them to SNC and MVCA as needed.

B. Dopson noted that all member municipalities had received notice regarding the new fee schedules and that 4 comments had been received with only recommending a change to better align MVCA’s fee schedule with SNC and RVCA. This change related to *Clearance of Conditions fees, Part Lot Control fees* and the introduction of a new category of *Minor/Rural to Site Plan for Multiple Residential, Commercial, Industrial or Institutional*.

B. Dopson also noted that MVCA Board of Director approval was needed to update Schedule H: Onsite Sewage Disposal Systems. He explained that these fees are set by RVCA for delivery of the septic program in MVCA’s jurisdiction.

R. Kidd asked if the City of Ottawa is the only municipality that collects fees on behalf of the Conservation Authority. B. Dopson confirmed and stated that the City of Ottawa collects fees on behalf of the 3 CAs that operate in Ottawa, MVCA, SNC and RVCA.

R. Kidd commented that some residents of Beckwith will be subject to the new fees in March and others in April. S. McIntyre explained that all residents of the City of Ottawa will be subject to the new fees on April 1, all residents outside of the City of Ottawa will be subject to the new fees on March 1.

R. Kidd commented that residents within RVCA jurisdiction will only be subject to the fees on April 1. He expressed concern regarding the discrepancies in fees for residents of Beckwith. S. McIntyre commented that the CAs collect their own fees outside of the City. B. Dopson added that other municipalities are within both MVCA and RVCA jurisdictions. R. Kidd recommended delaying the implementation of all fees until April 1 to avoid any confusion amongst residents. B. Dopson noted that MVCA staff have offered to provide quotes for permit applications to assist municipal planning staff during the transition period.

J. Kelso asked how difficult it would be to coordinate the fee implementation at the same time. S. McIntyre responded that it is the Board's decision and staff would implement accordingly.

J. Kelso asked that that the motion be amended to align the implementation date with RVCA.

M. Souter asked how many municipalities are within both MVCA and RVCA jurisdictions.

P. Kehoe commented that Drummond North Elmsley is within both. W. Baker commented that Tay Valley is within both.

**BOD26/02/09 – 6 (Amending Motion)**

MOVED BY: R. Kidd

SECONDED BY: D. Comley

*Resolved, That the Board of Directors approve amendment of the recommended motion.*

**“CARRIED”**

**BOD26/02/09 - 7**

MOVED BY: P. Kehoe

SECONDED BY: R. Kidd

*Resolved, That the Board of Directors approve:*

- a) Minor modifications and corrections to Fee Schedules A through C as set out in Attachment 1, per results of public circulation.*
- b) A delay in the implementation of Fee Schedules A through C until April 1, 2026.*
- c) Update of Fee Schedule H as set out in Attachment 2 for Septic Services delivered by the Rideau Valley Conservation Authority within the jurisdiction of MVCA.*

**“CARRIED”**

10. Amalgamation Update, Verbal Report, Sally McIntyre.

S. McIntyre noted that there were no updates to provide regarding Conservation Authority amalgamation.

11. In- Camera - Chair Update, Verbal Report, Roy Huetl.

Report and discussions held in-camera.

**BOD26/02/09- 8**

MOVED BY: J. Kelso

SECONDED BY: B. Holmes

*Resolved, That the Board of Directors move to in-camera session for discussion on personal matters about an identifiable individual, including employees of the Authority; and*

*Further resolved, That all MVCA staff leave the room.*

**“CARRIED”**

**BOD26/02/09 - 9**

MOVED BY: P. Kehoe

SECONDED BY: W. Baker

*Resolved, That the Board of Directors move out of in-camera session.*

**“CARRIED”**

**ADJOURNMENT**

**BOD26/02/09 - 10**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

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

**“CARRIED”**

The meeting adjourned at 2:28 p.m.

K. Hollington, Recording Secretary

## Minutes: Board of Directors Meeting

January 12, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

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### ROLL CALL

#### Members Present

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

#### Members Absent

- Clarke Kelly

#### Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Elizabeth Clifflen-Gallant, Finance Officer
- Juraj Cunderlik, Director of Engineering
- Ben Dopson, Manager of Planning & Stewardship
- Scott Lawryk, Property Manager
- Emma Higgins, Education Program Coordinator
- Alex Broadbent, Manager of I&CT
- Kelly Hollington, Recording Secretary
- Bryan Flood, Water Resources Engineer (Remote)

#### Guests

- Martha King

R. Huetl called the meeting to order at 12:58 p.m.

### DECLARATIONS OF INTEREST

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

## AGENDA REVIEW

There were no additions or amendments to the agenda.

### **BOD26/01/12 - 1**

MOVED BY: J. Kelso

SECONDED BY: P. Kehoe

*Resolved, that the agenda for the January 12, 2026, Board of Directors Meeting be adopted as presented.*

**“CARRIED”**

## MAIN BUSINESS

### 1. Approval of Minutes: Board of Directors Meeting, December 8, 2025.

There were no discussions or amendments regarding the minutes.

### **BOD26/01/12 - 2**

MOVED BY: J. Atkinson

SECONDED BY: C. Kelsey

*Resolved, that the minutes of the Board of Directors Meeting held on December 8, 2025, be received and approved as printed.*

**“CARRIED”**

### 2. Staff Presentation: Modernizing Financial Oversight, Elizabeth Clifflen-Gallant.

E. Clifflen-Gallant provided a presentation on improvements to the finance department at MVCA: online bill approvals and budget reporting for managers using QuickBooks Online. She described the online invoice approval process, noting it's improved accessibility and timeliness. She explained that managers now have access to real-time budget reports. She demonstrated a manager view of budget reports, highlighting the level of detail they can access. She highlighted the improvements have made for efficient workflows and improved oversight and tracking.

J. Mason asked the MVCA management team for feedback on the improvements. S. Lawryk responded that the changes have made a positive impact. He noted more effective invoice tracking and budgeting. J. Cunderlik agreed.

J. Kelso asked if the QuickBooks program is secure. E. Clifflen-Gallant responded that QuickBooks Online is a cloud-based platform hosted within Canada and has a two-factor authentication sign-in process.

3. GM Update, Report 3533/26, Sally McIntyre.

S. McIntyre provided the GM Update, she highlighted:

- The sale and lease agreements for the K&P Trail were signed by Chair R. Huetl, Richard Kidd and other county wardens and CAOs and S. McIntyre on December 8, 2025. Implementation will be phased.
- The museum will move from being open 7 days a week to 5 days a week in 2026-- closed on Tuesdays and Wednesdays. This change will allow MVCA to move from 1 full-time and 2 part-time staff to 2 full-time staff.
- In response to a request made at the previous Board meeting, a comparative financial analysis of provincial grants and levy costs on a per capita basis of the five CAs was carried out and presented. Tables 1 and 2 provide this information as well as main expenditure budget for the five CAs. S. McIntyre noted that CAs define their category 2 and 3 programs and services differently. She noted MVCAs significant capital program and that a benefit of amalgamation would be potential sharing of capital costs. She highlighted significant differences in grants across the CAs and there is no apparent rationale. She noted offsetting revenues are not included in Table 2 and that per capita levy costs was a more reliable indicator of potential future impacts on MVCA municipalities.

P. Kehoe asked if Mississippi Mills staff have been notified of MVCA's plan to reduce the museum hours, specifically Mayor Lowry. S. McIntyre responded that the Mill of Kintail Museum advisory committee were consulted on the decision, which includes B. Holmes. P. Kehoe recommended that Mayor Lowry's office be notified. S. McIntyre agreed that the communication would be made.

R. Kidd asked how much of a reduction in cost is associated with reducing museum staff from 1 full-time and 2 part-time to 2 full-time employees. S. Millard responded that the reduction in cost is roughly \$20,000. She noted that the reduction is largely attributed to moving to a 5-day schedule. S. McIntyre added that being open 7-days/week required an additional staff member to allow for staff time-off.

R. Kidd asked why Raisin Region Conservation Authority (RRCA) receives twice as much as MVCA in grants. S. McIntyre responded that she is not aware of the reason for the

differences in grant amounts allocated to CAs. She noted that the GMs across the other CAs cannot explain the differences and no rationale has ever been provided. R. Kidd commented that discrepancies in grant amounts were noted by the Heath Units when they amalgamated. S. McIntyre responded that the CAs have been aware of these discrepancies for many years. R. Kidd indicated that the differences in accounting practices amongst CAs could be an example of why the province is pursuing amalgamation. S. McIntyre commented that these types of differences could be addressed by a memo that provided clarification and direction at far less cost.

4. Fall River Flood and Erosion Hazard Mapping Study, Report 3534/26, Juraj Cunderlik.

J. Cunderlik provided background for the Fall River and Erosion Hazard Mapping study. He reviewed the study area and approach to the project and noted that Provincial and Federal technical guidelines were followed. He summarized the methodology, model validation, and ground truthing carried out and showed a sample map.

J. Cunderlik showed which properties are affected, noting that only 50% are newly regulated, with the balance already regulated under wetland policies. He reviewed safe access issues: 5 public roads without safe access affecting 166 residences. He noted that the number of residences is high because, in many cases, there is only one in-out access road. He highlighted that adjustments to the height of these roads would create safe access.

J. Cunderlik outlined the notification and public consultation process and said that the public open house held on November 27 was well attended. Staff reviewed public comments and inquiries, with the majority related to developing and permitting and the new erosion hazard. He highlighted that the public understand flood hazards and have less knowledge around the concept of erosion hazards. He noted that education is required to help the public gain an understanding of erosion hazards and how they are identified.

J. Cunderlik outlined next steps including the posting of the final maps on MVCA's website and sharing of maps with Tay Valley Township and Lanark County. He noted that the maps will help MVCA and municipal partners to understand the impacts of development and how to mitigate hazards in the Fall River watershed; and will inform MVCA's flood forecasting and warning and capital infrastructure renewal programs.

P. Kehoe asked if Highway 7 is included in the areas without safe access. J. Cunderlik responded that the area in question is a private driveway.

W. Baker noted his attendance at the public open house and expressed his thanks to Juraj and his team for their work on the project.

**BOD26/01/12 - 3**

MOVED BY: H. Yanch

SECONDED BY: D. Comley

*Resolved, That the Board of Directors:*

- a. Adopt the report Fall River Regulatory Flood and Erosion Hazard Mapping, dated December 2025, and the associated GIS-based Regulation Limit lines and floodplain maps as the delineation of areas along the Fall River that are susceptible to erosion and flooding during the regional flood standard as defined in Schedule 1 of Ontario Regulation 41/24; and*
- b. Direct that the December report, maps and Regulation Limit be used in the implementation of Ontario Regulation 41/24.*

**“CARRIED”**

5. Proposed Fee Schedule Amendments, Report 3535/26, Stacy Millard & Ben Dopson.

B. Dopson provided background on the Provincial freeze on planning and regulation fees that has been in place since 2023. Unlike the past two years, no extension notice was received in December, and staff propose to move forward with increases. MVCA staff coordinated with Rideau Valley Conservation Authority (RVCA) and South Nation Conservation Authority (SNC) in recommending a 3% increase to planning and regulation fees. He noted the following additional amendments:

- Changes to Zoning by-law amendments, minor variance applications, and site plan – single residential fees to make them consistent with those of RVCA.
- Adding a fee for lifting of 30cm Reserves – a planning tool used by the City of Ottawa to control single residential lot development by restricting frontage onto a road. MVCA encountered this for the first time in 2025.
- Addition of fees for part-lot control.
- Amendments to the descriptions in Schedule D to provide clarity and to align with RVCA where possible.

- Increases to the security deposits for minor and major projects based upon input from consultants who indicated that MVCA's are lower than the cost to prepare as-built drawings, making it more likely that someone would forfeit their security deposit.
- Addition of a security deposit for projects participating in MVCA's wetland compensation policies based upon analysis of the per/hectare cost to create a wetland.

B. Dopson explained that the proposed changes to the fee schedules would be circulated to member municipalities and posted for public consultation with a comment period of 30 days following Board approval.

J. Kelso asked when the Province has sent freeze extension notices in the past. B. Dopson responded that notification has typically been received in December.

D. Comley asked how often fees were updated prior to the freeze. S. McIntyre responded that fees were increased annually. D. Comley asked if 3% is an enough of an increase to account for inflation. S. McIntyre explained that the GMs from RVCA and SNC collectively agreed to take a reasonable approach to fee increases recognizing that the Province may yet decide to implement a fee freeze.

J. Mason commented that 3% is low considering cost of living increases over the three years of the freeze and that it is overly prudent. She expressed concern regarding the messaging behind only increasing by 3%.

R. Kidd expressed doubts that the Province will allow fee increases.

S. McIntyre noted that ministry overseeing CAs changed last year from the Ministry of Natural Resources to the Ministry of Environment, Conservation and Parks. She noted that ~30% of CAs have already approved fee increases. A 3% increase was a value that the three CA GMs operating within the City of Ottawa could agree upon.

J. Mason commented that a 3% increase is not reflective of the actual cost increase to carry out the works listed in the fee schedules.

R. Kidd commented that it should be made clear the increase only reflects 2026 and not the previous 3 years; it does not recuperate the lost funds from the previous years.

M. Souter commented that clarification is needed.

R. Kidd requested that the motion be amended to reflect that the increase is specifically for 2026 fees and does not recuperate the lost funds from 2023, 2024 and 2025.

S. McIntyre looked to the Board for recommended wording.

J. Kelso recommended adding that the *increase is only for 2026*.

R. Kidd recommended adding that *they do not include 2023, 2024 and 2025*.

Item d. was added to the motion.

**BOD26/01/12 - 4**

MOVED BY: M. Souter

SECONDED BY: G. Gower

*Resolved, That the Board of Directors approve:*

- a. 2026 update of Schedules A through C of MVCA's Fee Schedule as set out in Report #3535/26;*
- b. Posting and circulation of the new fees in accordance with MVCA's Fee Policy;*
- c. That the new fees take effect March 1, 2026, pending no major concerns regarding the proposed changes or direction from the province; and*
- d. This increase is only for 2026 and does not include 2023, 2024 and 2025.*

**“CARRIED”**

6. 2026-2028 Education Plan, Report 3536/26, Emma Higgins.

E. Higgins summarized MVCAs education program streams: day camps, watershed education programs for schools and groups, and guided conservation area tours. She reviewed highlights from 2025 including the expansion of the Summer Camp program from 4 to 7 weeks, with 228 campers. She noted that March Break Camp is a popular program, and that PA Day camp registrations are more weather dependent.

E. Higgins said that the education programs served ~2,500 students with great client feedback, and relatively low effort for marketing due to word of mouth amongst educators. She highlighted MVCA's status as a recognized partner of the Upper Canada District School Board (UCDSB); and that MVCA partnered with the Canadian Mental Health Association to provide guided *Mood Walks* at conservation areas.

E. Higgins state that an 85% increase in revenues is projected in 2025 over 2024. She reviewed grants and funding for the education program. She highlighted the goals of increasing grant applications and finding a long-term partner or multi-year

funding/sponsorship and developing a financial assistance program for transportation costs.

E. Higgins reviewed MVCA's education program partnerships. She noted a 2026 partnership with Trellis Mental Health, a mental health initiative within Almonte, to build a partnered wellness retreat program at the Mill of Kintail Conservation Area. She reviewed 2026 program registration targets, short-, mid- and long-term objectives. She highlighted the focus of increasing partnerships and funding.

P. Kehoe asked about the transportation subsidies for school groups. E. Higgins responded that MVCA has partnered with Ontario Power Generation (OPG) for grants that allow for schools to receive a transportation subsidy, within a specified location radius. P. Kehoe asked if the grant is one-time only or if MVCA will receive long-term support from OPG. E. Higgins responded that OPG also sponsored the purchase of snowshoes and that she is pursuing long-term support. P. Kehoe highlighted the importance of transportation subsidies in promoting programs to local schools. E. Higgins responded that transportation costs are a barrier for many schools.

R. Huetl noted high transportation costs for schools in North Frontenac.

J. Kelso commended E. Higgins on her hard work and passion for the education program. She commented that there is an opportunity to look for community grants with the Township of Lanark Highlands.

H. Yanch expressed her support for a focus on mental health-based initiatives. She recommended structuring mental health activities around June and September for the ideal weather conditions.

M. Souter commended and thanked E. Higgins on her work. She commented that she has ideas to share after the meeting. She noted the opportunity to apply for community grants with the Municipality of Mississippi Mills.

D. Comley added her commendations. She noted that she has a camper who attended and enjoyed summer camp and will continue to participate. She commented that the program is gaining in popularity amongst parents. She noted that the fees for camp are very reasonable and generally lower than most other local camps.

J. Mason asked if there is an opportunity to revive the Carp River Living Classroom with the help of E. Higgins. S. McIntyre agreed. J. Mason explained that she previously worked with the Ottawa-Carleton District School Board and the Ottawa Catholic School Board and outdoor educators to develop a Carp River Living Classroom plan for the Carp

River Conservation Area. The classroom initiative was paused with the reduction of education-based programs. She committed to connecting with E. Higgins, S. Lawryk and S. McIntyre on the potential revival of the project. She noted that Friends of the Carp River would be a partner.

R. Kidd commented that the program is not generating as much revenue as he anticipated. He asked about the pay rate for part-time staff. E. Higgins responded that staff are paid on a scale depending on experience. S. Millard commented that the part-time staff are paid slightly over minimum wage.

R. Kidd expressed concern that the program is losing money. S. Millard commented that the budget for the program is very conservative and does not include grants.

R. Kidd commented that the revenue generated from camps should be enough to cover the costs of the program. S. Millard explained that MVCA is still building the education program and is investing in items such as marketing and equipment. Equipment costs moving forward will be less.

S. Lawryk explained that the program is new and still actively being built. He noted the main expense in the budget associated with the program is the full-time salary. He explained that the goal of the program is to be full cost recoverable by 2028 including covering the full and part time salaries and not requiring subsidy from the municipalities. He highlighted the high level of administrative work that is required to support the program.

R. Kidd asked about the costs for seniors to participate in group tours. E. Higgins responded that the current costs for adults are 10\$/person or 25\$ for a group of five; and \$5 for children under 6. She has communicated these prices and discussing affordability with Care Bridge Community Support.

R. Kidd commented that it is difficult to raise camp prices once established. He warned against setting low fees to attract participants.

S. McIntyre explained that the summer camp program is operating at a profit. The pricing and structure of the other streams is being developed. She highlighted that the current costs are associated with establishing and growing the year-round program.

R. Kidd commented that Beckwith's summer camp program also helps to subsidise other programs such as public skating.

## **BOD26/01/12 - 5**

MOVED BY: H. Yanch

SECONDED BY: P. Kehoe

*Resolved, That the Board of Directors approve the attached Education Plan 2026-2028.*

**“CARRIED”**

7. By-law Amendment: Abstentions, Report 3537/26, Sally McIntyre.

S. McIntyre explained that there is no text in MVCA’s Administrative By-laws regarding “abstentions” during voting. She reviewed the relevant sections of *Robert’s Rules of Order* regarding voting abstentions and noted that they are generally seen as lack of support for the motion.

C. Curry provided a description of issues created from voting abstentions she has experienced on other boards. She recommended not being able to abstain from voting.

H. Yanch agreed with C. Curry; she recommended not being able to abstain from voting. She noted issues she has experienced with voting abstentions at council meetings.

R. Kidd commented that *Robert’s Rules of Order* is an American book. He recommended that MVCA take an approach like member municipal councils. He recommended not being able to abstain from voting.

R. Huetl explained that each municipality handles voting differently. He explained that in his experience the only reason for voting abstention has been a conflict of interest with the topic.

P. Kehoe asked for clarity around tie votes and how abstentions factor in. S. McIntyre explained that on a tie vote, the motion is lost. If an abstention is viewed as lack of support, it would be considered a negative vote.

B. Holmes recommended not being able to abstain from voting. She noted the inclusion of language in the *Administrative By-Law* referring to the agricultural representative; she asked if MVCA will have a new agricultural representative appointed. S. McIntyre responded that the term expired for the previous agricultural representative. MVCA is waiting on the province to appoint a new representative. R. Kidd noted that the position is a provincial appointment.

R. Huetl highlighted the importance of clarifying this topic in the *Administrative By-law*.

R. Kidd recommended that a committee review how abstentions should be handled and report to the Board.

P. Kehoe commented that when the Board votes on a motion, only in-favour votes are counted; votes against and abstaining from voting are considered the same.

S. McIntyre highlighted that according to Robert's Rules of Order the Chair is supposed to ask for both the positive and negative votes for each motion.

G. Gower commented that if the item is being deferred for consideration, he has a recommendation for a parliamentary expert to review the rules and offer advice on how to best word the *Administrative By-law*.

H. Yanch commented that in her township, voting is recorded online. She recommended considering this option.

W. Baker recommended not being able to abstain from voting.

R. Kidd asked that language clarifying conflict of interest also be clarified. S. McIntyre explained that the previous version of conflict of interest provided to the Board was a staff version. The board-based version is included in the document and available on MVCA's website.

H. Yanch explained that the members of the Board have a responsibility to have an understanding of what is considered a conflict of interest.

R. Kidd commented that each municipality considers conflict of interest differently. S. McIntyre agreed that conflict of interest policies should be considered and tabled with the Board.

D. Comley asked if the Policy and Planning Advisory Committee has the parliamentary experience to consider abstentions and conflict of interest policies. S. McIntyre responded that the committee will have to make that determination.

**BOD26/01/12-6**

MOVED BY: G. Gower

SECONDED BY: J. Atkinson

Resolved, That the Policy and Planning Committee be directed to consider how abstentions are handled and to review the conflict-of-interest policies and make recommendations to the Board of Directors.

**"CARRIED"**

8. In Camera – Labour Relations, Verbal Report, Roy Huetl.

Discussions were held in-camera.

**BOD26/01/12 - 7**

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

*Resolved, that the Board of Directors move to an in-camera session for the discussion of:*

- *Personal matters about an identifiable individual, including employees of the Authority;*
- *And further resolved, That all MVCA staff and guests leave the room.*

**“CARRIED”**

**BOD26/01/12 - 8**

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

*Resolved, That the Board of Directors move out of in-camera session.*

**“CARRIED”**

**BOD26/01/12 - 9**

MOVED BY: J. Atkinson

SECONDED BY: G. Gower

*Resolved, That the Board of Directors accept the legal advice concerning personnel matters dated December 9, 2025.*

**“CARRIED”**

**ADJOURNMENT**

**BOD26/01/12 – 10**

MOVED BY: P. Kehoe

SECONDED BY: J. Kelso

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

**“CARRIED”**

The meeting adjourned at 3:05 p.m.

K. Hollington, Recording Secretary