



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 14, 2025

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

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	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated December 10, 2024 be approved.	4 - 10
E. CONSENT REPORTS Recommended Motion: THAT the following items be received.	
E.1 Committee of Adjustment - August 26, 2024	11 - 14
E.2 Committee of Adjustment - October 28, 2024	15 - 17
E.3 Heritage Advisory Committee Minutes - November 20 2024	18 - 25
E.4 Accessibility Advisory Committee Minutes - October 3, 2024	26 - 28
F. CONSULTANT PRESENTATIONS None	
G. STAFF REPORTS  <u>Corporate Services</u>	
G.1 Outstanding invoice balances collected via tax roll account Recommended Motion: THAT Committee of the Whole receive this report for information.	29 - 33

**G.2 Financial Planning Timeline** 34 - 37

**Recommended Motion:**

**THAT** Committee of the Whole receive this report as information.

**H. NOTICE OF MOTION**

**I. QUARTERLY REPORTS**

These reports are for information purposes only. Please reach out to staff with any questions.

**I.1 Clerk's Department Quarterly Report – Q4 2024** 38 - 46

**I.2 Childcare Quarterly Report - Q4 2024** 47 - 48

**J. INFORMATION ITEMS**

**J.1 Correspondence**

The following items are correspondence received by the Municipality, no action is required as this is for information purposes only.

- Staff Memo re: Support of an Establishment of a Road Safety Program
- November 5th Resolution from Good Roads Association
- Ministry of Municipal Affairs and Housing (MMAH) re: Municipal Accountability Act
- Eastern Ontario Warden's Caucus re: Ontario-Wide licensing framework for rideshare companies
- Ministry of Infrastructure re: Ontario Community Infrastructure Fund (OCIF)
- Ministry of Municipal Affairs and Housing (MMAH) re: Canada-Ontario Housing Benefit

**J.2 Mayor's Report**

**a. AMO/ROMA Board Updates**

**J.3 County Councillor's Report** 49 - 53

**J.4 Mississippi Valley Conservation Authority Report** 54 - 85

**J.5 Lanark County Police Services Board**

**J.6 Library Board Report**

**J.7 Meeting Calendar** 86 - 87

**K. OTHER/NEW BUSINESS**

**L. ADJOURNMENT**

**Recommended Motion:**

**THAT** the meeting be adjourned at X:XX p.m.



**The Municipality of Mississippi Mills  
Committee of the Whole Meeting  
MINUTES**

**December 10, 2024  
Hybrid  
3131 Old Perth Road.**

Committee Present: Mayor Lowry  
Deputy Mayor Minnille  
Councillor Ferguson  
Councillor Holmes  
Councillor Lowe  
Councillor Souter  
Councillor Torrance

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Kathy Davis, Director of Corporate Services  
Melanie Knight, Director of Development Services & Engineering  
Cory Smith, Director of Public Works  
Mike Williams, Director of Protective Services  
Anita Legault, Director of Childcare Services

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**A. CALL TO ORDER (immediately following Council)**

Councillor Torrance called the meeting to order at 7:04 p.m.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

Councillor Torrance declared a conflict on item G.3 Community Grants as she is a member of the Almonte Legion Pipe Band.

**C. APPROVAL OF AGENDA**

**Resolution No CW210-24**

**Moved by** Councillor Ferguson

**Seconded by** Deputy Mayor Minnille

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW211-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** the minutes dated December 3, 2024, be approved.

**CARRIED**

**E. CONSENT REPORTS**

None

**F. CONSULTANT PRESENTATIONS**

None

**G. STAFF REPORTS**

**G.1 Training Center Reserves**

**Resolution No CW212-24**

**Moved by** Deputy Mayor Minnille

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole recommend Council delegate spending authority, to a maximum of \$50,000 per year, for spending from Training Center Reserves or in-year revenues that are in excess of budgeted revenues, to the CAO, Director of Protective Services, and Director of Corporate Services.

**CARRIED**

## **G.2 Childcare Expansion**

### **Resolution No CW213-24**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole direct staff to submit the required funding application to Lanark County for Canada-wide Early Learning and Child Care (CWELCC) funding;

**AND THAT** Committee of the Whole recommend that Council approve the new Childcare Expansion project on the condition of successful CWELCC funding

**AND THAT** Committee of the Whole recommend that Council direct staff to engage Carebridge and Cavanagh to renegotiate the existing MOU for 34 Victoria Street and report back to Council

**CARRIED**

Councillor Torrance declared a conflict of interest on the following item, Councillor Torrance left the room and did not participate in discussion or vote.

Deputy Mayor took over as Chair

## **G.3 Mississippi Mills 2025 Community Grants Report**

### **Resolution No CW214-24**

**Moved by** Councillor Souter

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend Council approve the following staff recommendations for the 2025 Community Grants Allocations.

- 1) Almonte in Concert \$3,200
- 2) Almonte Readers and Writers \$4,000
- 3) Black History Dance \$812
- 4) Celfest \$3,500
- 5) Centre for Creative Living \$2,500
- 6) Cycle More / Bicycle Month \$3,000
- 7) Frost Fest \$3,000
- 8) Ginawaydaganuc \$5,000

- 9) Legion Pipe Band \$1,000
- 10) Madawaska Land Trust \$1,500
- 11) Mississippi Lakes Association \$750
- 12) NLAS \$5,000
- 13) North Lanark Highland Games \$4,200
- 14) Poppy Project \$500
- 15) Pride Mississippi Mills \$4,000
- 16) Yesteryear Variety Show \$500
- Total \$42,461.00

**AND FURTHERMORE THAT** Committee of the Whole recommend Council grant pre-budget approval to allow staff to issue cheques for events held in the first quarter of 2025 (Black History Event and Pakenham Frost Fest).

**CARRIED**

Councillor Torrance resumed as Chair at 7:55 pm

**G.4 Donation and Sponsorship Policy**

Additions: Roles and responsibilities (who is responsible), Fire dept and Association - donations for them (ex: cars for training, etc), agreement with the donor the understanding/signed acknowledgement,

**Resolution No CW215-24**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend Council approve the Donation and Sponsorship Policy as presented.

**Resolution No CW216-24**

**Moved by** Councillor Souter

**Seconded by** Mayor Lowry

Motion to refer back to staff.

**CARRIED**

**G.5 Award of Landfill Monitoring and Engineering Services Contract**

**Resolution No CW217-24**

**Moved by** Councillor Lowe

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend Council award the contract for Landfill Monitoring and Engineering Services to Exp Services Inc.

**AND THAT** Committee of the Whole recommend Council authorize the CAO to enter into a contract for Landfill Monitoring and Environmental Consulting Services as outlined in RFP# 24-25 with EXP Environmental Inc.

**CARRIED**

**G.6 Waste Management Strategy**

**Resolution No CW218-24**

**Moved by** Councillor Ferguson

**Seconded by** Mayor Lowry

**THAT** Committee of the Whole recommend Council adopt the Waste Management Strategy and direct staff to implement the recommendations;

**AND THAT** Committee of the Whole recommend that Council direct staff to complete the recommended review for a Centralized Depot;

**AND THAT** Committee of the Whole recommend that Council direct staff to complete the recommended review of an Organics Program.

**CARRIED**

**H. NOTICE OF MOTION**

**H.1 Councillor Torrance and Ferguson - Lanark County Police Service Board**

**Resolution No CW219-24**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance



**THAT** Councillor Denzil Ferguson remain appointed as the Mississippi Mills Council representative on the Lanark County Police Services Board for the remainder of the current term;

**AND THAT** Councillor Jane Torrance serves as the alternate appointee.

**CARRIED**

**I. QUARTERLY REPORTS**

None

**J. INFORMATION ITEMS**

**J.1 Correspondence**

**J.2 Mayor's Report**

J.2.a AMO/ROMA Board Updates

None

J.2.b Advocacy Update

Mayor Lowry presented the advocacy update and answered questions from Council.

**J.3 County Councillor's Report**

Deputy Mayor Minnille provided an update from the recent County Council meeting including: presentation from MPP John Jordan, support infrastructure funding, reviewed Vegetation Management Plan, and the Land in Lanark campaign.

**J.4 Mississippi Valley Conservation Authority Report**

Councillor Holmes indicated that the draft budget will be sent to member municipalities for review and a more fulsome report will be presented following the distribution of minutes.

**J.5 Lanark County Police Services Board**

Councillor Ferguson indicated that the transition committee will be reviewing community representatives in January as well as reviewing the board budget.

J.5.a Traffic Advisory Working Group Update

Councillor Torrance highlighted recent initiatives by the County and the working group including: Hit the Brakes, review data, complaints and monitoring, automated ticketing system, and school safety zones. Members posed questions for clarification and follow-up.

**J.6 Library Board Report**

Councillor Lowe highlighted potential budget cuts at the library.

**J.7 Meeting Calendar**

**J.8 Mississippi River Power Corporation**

Members reviewed the information provided.

**K. OTHER/NEW BUSINESS**

None

**L. ADJOURNMENT**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Lowe

**THAT** the meeting be adjourned at 9:10 p.m.

**CARRIED**

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Jeanne Harfield, Clerk



**The Corporation of the Municipality of Mississippi Mills**

**Committee of Adjustment Meeting**

**MINUTES**

**August 26, 2024**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Norm Allen  
Patricia McCann-MacMillan  
Stacey Blair  
Deputy Mayor Minnille

Staff Present: Melissa Fudge, Secretary Treasurer to Committee of Adjustment  
Drew Brennan, Senior Planner

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**A. CALL TO ORDER**

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:02 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None.

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Deputy Mayor Minnille

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Stacey Blair

**Seconded by** Norm Allen

**THAT** the minutes dated July 29, 2024 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application - D13-LAV-24 - 103 Antler Court**

Drew Brennan, Senior Planner with the Municipality of Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the applicant, owner, committee members or the public.

The following items were discussed:

- Drew Brennan, Senior Planner, highlighted a potential issue with the projection of the existing eaves, which extend to 0 metres from the side lot line and advised that the recommendation in the report should also include this variance.
  - Norm Allen requested clarification on the actual width of eave and its proximity to the property line.
  - Mike Lavoie, the property owner, explained that the existing eave is approximately 8 inches (200mm), and is located within 1 inch (25mm) of the fence. Mike Lavoie also clarified that the fence adjacent to the shed is solid wood slats, not chain link.
- Stacey Blair requested additional details regarding the original building permit for the shed, which was issued in 2020, to better understand the need for the current minor variance.
  - Mike Lavoie confirmed that the previous owner applied the building permit for a 10' x 10' shed when permits were required for that size. The shed has since been expanded to 10' x 16' and under the current regulations a shed of this size does not require a building permit; however, the location of shed does not comply with the zoning provisions.
- Mike Lavoie also noted that the title insurance is involved in requesting for the minor variance.

- Roberto Coluccia, the abutting neighbour to the north, expressed concerns about snow build up as there is no access for maintenance due to pine trees growing along the fence line.
- Further discussions took place regarding stormwater run-off, maintenance, and access issues concerning the shed and the fence.
  - Mike Lavoie confirmed that there is no access between the shed and fence from his property, nor is there access from Roberto's property for maintenance and repairs.
- Deputy Mayor Minnille asked whether moving the shed to meet the eave setback would be feasible and what would be involved.
  - Mike Lavoie explained that moving the shed would involve some work, including adjustments to a custom walkway, but it would resolve the issue. The scope of work would be determined by the title insurance contractor and adjuster.
- Mike Lavoie highlighted that the lack of access to the shed would make it impossible to maintain or repair the area.

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment deny the Minor Variance application affecting the subject lands which are legally described as Plan 27M47 Lot 71, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 103 Antler Court, in order to permit an existing accessory storage shed, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is denied:
  - To permit an existing accessory storage shed with an interior side yard setback of 0.3m, whereas Table 6.1A(3)(ii) of the Zoning By-law requires an accessory building to have a minimum interior side yard setback of 1.2 metres in the Rural Residential Exception 4 (RR-4) zone.

**Carried Unanimously**

**E.2 Minor Variance Application - D13-UNR-24 - 101 Main Street East**

Jeffrey Ren, A/Senior Planner, provided an update regarding the minor variance application for 101 Main Street East. The application was withdrawn as the applicant's revised proposal, which includes a single entrance to the property, no longer requires a minor variance.

**F. OTHER / NEW BUSINESS**

- The Committee discussed the possibility of changing the meeting day for 2025. The Municipality will propose alternative days for the Committee to review and discuss at a future meeting.
- The Committee acknowledged that this was Jeffrey Ren's, A/Planner, final meeting.

**G. MEETING ANNOUNCEMENTS**

The next Committee of Adjustment meeting is scheduled for Monday, September 30, 2024 at 6:00 pm.

**H. ADJOURNMENT**

**Moved by** Stacey Blair

**Seconded by** Norm Allen

**THAT** the meeting be adjourned at 6:42 pm.

**CARRIED**



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Melissa Fudge, Recording  
Secretary



**The Corporation of the Municipality of Mississippi Mills**

**Committee of Adjustment Meeting**

**MINUTES**

**October 28, 2024**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Norm Allen  
Patricia McCann-MacMillan  
Deputy Mayor Minnille

Committee Absent: Stacey Blair

Staff Present: Melissa Fudge, Secretary Treasurer to Committee of Adjustment  
Gillian Bentley, Planner  
Drew Brennan, Senior Planner

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**A. CALL TO ORDER**

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:04 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

**C. APPROVAL OF AGENDA**

**Moved by** Connie Bielby

**Seconded by** Deputy Mayor Minnille

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Norm Allen

**Seconded by** Deputy Mayor Minnille

**THAT** the minutes dates August 26, 2024 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application - D13-PAR-24 – 21 Carss Street**

Gillian Bentley, Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the applicant, committee members or the public. No one spoke.

**Moved by** Connie Bielby

**Seconded by** Norm Allen

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 9, East Part of Lot 17, Parts 4 and 5 on Reference Plan 26R430, Almonte Ward, Municipality of Mississippi Mills, municipally known as 21 Carss Street, in order to permit an existing accessory building, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-law #11-83 are approved:
  - To permit an existing accessory building with a minimum interior side yard setback of 1.8 metres, whereas Table 6.1A(3)(i) of the Zoning By-law requires accessory building to have a minimum interior side yard setback of 3.0 metres in the Residential First Density (R1) zone.
  - To permit existing accessory buildings with a cumulative area of 152 m<sup>2</sup> whereas Table 6.1A(6) of the Zoning By-law requires the maximum cumulative area of all accessory buildings to be the lesser of 55 m<sup>2</sup> or 50% of the yard in which they are located.
  - To permit a third accessory building on the subject property whereas Table 6.1A(7) of the Zoning By-law permits a maximum



of two (2) accessory buildings in the Residential First Density (R1) zone.

2. That the Applicants obtain all required building permits and approvals within two years of the decision coming into full force and effect.

**CARRIED**

**F. OTHER / NEW BUSINESS**

None.

**G. MEETING ANNOUNCEMENTS**

- The next Committee of Adjustment meeting is scheduled for Monday, November 25, 2024 at 6:00 pm.
- The Committee of Adjustment meeting in December will be rescheduled for Monday, December 16, 2024 at 6:00 pm.
- Staff will circulate a survey to the Committee for scheduling meetings for 2025.

**H. ADJOURNMENT**

**Moved by** Deputy Mayor Minnille

**Seconded by** Norm Allen

**THAT** the meeting be adjourned at 6:13 pm.

**CARRIED**

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Melissa Fudge, Recording  
Secretary



**The Corporation of the Municipality of Mississippi Mills**

**Heritage Advisory Committee Meeting**

**MINUTES**

**November 20, 2024**

**3:30 p.m.**

**E-participation**

Committee Present: Michael Rikley-Lancaster  
Janet Carlile  
Stephen Brathwaite  
Harold McKay  
Jane Torrance

Committee Absent: Sandra Franks

Staff Present: Melanie Knight, Director of Development Services & Engineering  
Melissa Fudge, Planning Technician  
Hayley McCartney, Policy Planner

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**A. CALL TO ORDER**

The Chair, Michael Rikley-Lancaster, called the meeting to order at 3:33 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

**C. APPROVAL OF AGENDA**

**Moved by** Jane Torrance

**Seconded by** Janet Carlile

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Jane Torrance

**Seconded by** Janet Carlile

**THAT** the minutes dated October 16, 2024 be approved.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

**E.1 Stone Arch Bridge, Pakenham - Rehabilitation Project**

Andy Huctwith, Lanark County's consultant from WSP, presented on the Stone Arch Bridge Rehabilitation Project in Pakenham to address the concerns raised in the staff report submitted to the Committee on October 16, 2024.

The Committee provided the following comments:

- Councillor Torrance was pleased with the information provided and expressed concerns about the proposed concrete curb, requesting a visual representation of the curb design.
  - Andy Huctwith confirmed that the curb is designed to blend in with the stone of the bridge, intended to "disappear" visually.
- Harold asked whether the mortar will be lime-based.
  - Andy Huctwith explained that the mortar will either be 116 or Natural Hydrated Lime (NHL), depending on the conditions.
- Sally Coutts, Heritage Consultant working with Mississippi Mills, acknowledged that many concerns raised in the report had been clarified by the presentation. Sally requested that the tint for the concrete curb be reviewed by the Committee to ensure it complements the bridge's stone.
  - Andy Huctwith confirmed that a range of samples will be provided for the Committee's review. The concrete tint for the curb will be similar to the bridge's stone, in a slightly darker shade. Guillotine stone will be used for a slightly rougher texture, similar to the example shown for the Fort Frontenac in Kingston ON.
- Councillor Torrance inquired about the color match of the stone.

- Andy Huctwith confirmed that color match is similar to existing bridge stone. A color sample will be provided for the Committee's review.
- Janet Carlile asked for details on the drainage material and proposed lighting upgrades.
  - Andy Huctwith presented a detail of the proposed galvanized steel pipe drain, which will be cast into the curb. There will be one drain at the top of each arch.
  - Sean Derouin confirmed that there is a proposal to upgrade lighting, including color-changing lights that will be positioned in the same locations to illuminate the arches. The County is currently working with the Municipality to assume responsibility for the under-arch lighting, while the County would be responsible for upgrades to the street lighting.
  - Councillor Torrance suggested that a grant could be applied to cover the cost of the under-arch lighting.
- Sean Derouin noted that the County recently met with the Ontario Heritage Trust to review the proposed rehabilitation project. Approval from the Ontario Heritage Trust is necessary to comply with easement requirements.

**Moved by** Jane Torrance

**Seconded by** Janet Carlile

**THAT** the Heritage Advisory Committee accept the information as presented and direct Staff to prepare a report for the following meeting.

**CARRIED**

**F. STAFF REPORTS AND HERITAGE APPLICATIONS**

**F.1 Heritage Applications Report**

No updates for this meeting.

**F.2 Blakeney Bridge - Reconstruction Project**

Melanie Knight, Director of Development Services and Engineering, presented conceptual ideas for historical improvements for the Blakeney Bridge reconstruction project. Staff will gather feedback from the

Committee, conduct further research on preferred options, and carry out a feasibility study for consideration.

The Committee provided the following comments:

- Natalie Anderson-Rathwell noted that the cultural assessment was based on the 1912 bridge, not the original 1830s bridge.
- Stephen Brathwaite expressed interest in the arch detail of the 1830s bridge and suggested incorporating it into a contemporary version of the railing design or integrating it into a separate structure elsewhere.
- Councillor Torrance inquired about the possibility of incorporating the V-shape design into the pedestrian access funded by the Municipality.
  - Sean Derouin confirmed that the pedestrian access will be separated using flexible bollards, which will be removed during the winter. Sean also noted that incorporating the V-shape into the railing would be challenging as the railing is currently being manufactured.
- Janet Carlile asked where the Committee could provide influence or support for the project.
  - Sean Derouin explained that panels are already being proposed in collaboration with the Algonquins to reflect their settlement history. Sean also noted that Blakeney Park will be leveled to create a new area, providing opportunities for park improvements. The park is managed by the Fish and Game Club and the land is owned by the Ministry which may complicate the process. Sean suggested that adding embossments to the retaining wall on the island could be done without issue, however, any physical changes to the bridge itself would be challenging since the project is well underway.
- Janet Carlile emphasized that the focus should be on commemorating the bridge and its approach for heritage purposes, rather than the surrounding areas. Janet also raised concerns about traffic speed on the new bridge and the potential impact on local wildlife.
- Michael Rikley-Lancaster inquired about the possibility of additional color-changing lighting feature for the future.

- Sean Derouin confirmed that underground conduits may be installed for future connection.
- Councillor Torrance flagged the importance of the night sky lighting requirements.
  - Sean Derouin will provide contact information for lighting consultant used for the Pakenham Bridge lighting, which could assist in meeting these requirements.
- Staff will conduct a feasibility study on the proposed options and engage in further discussions with Lanark County.

**G. BUSINESS ARISING OUT OF MINUTES**

**G.1 Cemeteries**

No updates for this meeting.

**G.2 38 Main Street East - Dungarvon Building Update**

Melanie Knight, Director of Development Services and Engineering provided an email update two weeks ago. According to the Chief Building Official, the work is progressing well and is expected to be completed for the end of December.

**G.3 Taylor Park, Clayton - Water Turbine**

Melanie Knight, Director of Development Services and Engineering, provided an update on the progress of repairing the water turbine. Staff are working with Mike Dupuis from Canadian Hydro Components to transport the water turbine to their shop for further assessment and repairs. Mike has kindly volunteered time to work on the water turbine throughout the winter, with plans to reinstate it in Spring/Summer of 2025. Staff will report back to the Committee with more information as the project progresses.

**G.4 Training for Committee**

Melanie Knight, Director of Development Services and Engineering, confirmed that we are working with educators on training options for the Committee. Additional information will be provided to the Committee at a later date.

## **G.5 Downtown Core - Replacement Crosswalks**

Melanie Knight, Director of Development Services and Engineering confirmed that the pedestrian crossovers (PXOs) have been removed and will be replaced with PXOs approved by the Committee.

## **H. INFORMATION / NEW BUSINESS**

### **H.1 Almonte Old Town Hall - Curtainwall Replacement Project**

Melanie Knight, Director of Development Services and Engineering presented the proposed curtainwall replacement project for the Almonte Old Town Hall (AOTH). The Municipality's Facility Manager is seeking the Committee's feedback on the color of the framing and is suggesting black finish.

The Committee provided the following comments:

- Councillor Torrance emphasized the importance of ensuring that the glass mural will remain in place and be reinstated after the installation of the new curtainwall.
  - Stephen Brathwaite confirmed that the mural will likely need to be reworked as part of the project.
  - Councillor Torrance asked if rods are included in the project and if there is an opportunity to add more with the help of the Youth Center.
- Harold suggested using bronze for the trim rather than black, to respect the 1970s addition to the building.
  - Councillor Torrance noted that the original building windows are black and maroon.
  - Stephen Braithwaite noted that black would match the exterior stairwells in black, but bronze would also blend well with building's existing feature.
- No strong opinions were expressed regarding the color choice, with most agreeing that the most cost-effective option should be prioritized.

## **H.2 Committee Meeting Schedule for 2025**

Melanie Knight, Director of Development Services and Engineering, confirmed that a poll will be sent out to the Committee to determine the most suitable day and time for meetings. Staff are open to any suggestions if a better day or time works for Committee members.

## **H.3 38 Mill Street - Canada Post**

Stephen Brathwaite raised the topic of Canada Post moving mailboxes into 38 Mill Street and suggested that staff reach out to Canada Post to explore the possibility of facade improvements and state support for the restoration of the heritage facade with potential for incentive.

The Committee provided the following comments:

- Councillor Torrance was not aware that Canada Post was moving to a new location, and inquired about why the building owner would not be responsible to carry out the improvements themselves.
  - Stephen Brathwaite clarified that Canada Post is handling the tenant improvements as part of their move to 38 Mill Street.
- Harold inquired about parking arrangements for the new location.
  - Stephen Braithwaite confirmed parking would remain in the same parking lot across the street.
- Councillor Torrance acknowledged that it would be a good idea to give the facade more heritage aesthetic, but noted that it appears to be the responsibility of the building owner rather than Canada Post.
  - Stephen Brathwaite explained that tenants often carry out exterior building improvements as part of their lease agreement.
- Melanie Knight confirmed that the Municipality offers a Heritage Grant Program, which provided up to \$5,000 for heritage designated properties, subject to budget approval and funds remaining. Melanie also emphasized that a Heritage Permit would be required for any new exterior door installation. Staff have been in discussions with Canada Post regarding their relocation and clarified that a distribution-only center is not permitted in the Downtown Commercial zone. Staff will follow up with Canada Post's representative by the end of the week to provide them with an image of the original storefront and information about the



Heritage Grant Program. Melanie mentioned that there may not be any remaining funds for this year.

**I. MEETING ANNOUNCEMENTS**

**I.1 Next Meeting**

The next Heritage Advisory Committee meeting is scheduled for December 18, 2024 at 3:00 pm. Staff will send an email to confirm attendance.

**J. ADJOURNMENT**

**Moved by** Jane Torrance

**Seconded by** Stephen Brathwaite

**THAT** the meeting be adjourned at 5:11 pm.

**CARRIED**



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Melissa Fudge, Recording  
Secretary



**The Corporation of the Municipality of Mississippi Mills**  
**Accessibility Advisory Committee Meeting**  
**MINUTES**

**October 3, 2024**  
**3:00 p.m.**  
**Council Chambers, Municipal Office**  
**3131 Old Perth Road**

Committee Present: Kristen Ray  
Myrna Blair  
Deputy Mayor Minnille

Staff Present: Casey Munro, Deputy Clerk

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**A. CALL TO ORDER**

Chair Ray called the meeting to order at 3:02

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**D. OTHER / NEW BUSINESS**

Chair Ray introduced and welcomed our new member, Heather Landry, to the committee. Heather highlighted some of her past experiences and shared that she was happy to be joining the committee.

Each of the remaining committee members introduced themselves.

**D.1 New Committee Member: Heather Landry**

**C. APPROVAL OF AGENDA**

**Moved by** Myrna Blair

**Seconded by** Deputy Mayor Minnille

**THAT** the agenda be approved as amended.

**CARRIED**

**E. APPROVAL OF MINUTES**

**Moved by** Deputy Mayor Minnille

**Seconded by** Myrna Blair

**THAT** the minutes dated June 6, 02024 be received.

**CARRIED**

**F. DELEGATIONS AND PRESENTATIONS**

None.

**G. REPORTS**

None.

**H. BUSINESS ARISING OUT OF MINUTES**

Staff provided the committee with a follow up from the director of Public Works regarding the edging on the flowerbeds downtown. Some bushes were planted. Currently, some of the flower beds are being managed by the developer of the downtown revitalization project. Once this changes Public Works will review what is being planted in them.

**I. ROUND TABLE**

**J. INFORMATION AND CORRESPONDENCE**

**I.1 Transportation Master Plan: Final Draft**

Deputy Mayor Minnille provided an update from the Council regarding the Community Safety zones from the Transportation Master Plan. He advised that Council approved 3 zones within Mississippi Mills and that additional work will be completed to increase signage and install bollards.

**K. MEETING ANNOUNCEMENTS**

Next Meeting: November 7th, 2024.

Staff to see if future meetings could be held in the Ramsay room for better virtual meetings.

**L. ADJOURNMENT**

**Moved by** Deputy Mayor Minnille

**Seconded by** Kristen Ray

**THAT** the meeting be adjourned at 3:25 pm.

---

Casey Munro, Deputy Clerk,  
Recording Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 14, 2025  
**TO:** Committee of the Whole  
**FROM:** Andrew Hodge, Deputy Treasurer  
**SUBJECT:** Outstanding invoice balances collected via tax roll account

---

### **RECOMMENDATION:**

**THAT the Committee of the Whole receive this report for information.**

### **BACKGROUND:**

The departments of the municipality invoice municipal goods and services when required. These invoices are detailed with specified due dates for when payment is to be made to the municipality. Depending on the nature of the required invoice it is possible that an invoice could reach a substantial sum.

This report provides a summary overview of the municipal process and the authority given to municipalities which facilitates the collection of outstanding balances as an update for information purposes.

Council requested information on the process that is used by the Municipality for the collection of overdue accounts in particular the process used when work is performed by the Chief Building Official on a property in which the property owner has failed to comply with an order.

### **DISCUSSION:**

The municipality has specific processes and software for the main municipal services that are being provided, such as for tax billing, water & sewer utilities, building permits, childcare, and recreational bookings.

For other items that are not paid upfront in the same way in which building permits are, the municipality will use other processes for collection. This municipal authority applies not only to the property taxes and levies billed to a property owner but also to other outstanding amounts that a property owner may have overdue and outstanding to the municipality.

The municipality first sends a fully detailed invoice, which will include the payment terms and due date(s). These invoices are followed up when payment is not received by the

due date(s) to make arrangements for collection in a timely manner. Following that, if the balance is still outstanding, the municipality has the authority to apply the outstanding balance(s) to the related property tax account. This authority comes from the Municipal Act, 2001, S.O. 2001, c.25. as amended. Section 398 of the Municipal Act allows the municipality to place unpaid fees and charges owing to the municipality on to the property tax roll to which the services were provided regardless of who was in receipt of said service. This allows non-tax debt to be added to the tax roll and collected in the same manner as municipal taxes.

Ultimately, as intended in the Municipal Act, there is a mechanism to ensure that municipalities are able to collect outstanding balances. The municipality's Tax Registration Policy is attached for reference. If the tax registration process is required than there is a one-year period available for payment-in-full of the outstanding balance to be made on the specific roll number for that property. After that the property is eligible for a public tax sale which may be scheduled, and then conducted to provide the funds to clear the amounts outstanding to the municipality. The costs of the tax sale, all outstanding amounts, interest, and penalties are added to the outstanding balance to be collected through the tax sale of that property. There can also be tax accounts that have Provincial Offences Act (POA) amounts applied to the account and that will be collected and forwarded during this process. The other possibility is that no qualifying bids are received during the tax sale, at which point the municipality can decide if it should vest the property to municipal ownership or readvertise a second tax sale attempt.

Example A. – Maintenance performed to a municipal drain as per the Municipal Drainage Superintendent:

When the Municipal Drainage Superintendent determines that municipal drain maintenance is required, the work is scheduled and performed. Each of the specific property owners who have a drain located on their property are assessed for the calculated benefit the drain provides to that property and when the invoice occurs it is then sent to the current property owner as the benefit is defined as a future benefit. If the invoice is not paid by the due date of the invoice, and the property owner does not make satisfactory payment arrangements with municipal staff then the unpaid invoice can be applied as a balance owing to the property owners tax account. At this point the balance is dealt with in the same manner as outstanding property taxes.

Example B. – Remedial work conducted by the municipality by way of an order from the Chief Building Official (CBO):

If a structure in the municipality is deemed unsafe to the public by the CBO, an order is given for the property owner to remediate the unsafe conditions by a set date. If ultimately the unsafe conditions are not corrected the CBO has the authority to have the work conducted by the municipality but at the property owner's expense. Once the work is completed through the municipality an invoice for cost-recovery is created and sent to the property owner. If the invoice is not paid by the due date of the invoice, and the property owner does not make satisfactory payment arrangements with municipal staff then the unpaid invoice can be applied as a balance owing to the property owners tax

account. At this point the balance is dealt with in the same manner as outstanding property taxes.

**OPTIONS:**

**Option A:** Approve the recommendation as presented.

**Option B:** Defer the report to request additional information.

**FINANCIAL IMPLICATIONS:**

None resulting from this report.

**STRATEGIC PLAN**

The strategic plan initiatives of the municipality look to provide financial stewardship, accountability, and transparency.

**PUBLIC ENGAGEMENT**

N/A

**SUMMARY:**

The municipality has processes in place to collect overdue invoice amounts, and when it is necessary this can be done by transferring overdue balances to an individual property tax account, which ultimately ensures collection through the powers of the Municipal Act, 2001, S.O. 2001, c.25.

Respectfully submitted by,

Andrew Hodge,  
Deputy Treasurer

Reviewed by:

Ken Kelly,  
CAO

**ATTACHMENTS:**

1. FIN-09 Tax Registration Policy



---

## TAX REGISTRATION/SALE POLICY

---

**WHEREAS** it is important that the Municipality collect all outstanding property taxes on a timely basis;

**AND WHEREAS** the Municipality has exhausted all efforts to collect property taxes on certain properties within the Municipality;

**AND WHEREAS** as defined in the Municipal Act, 2001, S.O. 2001, c.25, , S. 373. (1) Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land;

**NOW THEREFORE** the following shall be the policy for the registration and sale of these properties within the Municipality of Mississippi Mills:

1. The Treasurer shall, in September each year, obtain a list of all properties which are likely to be eligible for registration in the following year. Staff shall be advised to send a letter to those ratepayers informing them of the potential for tax registration in the following year if no arrangements for payment are made.
2. The Treasurer shall, in December of each year, compare the tax arrears listing to the previous year's list of properties eligible for registration to compare those ratepayers whose accounts are again delinquent. The Treasurer shall follow up with a letter at that time to prevent those accounts from again becoming greater than two years in arrears.
3. In January of the current year, the Treasurer should again send a formal notice to the property owners advising them that they must arrange for payment within ninety (90) days, or the Municipality will proceed with registration.



4. At the end of 90 days, the Treasurer shall contact the ratepayer via registered letter to inform them that if payment or arrangements for payment are not made within twenty-one (21) days then tax registration will proceed.
5. At the end of 21 days, the Treasurer will then send a letter advising the ratepayer that their property will be formally registered if payment is not received within fourteen (14) days.
6. Prior to registration, the Treasurer shall discuss the respective property with the appropriate Department Head as to the reasons why the Municipality should not proceed with registration (i.e.: Environmental or other legal issues). Registration of these properties could result in the Municipality assuming these responsibilities and an increased financial burden if ownership were transferred as the result of registration.
7. The Treasurer, once exhausting all efforts above, shall proceed with the registration and sale of the property under the provisions of the Municipal Act, 2001, S.O. 2001, c.25, including Ontario Regulation 181/03.
8. The Treasurer, and staff, shall keep a separate file for each registered property, and in it include all documentation, correspondence, and a register of all important dates as may be necessary for future reference.
9. The Treasurer and staff shall be bound by the Municipal Act, 2001, S.O. 2001, c.25, including Ontario Regulation 181/03, and must abide by the provisions contained therein.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 14, 2025  
**TO:** Committee of the Whole  
**FROM:** Kathy Davis, Director of Corporate Services, Treasurer  
**SUBJECT:** **Financial Planning Timeline**

---

### **RECOMMENDATION:**

**THAT Committee of the Whole receive this report as information.**

### **BACKGROUND:**

Over the past two years, Council has made it a priority to ensure that master plans are complete and updated for all major service areas within the Municipality. These plans are part of the Municipality's MM2048 initiative. In conjunction with this planning, a number of regulatory and strategic projects have commenced that will support Council with decision making related to budgets and funding for capital and operational requirements into the future.

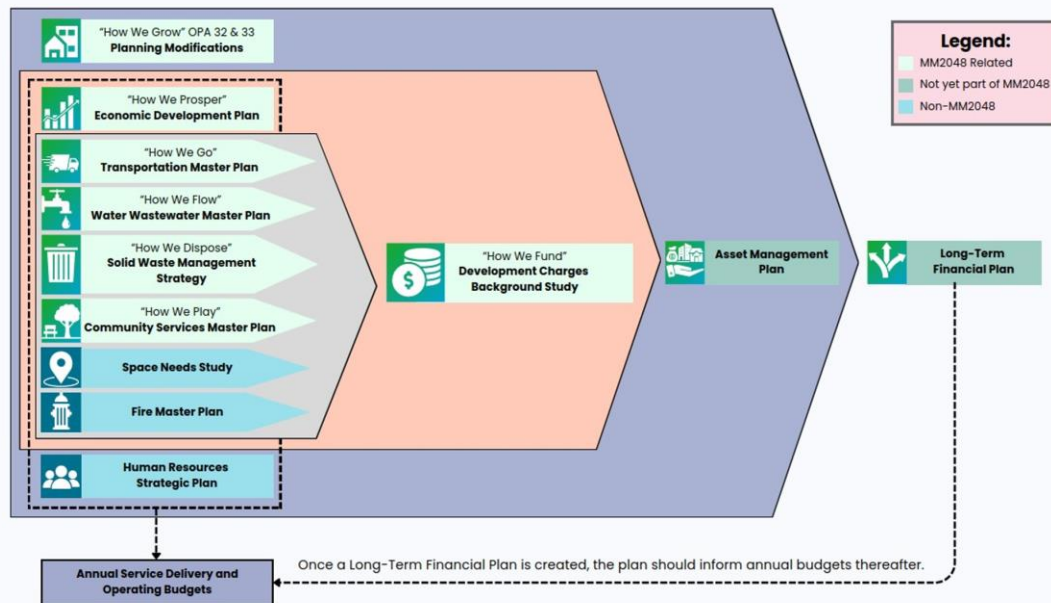
Four projects which support the funding aspects of Council's plans will be brought to Committee of the Whole and Council over the next two quarters, and this report is intended to provide clarification and context related to these projects and to provide Council with a summary and projection of the timing, information, recommendations, and decision points for each. They are:

Asset Management Plan  
Development Charges Background Study (updates to 2023 Study)  
Water and Wastewater Rate Study  
Long Term Financial Plan

### **DISCUSSION:**

This graphic has previously been shared with Council to demonstrate the relationship between master plans and the other plans required as outlined above.

# The relationship between all of our master plans, studies, budgets, and more



Staff are proposing a staged approach to providing information, recommendations, and decision making by Council for these different but inter-connected plans.

## Asset Management Plan

O. Reg 588/17 requires a phased-in approach to strategic asset management planning within municipalities in Ontario. Council has already approved the Municipality's Strategic Asset Management Policy and received the Asset Management Plan for core assets and Asset Management Plan for non-core assets. Under the Regulation, on July 1, 2025, the final phase of Municipal Asset Management Planning should be complete, approved, and posted for the public. In this phase there is a requirement that municipalities have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service, targeted levels of service, and the cost of maintaining those levels of service. ([Municipal asset management planning | ontario.ca](https://www.ontario.ca/government/municipal-asset-management-planning))

Watson and Associates has been retained to facilitate the completion of this final phase of the plan. Suggested timing for Council related to this plan:

- February 11 – information session
- March 4 – workshop and approval of targeted levels of service
- May 27 – Council approval of the Asset Management Plan

### Development Charges Background Study update

Following completion of the Water and Wastewater Master Plan, the Transportation Master Plan, and the Fire Services Master Plan, Watson and Associates was retained to update the Development Charges Background Study which was last updated in 2023. The updates will result in revisions to Development Charges. Suggested timing for Council related to this plan:

- February 1 to 10 – briefings
- February 11 – presentation of study findings and draft revised by-laws
- March 18 – public meeting
- April 29 – Council approval of revised By-Laws

### Water and Wastewater Rate Study

Following completion of the Water and Wastewater Master Plan and using information from the Asset Management Plan and Development Charges Background Study, a revised Rate Study will be completed to ensure that water and sewer infrastructure, assets, and operations are funded appropriately to maintain assets and continue to deliver high quality service. Suggested timing for Council related to this plan:

- February 11 – information session with Watson and Associates
- March 18 – presentation of study findings
- April 29 – Council approval of revised rates

### Long Term Financial Plan

KPMG has been retained to develop a Long Term Financial Plan for the Municipality. The plan will include modeling capabilities and will provide options to test different scenarios and changes in the financial environment. This project kicked off on January 6, and it is estimated that presentation of a proposed Long Term Financial Plan will be complete in April. Suggested timing:

- May 6 – presentation of recommended LTFP

### **OPTIONS:**

Staff recommend that Council receive this report as information.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

### **STRATEGIC PLAN**

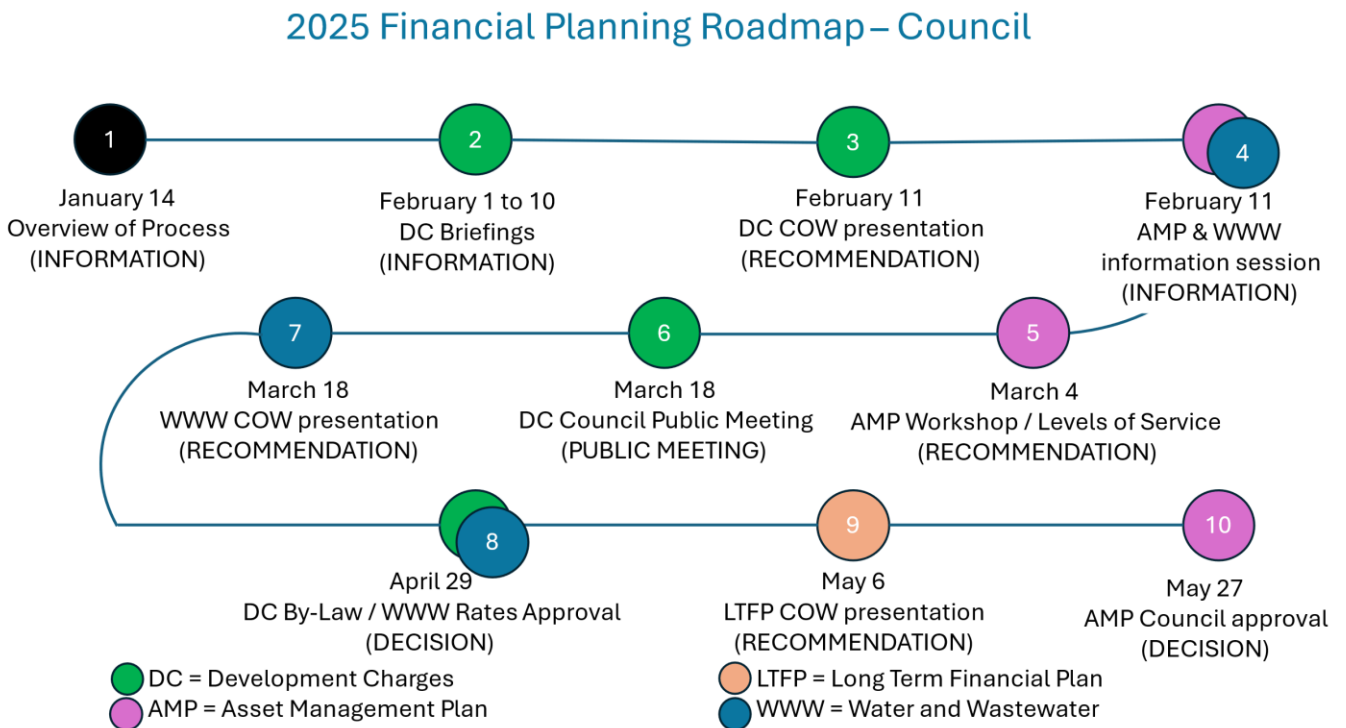
This timeline and the applicable plans support priority 4) Sustainable Financial Stewardship and 6) Accountable and Transparent Governance.

## PUBLIC ENGAGEMENT

Staff will plan for public engagement as applicable to each of the plans as they are developed.

### SUMMARY:

The graphic below is a roadmap that summarizes information, recommendations, and Council decisions related to the four plans identified in this report.



Staff submit this plan with the intent of bringing relevant information to Council in phases, with ample time between information, recommendations, and decision making to allow for questions, clarifications, and amendments to each plan as directed by Council.

Respectfully submitted by,

Kathy Davis,  
Director of Corporate Services, Treasurer

Reviewed by:

Ken Kelly,  
CAO

ATTACHMENTS: N/A

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 14, 2025  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT: Clerk's Department Quarterly Report – Q4 2024**

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### DEPARTMENT HIGHLIGHTS:

This report covers the period from October 1, 2024, until December 31, 2024. During the fourth quarter, the Clerk's department worked on several initiatives including:

- Support for advocacy initiatives following the Association of Municipalities of Ontario (AMO) Conference delegations.
- Submission of delegation requests to Rural Ontario Municipal Association (ROMA) for the upcoming ROMA conference
- Continued outreach to schools for Local Government week and introduction of Council Youth Advisory Panel as part of Community Safety and Wellbeing.
- Support for community engagement events with local partners.
- Continued support for development of the Community Services Master Plan.
- Spearheading transition to new backend of the municipal website
- Support for master plans and budget
- Managing active and new legal files
- Preparation and distribution of the second MM Messenger Newsletter
- Commencement of Midterm Governance Review

### 2024 PROJECT UPDATES/PENDING ITEMS:

This past quarter the Clerk and communication team were heavily focused on supporting other departments on the presentation and development of master plans. All one-on-one meetings with members of Council regarding Governance review have taken place. Next steps will be compiling comments received and drafting an initial governance review report which will be presented to Council in January 2025.

Highlights from this quarter include, support for budget, coordinating special Council meetings ensuring that material was prepared properly. Development of engagement strategies for A similar plan will be drafted for the 2025 ROMA Conference.

Since the Q2 report, the Communications team continues to provide support to municipal departments, manage external and internal comms, as well as the website and social media channels.

The second edition of the MM Messenger newsletter was completed and distributed during the fall. Production on the third edition, will begin in January 2025 with distribution planned for early February.

The Communications team heavily supported with budget engagement and the development of communication materials. The team created bi-weekly Budget Spotlights and infographics on municipal departments throughout the fall.

**KPIs:**

Reporting Dates: October 1, 2024 – December 31, 2024							
Clerk's KPIs	2023	Total Q1	Total Q2	Total Q3	Oct	Nov	Dec
Freedom of Information	6	2	1	1	0	0	0
Legal (active files)	8	2	0	2	1	1	1
Commissioner of Oaths	63	14	14	14	12	4	4
Division Registrar i.e Marriage Licenses/ Death Registrations	155	29	39	46	16	13	2
Lottery Licenses	22	3	4	5	2	2	2
Seasonal Stands	9	1	10	0	0	0	0
Other Licenses	20	3	0	0	0	0	0
Petitions	0	0	0	0	0	0	0
Formal Complaints	4	1	0	1	1	0	0
IC Complaints	0	0	0	0	0	0	0

Year-over-Year Comparison		
Clerk's KPIs	2023	2024
Freedom of Information	6	4
Legal (active files)	8	7
Commissioner of Oaths	63	62
Division Registrar	155	145
Lottery Licenses	22	18
Seasonal Stands	9	11
Other Licenses	20	3
Petitions	0	0
Formal Complaints	4	3
IC Complaints	0	0

Attached to this report are the Q4 analytics for the municipality's website, as well as its Facebook and Instagram accounts.

**LOOKING AHEAD:**

Over the next quarter, the Clerk's department will work on finalizing the initial Governance Review report, including a schedule of future reports reviewing plans, policies, or by-laws. Communications will continue to support master plans, 2025 budget, community and civic engagement and promotion of winter and holiday events. The Clerks department will also be taking over the project management of MM2048 related projects and will be bringing forward an engagement strategy for MM2048 in Q1 of 2025.

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk & Deputy CAO

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Ken Kelly,  
CAO

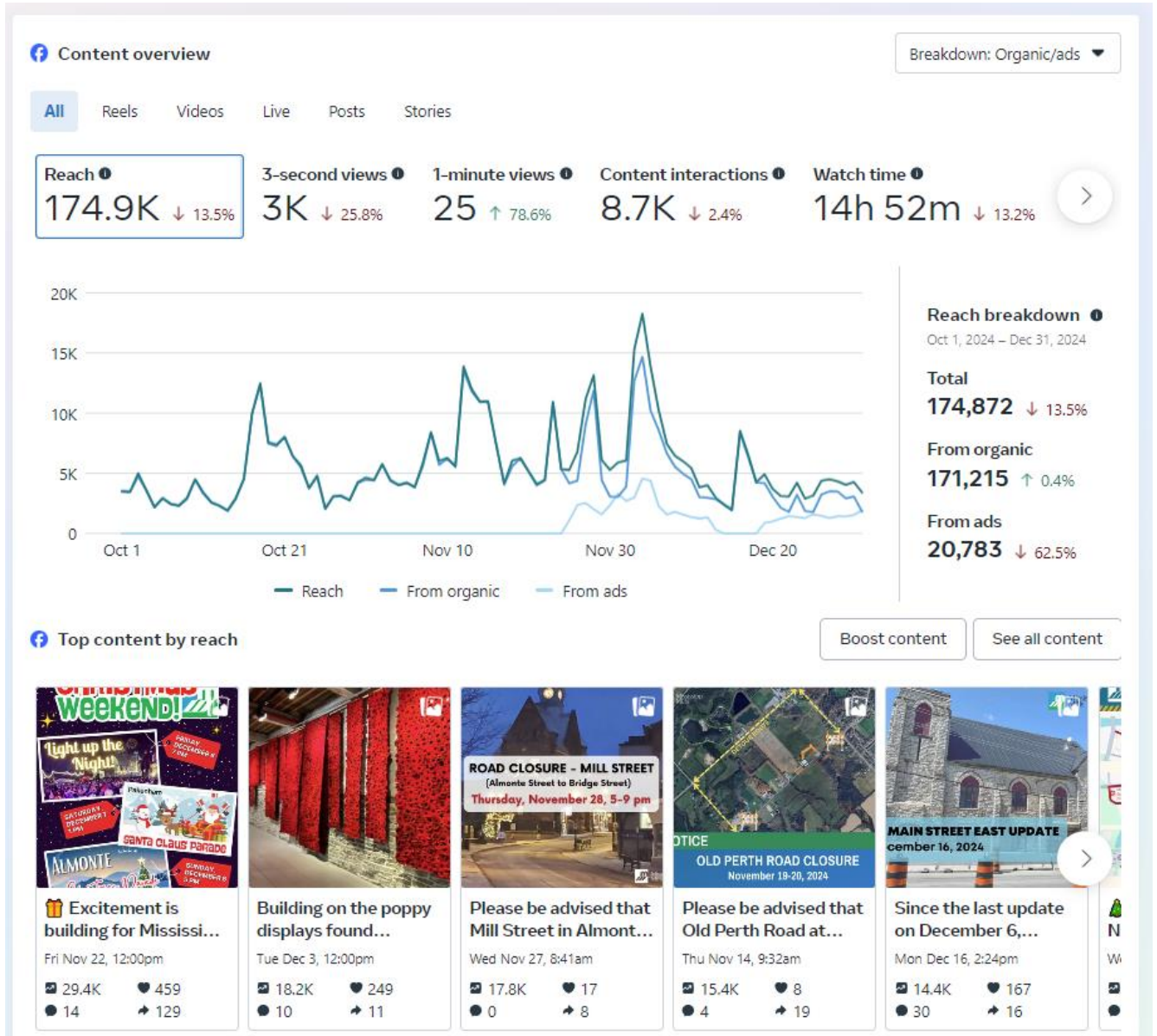
**ATTACHMENTS (if applicable):**

1. Q4 Website Analytics 2024
2. Q4 Social Media Analytics 2024



## Mississippi Mills Q4 2024 Social Media Analytics

### Facebook Content Overview:



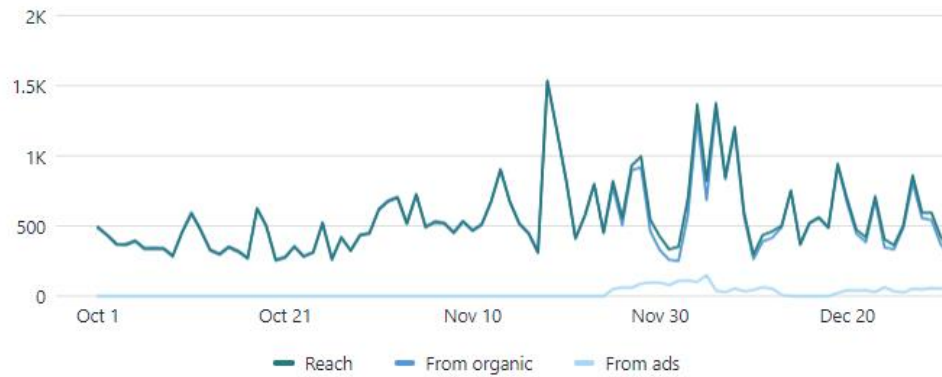
# Instagram Content Overview:

## Content overview

Breakdown: Organic/ads

All Posts Stories

Reach **8.3K** ↑ 9.2%  
 Content interactions **2.7K** ↑ 10.1%



### Reach breakdown

Oct 1, 2024 – Dec 31, 2024

Total  
**8,289** ↑ 9.2%  
 From organic  
**7,557** ↓ 0.4%  
 From ads  
**1,029** ↑ 100%

## Top content by reach

Boost content

See all content



**Light up the Night!** 🌟 Get a he...  
 Fri Dec 6, 10:00am  
 1.4K 📄 20 ❤️  
 0 🗨️ 10 ➡️



**The Almonte Christmas Parade is...**  
 Sun Dec 8, 10:00am  
 1.3K 📄 8 ❤️  
 0 🗨️ 5 ➡️



**Partham Engineering crews...**  
 Tue Nov 19, 2:30pm  
 1.1K 📄 141 ❤️  
 3 🗨️ 6 ➡️

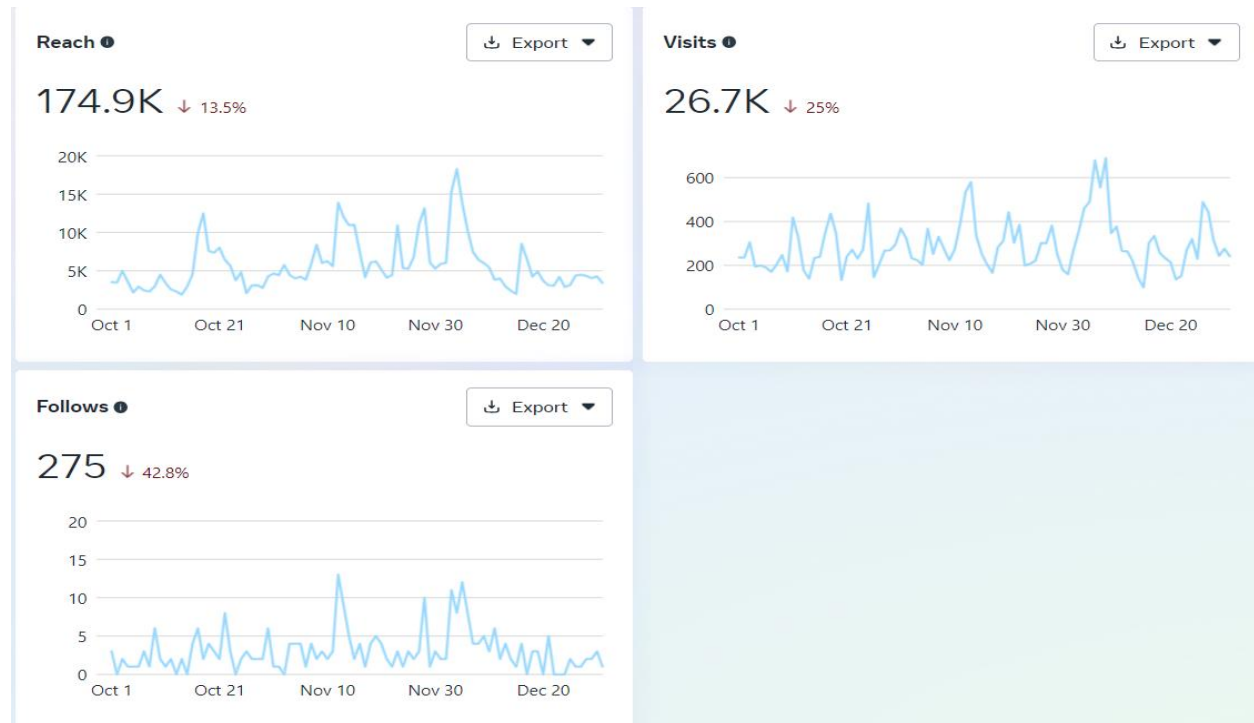


**Excitement is building for Mississi...**  
 Fri Nov 22, 12:00pm  
 1.1K 📄 13 ❤️  
 0 🗨️ 11 ➡️

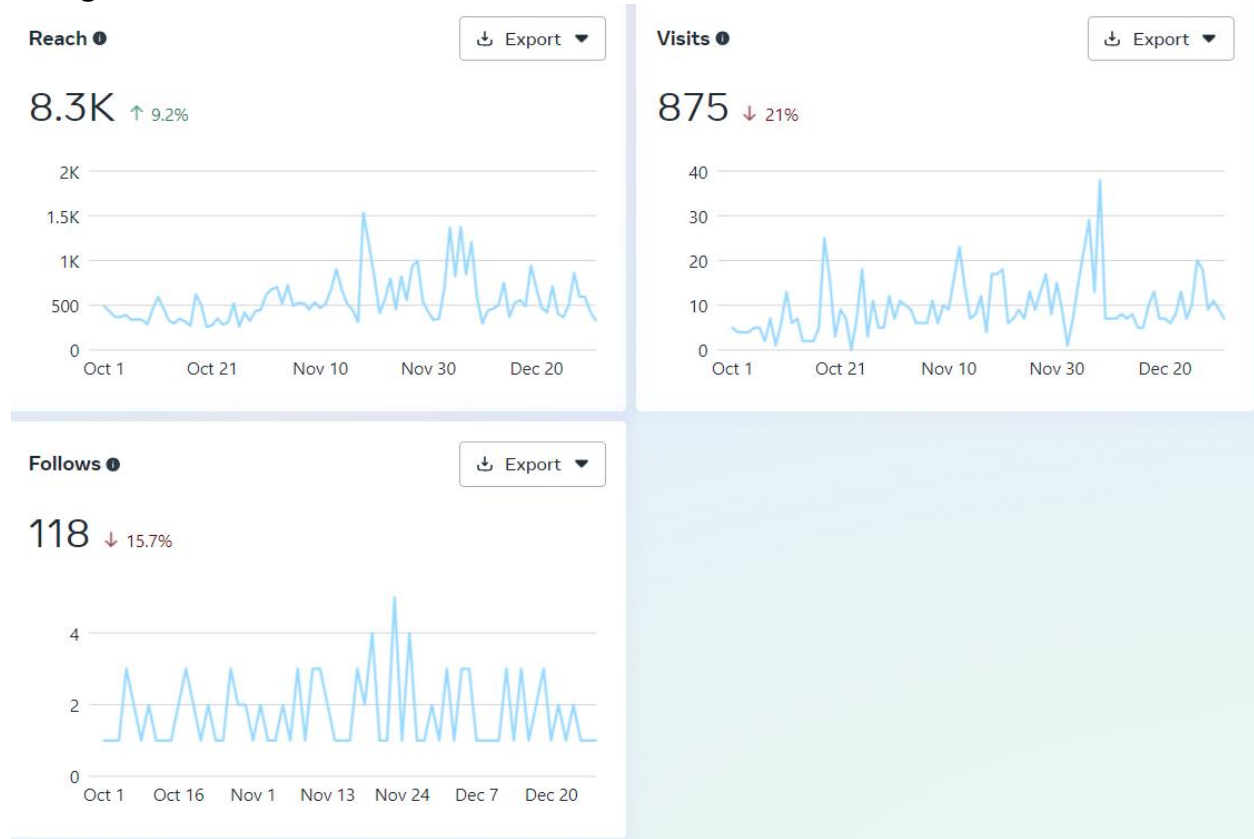


**Ho Ho Ho! We have a busy yet jolly...**  
 Tue Dec 3, 4:00pm  
 1.1K 📄 2 ❤️  
 0 🗨️ 12 ➡️

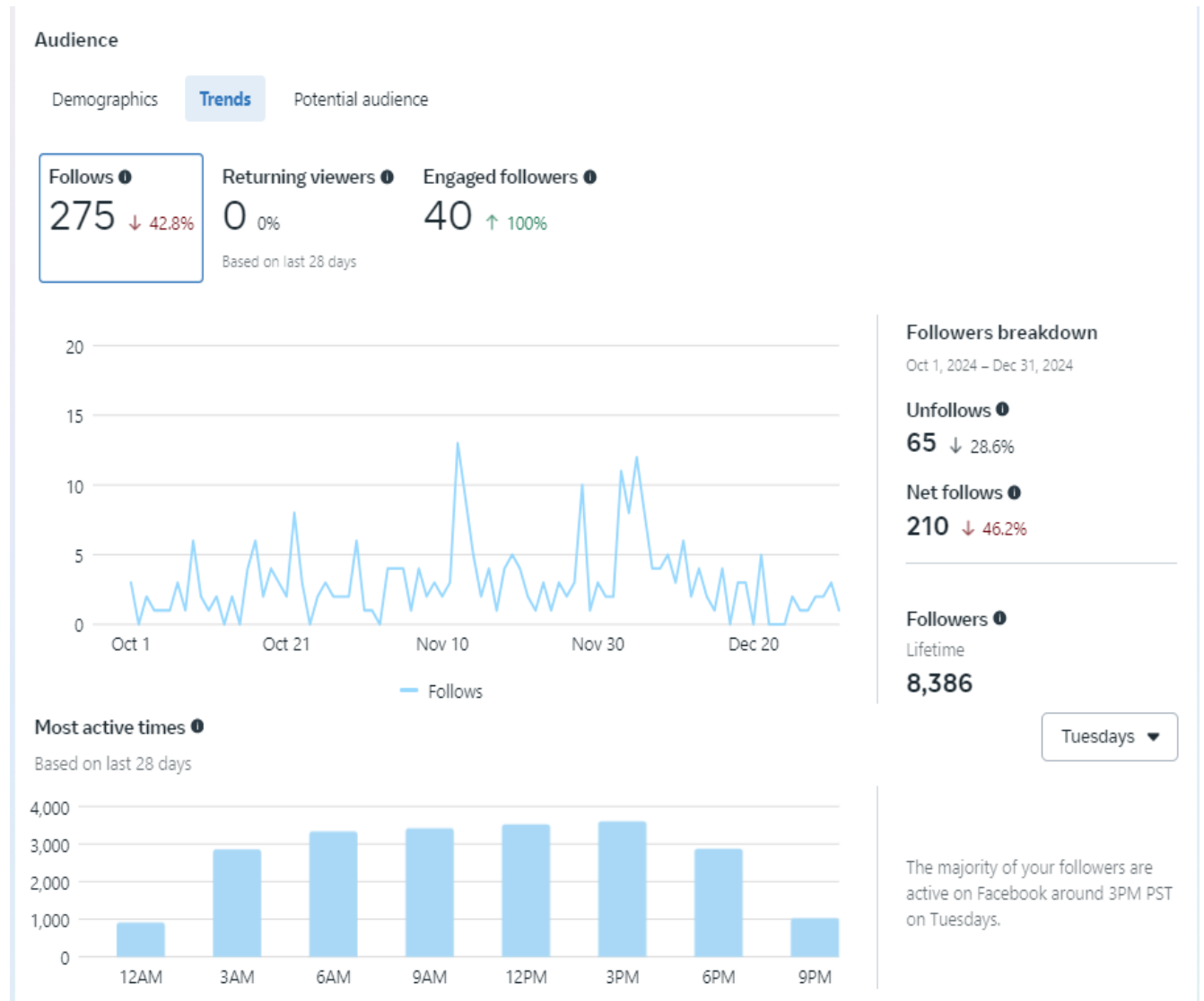
## Facebook Reach:



## Instagram Reach:



## Facebook Audience (Trends):

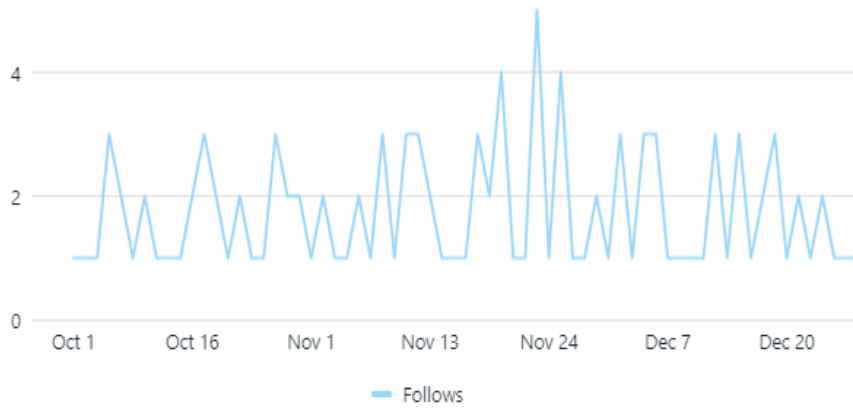


# Instagram Audience (Trends):

## Audience

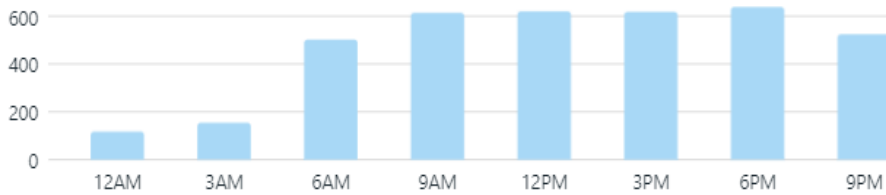
Demographics **Trends** Potential audience

**Follows** ●  
**118** ↓ 15.7%



## Most active times ●

Based on last 28 days



## Followers breakdown

Oct 1, 2024 – Dec 31, 2024

## Unfollows ●

**32** ↓ 8.6%

## Followers ●

Lifetime

**2,309**

Tuesdays ▼

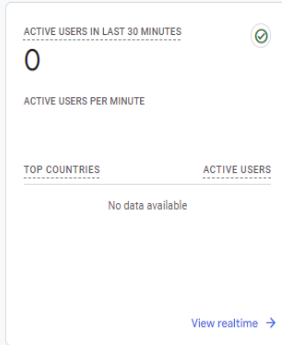
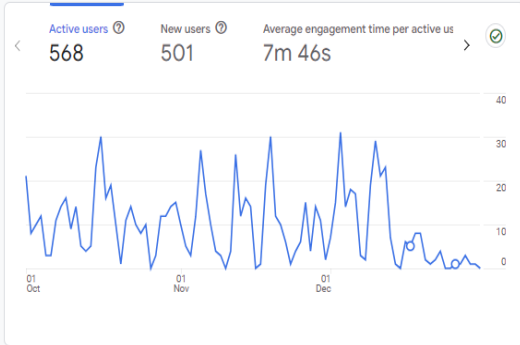
The majority of your followers are active on Instagram around 6PM PST on Tuesdays.

# Mississippi Mills Q4 2024 Website Analytics

All Users Add comparison

Custom Oct 1 - Dec 31, 2024

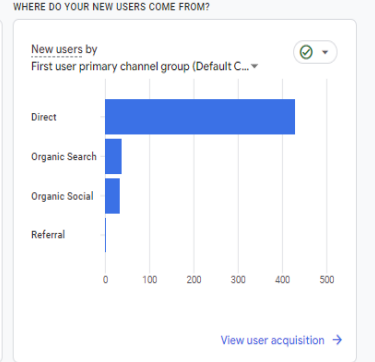
## Reports snapshot



Insights

- UPSELL: Stay connected to your business on the go
- UPSELL: Don't miss out on a CA\$600 credit with Google Ads

[View all insights](#)

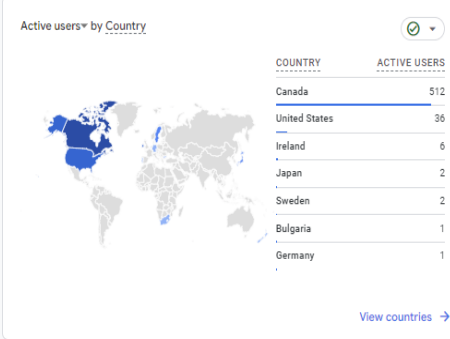


## WHAT ARE YOUR TOP CAMPAIGNS?

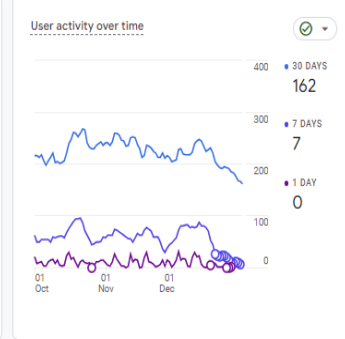
Sessions by Session primary channel group

SESSION PRIMARY CHAN...	SESSIONS
Direct	1.2K
Organic Search	114
Organic Social	37
Unassigned	11
Referral	9

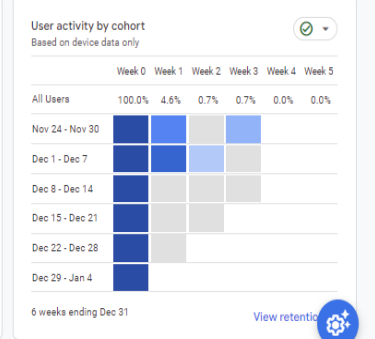
[View traffic acquisition](#)



## HOW ARE ACTIVE USERS TRENDING?



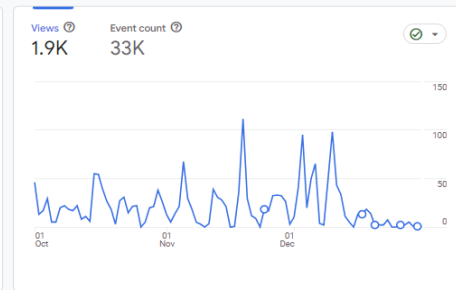
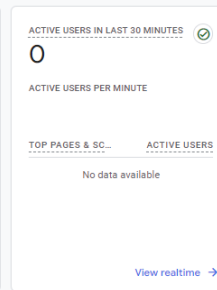
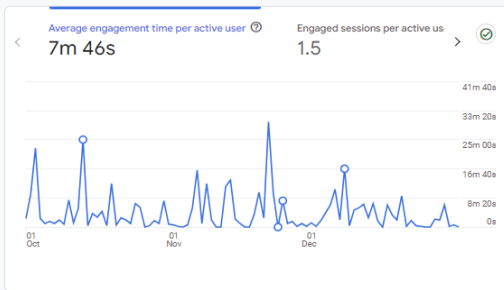
## HOW WELL DO YOU RETAIN YOUR USERS?



All Users Add comparison

Custom Oct 1 - Dec 31, 2024

## Engagement overview



Event count by Event name

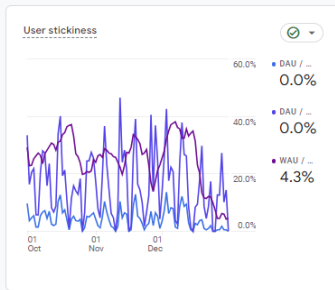
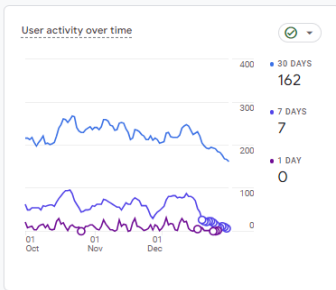
EVENT NAME	EVENT COUNT
keepalive	22K
sseeked	6K
page_view	1.9K
session_start	1.3K
user_engagement	1.2K
first_visit	501
played_stream	501

[View events](#)

Views by Page title and screen

PAGE TITLE AND S...	VIEWS
Council Meeting - De...	95
Committee of the Wh...	82
Committee of the Wh...	74
Committee of the Wh...	73
Special Council Meet...	71
Council Meeting - No...	68
Special Council Meet...	67

[View pages and screens](#)



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 14/2025  
**TO:** Committee of the Whole  
**FROM:** Anita Legault, Childcare Manager  
**SUBJECT: Childcare – Quarterly Report – Q4 2024**

---

### DEPARTMENT HIGHLIGHTS:

- Received approval from Lanark County to expand by 78 CWELCC spots for children between 0-6 from our application on expression of interest.
- Staff / Manager participated in a weekend workshop held by Lanark County on diversity and inclusion
- One staff received a 10-year service award
- Committee prepared a presentation to COW on expansion

### 2024

- Completed CWELCC funding template in December
- Completed the Wage Enhancement funding for 2025, due January 31st, 2025.
- Submitted application for the Start-Up Grant – Expansion
- Completed a survey on “Building Blocks for Childcare”
- All locations have had their Ministry inspections completed
- Schools-lead testing for 2024 completed by both UCSDB and CDSBEO
- Continuing to work on developing challenging outdoor play strategies for the young child through group meetings and workshops.
- Continue to employ RECEs to work as supply

### KPIs:

Wait list; Infant: 212 Toddler: 110 Preschool 101 Kinders 102 School Age.104  
Total: 629

- All locations have had their Ministry inspections completed and licences renewed
- Health Department completed their yearly building and kitchen inspections at both 208 State and 110 Paterson
- Lead testing was completed for 208 state Street
- Building condition assessment done at 208 State Street

**LOOKING AHEAD:**

Looking for an exciting year ahead as we focus on childcare expansion for Mississippi Mills

Respectfully submitted by,



---

Anite Legault,  
Childcare Manager

Reviewed by:

---

Ken Kelly,  
CAO



## MEDIA RELEASE

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***For immediate release***  
***Dec. 11, 2024***

Here are the highlights from the Lanark County Council meeting held Dec. 11, 2024.

**2025 Budget Approved:** Lanark County Council has approved the 2025 Lanark County budget - themed "Renewed Energy" - with an overall budget increase of 3 per cent after an estimated assessment growth of 1.8 per cent.

The county will collect \$45 million from property taxpayers this year, up from \$43 million last year. Estimated gross expenditures are \$134 million with revenues coming in at \$89 million. "The 2025 budget reflects an investment in sustainable energy with continued dedication to infrastructure investment, staff retention, housing solutions, emergency care and community support with 'renewed energy,'" said CAO Kurt Greaves.

At the special budget meeting held Nov. 22, Greaves outlined major capital and projects including 41 kilometres of road improvements and \$2.5 million in bridge rehabilitations, generator and switch replacements at Lanark Lodge, energy efficiency upgrades for county housing stock, 15 new affordable housing units and survey work on the K&P Trail. Several major projects are funded through grants. The projected reserve balance at the end of 2024 is \$56 million.

Some highlights in the 2025 budget include:

- Long-term Care: Provincial funding has increased to levels closer to what is needed for staffing level requirements to achieve mandated direct care hours. The addition of international nursing staff will alleviate dependency on high-cost agency staffing and will stabilize staffing levels.
- Social Services: There is a commitment to housing initiatives with increases to the Portable Housing Benefit, investment in housing stock, proposed enhancements to the Bridge House supported housing and continued implementation of the Canada-Wide Early Learning and Child Care system.
- Public Works: This includes the completion of Blakeney Bridge and commencement of Five Arches Bridge in Pakenham, as well as the rehabilitation of 25 km of road with paved shoulders and micro-surfacing of 16 km.
- Economic Development: There is a continued commitment to upgrades to the Tay/Havelock Trail, stabilized staffing in the planning department and investment in the Business Retention and Expansion program.
- Emergency Services: The budget reflects requests to replace aging medical equipment/fleet, an anticipated increased to the required Health Unit contribution and an increase to the local hospital grant contributions.

## MEDIA RELEASE

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The public works budget represents 37 per cent of the county levy, followed by emergency services at 22 per cent, social services at 19 and long-term care at 10. Administration/governance and economic development make up the remainder. Across all departments, including Lanark Lodge, the county employs 409 full- and part-time staff.

Greaves noted that to meet asset replacement costs, \$15.9 million needs to be invested annually into capital. The 2025 budget includes \$17.5 million for capital investment. Total debt at year end is \$341,000 and is related to Lanark County Housing Corporation taking over two non-profit housing providers in 2008. It will be paid by the end of 2026. "There has been no new debt issued since 2010 and there is no new debt in the 2025 budget," Greaves said. "The practice has been to self-finance major projects from reserves and pay back reserves, which has the most benefit to the ratepayer."

With assessment growth at 1.8 per cent, residential ratepayers with a property assessed at \$500,000 can expect to see an increase of \$60 on the county portion of their tax bill. The bill also includes the local municipal and the education portions. Tax rates and ratios for 2025 will be set by county council in the new year. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Natural Heritage Systems Workplan Introduced:** Lanark County Council passed a motion directing staff to proceed with next steps for natural heritage system (NHS) planning, and to bring a detailed workplan, working group terms of reference and communication plan back to council for consideration.

Climate Environmental Coordinator Michelle Rabbetts explained NHS planning aims to maintain, restore and enhance ecologically sustainable and resilient landscapes. It is a strategic approach to addressing biodiversity loss, land use change and the uncertainties of climate change to ensure clean air, clean water and a rich diversity of plant and animal life to sustain present and future generations.

NHS planning goes beyond looking at features, recognizing that protecting particular areas in isolation, such as a woodland or wetland, is inadequate. "The NHS is a network of interconnected natural features, such as forests, rivers, wetlands and agricultural lands," Rabbetts said. "It also generally includes areas of natural and scientific interest (ANSIs); significant wildlife habitat; public land, trails and greenspaces; and natural hazard areas, including floodplains." In addition, natural linkages support wildlife movement and natural processes necessary to maintain diversity, natural functions and ecosystems.

## MEDIA RELEASE

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Rabbetts indicated the Provincial Planning Statement 2024 (PPS) requires a long-term natural heritage strategy in specific ecoregions within about 40 per cent of the county. The county's Integrated Community Sustainability Plan (ICSP) and Climate Action Plan both include natural heritage themes. Several neighbouring counties and local municipalities have an NHS within their official plans or are working on one. Lanark County's is to be completed by the Climate Environmental Department in collaboration with the Planning Department.

Rabbetts said potential members for the working group include community representatives from economic development, agriculture, conservation and recreation (e.g., anglers and hunters). Staff would provide updates to council on key issues and questions coming from the working group throughout the process.

The workplan outlines a phased approach to develop the NHS over two to four years that includes information gathering, creating the strategy with mapping, reviewing and updating the strategy post-approval, and finally incorporating the NHS strategy in official plan amendments to environmental planning policies.

"Local municipalities benefit from a county-wide NHS to help inform planning decisions since natural heritage planning is a regional issue and is required by the PPS," Rabbetts said, adding the strategy helps the county to meet climate action goals for protecting the environment and enhancing ecosystems services that are vital to human health and safety, such as flood control, soil retention, water purification, improved air quality and more. For more information, contact Michelle Rabbetts, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**Consultations for Aggregate Resources Master Plan to be Set:** Lanark County Council has passed a motion to receive a report on the Aggregate Resources Master Plan by Meridian Planning and to release it for a consultation period to receive feedback from local councils, the public and stakeholders.

Planning Manager Mike Dwyer explained the master plan is intended to provide detailed guidance on aggregate resources within Lanark County. "Aggregate resources are identified in the Provincial Planning Statement 2024 (PPS) as a key natural resource to be identified and protected in the long-term," he said. The county's current official plan does not detail the resources, only extraction sites. Some local plans include aggregate resource designations.

"Aggregates underpin our economy and infrastructure, and the province has identified their economical extraction and market access as key to the province's long-term prosperity," Dwyer said. "Notwithstanding that, no land use priority exists in isolation. While significant policy weight is provided to aggregate resources, it needs to be balanced against the other public interests

## MEDIA RELEASE

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inherent in the PPS and local community. Striking this balance in policy will be the key objective, and challenge, of this project as it moves from the report to an official plan amendment.”

The Meridian draft report details the existing aggregate policy context, reviews the technical/mapping data contained in the provincial Aggregate Resource Inventory Paper and provides options on key policy questions. Once the study is adopted, it is anticipated an official plan amendment would be commenced in 2025 at the same time as outcomes of the county’s Growth Management Plan, which is also in progress.

Feedback from the consultation process will be gathered and reviewed, with any updates to the report coming back to council in March or April for final consideration before working towards an official plan amendment later in the year. Anyone interested in staying up to date on the project and opportunities for consultation should contact Mike Dwyer, Planning Manager, at 1-888-9-LANARK, ext. 1520 or [mdwyer@lanarkcounty.ca](mailto:mdwyer@lanarkcounty.ca).

**Transitional Speed Zones Established for Clayton and McDonalds Corners:** Lanark County Council has approved a by-law regarding approach speeds in McDonalds Corners and Clayton. The purpose of these transitional speed zones is to gradually reduce the speed limit to allow drivers to adjust their speed to a safer limit upon entering a rural community or similar area.

Public Works Manager Sean Derouin indicated the county received requests for speed management in Clayton and McDonalds Corners. Traffic data was collected over the summer and supported the new transitional speed zones.

Currently, County Road 9 (Tatlock Road) at Clayton and County Road 12 (McDonalds Corners Road) at McDonalds Corners have speed limits dropping from 80km/h to 50, preventing time to slow down to the posted speed limit. Implementing a transitional speed zone would create a 60km/h speed posting, allowing more time for drivers to slow down.

Derouin said the collected data showed drivers approaching the hamlets at excessively high speeds. Ideally, the policy will reduce aggressive driving and create a safer environment for residents. A year-long education and enforcement trial is planned to monitor the effectiveness of the policy. Updated data will be collected. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

**County to Assist with New Lanark Archives Location:** County Council passed a motion directing staff to work with Archives Lanark to find a permanent location for their operations.

## MEDIA RELEASE

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CAO Kurt Greaves explained over the past decade staff have been assisting in the search for a new, larger location for Archives Lanark. Some locations investigated have included Rosedale Hall in Montague, Port Elmsley Hall, Inge Va in Perth, Glen Tay School in Tay Valley, Algonquin College in Perth and the Beckwith Administration Building. Two potential options are being explored further. One is Algonquin College in Perth, where there is an empty classroom that may be available to rent. This would complement their library, which includes Lanark County land registry books and a full-time library technician that would allow the Archives to be open for longer hours. A second option is the lower level of Beckwith's new administration building. This would require some capital expense to convert it to a functional space.

A new location would allow for Archives Lanark to potentially expand their service as a repository for significant records from across the county as well as further preserve local heritage. "Lanark County is fortunate to have Archives Lanark working to ensure the preservation of our historic records," Greaves said. "Continued support of Archives Lanark is a strategic priority of the current Lanark County Council." For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Upcoming Meetings: County Council, Wednesday, Jan. 15, 5 p.m.;** Community Services, Jan. 15 (following County Council); Corporate Services, Jan. 15 (following Community Services).  
**County Council, Wednesday, Jan. 29, 5 p.m.;** Public Works, Jan. 29 (following County Council); Economic Development, Jan. 29 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Instagram!

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**Ministry of Natural  
Resources**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



December 12, 2024

**TO:** Conservation authorities as listed in the Attachment A “Extension of Minister’s Direction to Not Change Fees”

**SUBJECT:** Extension of Minister’s direction for conservation authorities regarding fee changes associated with planning, development, and permitting fees

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I am writing with regard to conservation authority fees for the 2025 calendar year. Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction, attached to this letter as Attachment A, that extends the previous Directions that were in place for the 2023 and 2024 calendar years.

The purpose of this Direction, which is effective from January 1, 2025, to December 31, 2025, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service related to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. This Direction is intended to support less costly approvals in order to help increase housing supply and affordability in Ontario.

This Direction applies to the conservation authorities listed in Appendix A, who are encouraged to make the Direction publicly available on the Governance section of their websites.

If you have any questions regarding this Direction, please contact Jennifer Keyes, Director, Development and Hazard Policy Branch, at [Jennifer.Keyes@ontario.ca](mailto:Jennifer.Keyes@ontario.ca) or 705-761-4831.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith".

The Honourable Graydon Smith  
Minister of Natural Resources

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

**Minister’s Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*  
(this “Direction”)**

**WHEREAS** section 21.2 of the *Conservation Authorities Act* permits a conservation authority to charge a fee for a program or service if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee;

**AND WHEREAS** subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a conservation authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a “**Fee Schedule**”);

**AND WHEREAS** subsection 21.2 (10) of the *Conservation Authorities Act* provides that a conservation authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

**AND WHEREAS** section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

**NOW THEREFORE** pursuant to the authority of the Minister of Natural Resources under section 21.3, the conservation authorities set out under Appendix “A” of this Direction (the “**conservation authorities**” or each, a “**conservation authority**”) are hereby directed as follows:

**Fee Changes Prohibition**

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a conservation authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

**Program and Service Fees Impacted**

2. This Direction applies to any fee set out in the Fee Schedule of a conservation authority, including without limitation fees for any mandatory program or service (Category 1), municipal program or service (Category 2), or conservation authority recommended program or service (Category 3) related to reviewing and commenting on planning and



development related proposals, applications, or land use planning policies, or for conservation authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
  - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
  - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
  - c. Section 8: programs and services related to conservation authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
  - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
  - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

### **Application**

4. This Direction, applies to all conservation authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

### **Effective Date and Term**

6. This Direction is effective from January 1, 2025 (the "**Effective Date**").
7. The term of this Direction is the period from the Effective Date to December 31, 2025 (the "**Term**").



**Amendments**

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the  
Minister of Natural Resources**



The Honourable Graydon Smith  
Minister of Natural Resources  
December 12, 2024

## APPENDIX A

## LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

**Ausable Bayfield CA**

R.R. #3  
71108 Morrison Line  
Exeter ON N0M 1S5  
Brian Horner  
[bhorner@abca.on.ca](mailto:bhorner@abca.on.ca)

**Cataraqui Region CA**

Box 160  
1641 Perth Road  
Glenburnie ON K0H 1S0  
David Ellingwood  
[dellingwood@crca.ca](mailto:dellingwood@crca.ca)

**Catfish Creek CA**

R.R. #5  
8079 Springwater Road  
Aylmer ON N5H 2R4  
Dusty Underhill  
[generalmanager@catfishcreek.ca](mailto:generalmanager@catfishcreek.ca)

**Central Lake Ontario CA**

100 Whiting Avenue  
Oshawa ON L1H 3T3  
Chris Darling  
[cdarling@cloca.com](mailto:cdarling@cloca.com)

**Credit Valley CA**

1255 Old Derry Rd  
Mississauga ON L5N 6R4  
Quentin Hanchard  
[quentin.hancard@cvc.ca](mailto:quentin.hancard@cvc.ca)

**Crowe Valley CA**

Box 416  
70 Hughes Lane  
Marmora ON K0K 2M0  
Tim Pidduck  
[tim.pidduck@crowevalley.com](mailto:tim.pidduck@crowevalley.com)

**Essex Region CA**

Suite 311  
360 Fairview Ave West  
Essex ON N8M 1Y6  
Tim Byrne  
[tbyrne@erca.org](mailto:tbyrne@erca.org)

**Ganaraska Region CA**

Box 328  
2216 County Road 28  
Port Hope ON L1A 3V8  
Linda Laliberte  
[llaliberte@grca.on.ca](mailto:llaliberte@grca.on.ca)

**Grand River CA**

Box 729  
400 Clyde Road  
Cambridge ON N1R 5W6  
Samantha Lawson  
[slawson@grandriver.ca](mailto:slawson@grandriver.ca)

**Grey Sauble CA**

R.R. #4  
237897 Inglis Falls Road  
Owen Sound ON N4K 5N6  
Tim Lanthier  
[t.lanthier@greysauble.on.ca](mailto:t.lanthier@greysauble.on.ca)

**Halton Region CA**

2596 Britannia Road West  
Burlington ON L7P 0G3  
Chandra Sharma  
[csharma@hrca.on.ca](mailto:csharma@hrca.on.ca)

**Hamilton Region CA**

P.O. Box 81067  
838 Mineral Springs Road  
Ancaster ON L9G 4X1  
Lisa Burnside  
[lisa.burnside@conservationhamilton.ca](mailto:lisa.burnside@conservationhamilton.ca)

**Kawartha Region CA**

277 Kenrei (Park) Road  
Lindsay ON K9V 4R1  
Mark Majchrowski  
[mmajchrowski@kawarthaconservation.com](mailto:mmajchrowski@kawarthaconservation.com)

**Kettle Creek CA**

R.R. #8  
44015 Ferguson Line  
St. Thomas ON N5P 3T3  
Elizabeth VanHooren  
[elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)

**Lake Simcoe Region CA**

Box 282  
120 Bayview Parkway  
Newmarket ON L3Y 3W3  
Rob Baldwin  
[r.baldwin@lsrca.on.ca](mailto:r.baldwin@lsrca.on.ca)

**Lakehead Region CA**

Box 10427  
130 Conservation Road  
Thunder Bay ON P7B 6T8  
Tammy Cook  
[tammy@lakeheadca.com](mailto:tammy@lakeheadca.com)

**Long Point Region CA**

4 Elm Street  
Tillsonburg ON N4G 0C4  
Judy Maxwell  
[jmaxwell@lprca.on.ca](mailto:jmaxwell@lprca.on.ca)

**Lower Thames Valley CA**

100 Thames Street  
Chatham ON N7L 2Y8  
Mark Peacock  
[mark.peacock@ltvca.ca](mailto:mark.peacock@ltvca.ca)

**Lower Trent Region CA**

R.R. #1  
714 Murray Street  
Trenton ON K8V 5P4  
Rhonda Bateman  
[rhonda.bateman@lrc.on.ca](mailto:rhonda.bateman@lrc.on.ca)

**Maitland Valley CA**

Box 127  
1093 Marietta Street  
Wroxeter ON N0G 2X0  
Phil Beard  
[pbeard@mvca.on.ca](mailto:pbeard@mvca.on.ca)

**Mattagami Region CA**

100 Lakeshore Road  
Timmins ON P4N 8R5  
David Vallier  
[david.vallier@timmins.ca](mailto:david.vallier@timmins.ca)

**Mississippi Valley CA**

10970 Highway 7  
Carleton Place ON K7C 3P1  
Sally McIntyre  
[smcintyre@mvc.on.ca](mailto:smcintyre@mvc.on.ca)

**Niagara Peninsula CA**

250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Leilani Lee-Yates  
[llee-yates@npca.ca](mailto:llee-yates@npca.ca)

**Nickel District CA**

199 Larch St  
Suite 401  
Sudbury ON P3E 5P9  
Carl Jorgensen  
[carl.jorgensen@conservationsudbury.ca](mailto:carl.jorgensen@conservationsudbury.ca)

**North Bay-Mattawa CA**

15 Janey Avenue  
North Bay ON P1C 1N1  
Robin Allen  
[robin.allen@nbmca.ca](mailto:robin.allen@nbmca.ca)

**Nottawasaga Valley CA**

8195 Line 8  
Utopia ON L0M 1T0  
Doug Hevenor  
[dhevenor@nvca.on.ca](mailto:dhevenor@nvca.on.ca)

**Otonabee Region CA**

250 Milroy Drive  
Peterborough ON K9H 7M9  
Janette Loveys Smith  
[jsmith@otonabeeconservation.com](mailto:jsmith@otonabeeconservation.com)

**Quinte Region CA**

R.R. #2  
2061 Old Highway #2  
Belleville ON K8N 4Z2  
Brad McNevin  
[bmcnevin@quinteconservation.ca](mailto:bmcnevin@quinteconservation.ca)

**Raisin Region CA**

PO Box 429  
18045 County Road 2  
Cornwall ON K6H 5T2  
Alison MacDonald  
[alison.macdonald@rrca.on.ca](mailto:alison.macdonald@rrca.on.ca)

**Rideau Valley CA**

Box 599  
3889 Rideau Valley Dr.  
Manotick ON K4M 1A5  
Sommer Casgrain-Robertson  
[sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca)

**Saugeen Valley CA**

R.R. #1  
1078 Bruce Road #12, Box #150  
Formosa ON N0G 1W0  
Erik Downing  
[e.downing@svca.on.ca](mailto:e.downing@svca.on.ca)

**Sault Ste. Marie Region CA**

1100 Fifth Line East  
Sault Ste. Marie ON P6A 6J8  
Corrina Barrett  
[cbarrett@ssmrca.ca](mailto:cbarrett@ssmrca.ca)

**South Nation River CA**

38 Victoria Street  
P.O. Box 29  
Finch ON K0C 1K0  
Carl Bickerdike  
[cbickerdike@nation.on.ca](mailto:cbickerdike@nation.on.ca)

**St. Clair Region CA**

205 Mill Pond Crescent  
Strathroy ON N7G 3P9  
Ken Phillips  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)

**Toronto and Region CA**

101 Exchange Avenue  
Vaughan ON L4K 5R6  
John MacKenzie  
[john.mackenzie@trca.ca](mailto:john.mackenzie@trca.ca)

**Upper Thames River CA**

1424 Clarke Road  
London ON N5V 5B9  
Tracey Annett  
[annett@thamesriver.on.ca](mailto:annett@thamesriver.on.ca)

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the December 9, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the October 21, 2024 Board of Directors Meeting.

**Employee Presentation: MVCA's Drone Services**

Staff presented on MVCA's Drone Services and opportunities. Drone applications that were highlighted include: dam inspections, viewing inaccessible areas for floodplain mapping/validation, ice monitoring and social media/community outreach.

**Watershed Update**

Flows in all tributaries are close to normal for this time of year, due to the average rainfall amounts received in October and November. The removal of stoplogs from the upper lakes to drawdown water levels is now complete. Crotch Lake is rising due to the release of water from the upper lakes. The dam will be operated to ensure there is enough water to maintain base flows downstream from mid-January to April while also ensuring there is adequate storage available to capture runoff from a typical January thaw. All dams will be operated through the winter to maintain levels within the normal operating rule curves for the structures.

**GM Update**

- **Farm Lake Dam Condition Assessment** - Based on the engineering review and inspection, the Farm Lake Dam was found into be in good overall condition. No remediation or repairs are required at this time.
- **Lanark Dam Safety Review** – A survey was completed to determine the positioning of the new safety boom anchors and the design of the dam's fence.
- **Kashwakamak Lake Dam Class EA Project** – The Class Environmental Assessment (EA) project has reached a milestone with the posting of the Notice of Completion on November 14, 2024, and the Project File Report on public record for a 30-day review period, until December 16, 2024.
- **K&P Trail Sale** - Staff are waiting on clear advice regarding regulatory requirements for entering into an agreement with the counties to lease/purchase the property for a period that extends beyond 5-years.
- **Palmerston-Canonto Beach Property** - Legal matters between MVCA and adjacent landowners are finally resolved and MVCA is now in a position to

transfer the property to the Township. As with the K&P Trail, staff are confirming new regulatory requirements for the sale of the property.

- **2025 Septic Fee Increases** - Rideau Valley Conservation Authority (RVCA) recently increased septic fees for 2025 by ~4% to reflect cost of living increases and ensure that the program continues to cover expenses. MVCA will be issuing a notice to affected municipalities on behalf of RVCA.
- **Kintail Country Christmas** – MVCA hosted the annual Kintail Country Christmas event on December 14<sup>th</sup> from 12:00 to 6:00 pm at the Mill of Kintail CA.

### **Management Salary Review**

The Board approved updates to the Management Salary Scales and the 2024/2025 compensation for the General Manager as recommended by the Finance and Administration Advisory Committee.

### **Overtime Compensation**

The Board approved update of section 2.3.2 *Overtime* of the MVCA's *Employee Manual*, and to implement the new program effective January 1, 2025.

### **Employee Merit Increases and Bonuses**

The Board directed the General Manager to investigate options to improve the current system of merit increases and bonuses and to provide a recommendation for implementation in 2026.

### **Financial Update – YTD September 30, 2024**

Year-to-date expenditures and revenues are on track and sit at 71.75% of budgeted.

### **Draft 2025 Budget**

The Board approved circulation of the Draft 2025 Budget to member municipalities.

### **2025 Fee Schedule Update**

As there has been no word from the province regarding a potential extension of the freeze of fees for planning, development and permitting, the Board approved update of Schedules A-C of MVCA's Fee Schedule.

### **2025 Mileage, Per Diem & Honorarium Rates**

The Board approved a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2025.



### **Operational Plan – Water Control Infrastructure**

The Board approved the *Operational Plan: Water Control Infrastructure*.

### **Land Conservation & Resource Strategy**

The Board approved the *Land Conservation & Resource Management Strategy*.

### **ATTACHMENTS**

- Draft minutes of the December 9, 2024 Board of Directors Meeting.
- Approved Minutes of the October 21, 2024 Board of Directors Meeting.



**MINUTES**

Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

October 21, 2024

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Steven Lewis  
Taylor Popkie

**STAFF PRESENT**

Sally McIntyre, General Manager  
Juraj Cunderlik, Director of Engineering  
Alex Broadbent, Manager of IC & T  
Scott Lawryk, Properties Manager  
Matt Craig, Manager of Planning & Regulations  
Stacy Millard, Treasurer (Virtual)  
Jennifer North, Water Resources Technologist  
Marissa Okum, Stewardship Technician  
Kayla Cuddy, Stewardship Field Assistant  
Krista Simpson, Administrative Assistant (Virtual)  
Kelly Hollington, Recording Secretary

**GUESTS**

Joanne Glaser, Cornerstones Management Solutions Ltd.

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

There were no additions or amendments to the agenda.

**BOD24/10/21 - 1**

**MOVED BY: D. Comley**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the October 21, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, September 9, 2024

There were no additions or amendments to the minutes.

**BOD24/10/21 - 2**

**MOVED BY: G. Gower**

**SECONDED BY: J. Atkinson**

**Resolved, that the minutes of the Board of Directors Meeting held on September 9, 2024 be received and approved as printed.**

**“CARRIED”**

2. Employee Presentation: Review of Stewardship Program and Objectives, Marissa Okum & Kayla Cuddy

M. Okum and K. Cuddy presented a review of MVCA’s stewardship program for 2024. M. Okum highlighted the expansion of ALUS Lanark to ALUS Mississippi Rideau, covering 31 municipalities. She reviewed the stewardship projects for 2024 including: ALUS, Ottawa Rural Clean Water Program, and shoreline naturalization and planting. K. Cuddy reviewed community engagement and outreach projects including the City Stream Watch program, an invasive species removal from Watt’s Creek funded through the Invasive Species Action Fund, TD Tree days planting event and UnSmoke Canada litter removal event. M. Okum reviewed the program’s funding and partnerships and planned projects for 2025.

P. Kehoe asked about the current condition of Poole Creek and if it is still considered a cold-water creek. He noted that he has seen large amounts of litter in Poole Creek. M. Okum responded that there are indicators that Poole Creek is still a cold-water creek. MVCA staff are in the process of analysing 2024 temperature logger data and City Stream Watch results, with a report to be completed later this year. She noted that during the UnSmoke Canada litter removal event, large amounts of litter were removed from Poole Creek including construction debris.

3. Watershed Update, Report 3448/24, Jennifer North.

J. North recapped conditions from the end of 2023 until present. She highlighted the above average rain and higher flows seen throughout the watershed. Water safety bulletins were released in February, March, April, June, July and August regarding unsafe conditions and higher than normal flows. She reviewed significant spring and summer peak water levels throughout the system related to rainfall. She noted that the system has functioned as intended, reducing flooding impacts to the watershed. She reviewed the fall lake drawdown schedule.

4. GM Update, Report 3449/24, Sally McIntyre.

S. McIntyre presented the GM update. She highlighted the receipt of updated Agreement of Purchase & Sale of the K&P Trail from the three counties, with an appended Lease Agreement that would apply to the trail while land ownership issues are being resolved. She noted that under the new legislation, any lease agreements exceeding 5-years in duration must be approved by the Minister. She highlighted the renewal of Morris Island Conservation Area License of Occupancy for a 10-year period with the City of Ottawa. She highlighted Microsoft's discontinuation of support of Windows 10 by October 14, 2025 and the need to invest in new hardware.

M. Souter asked about the significance of the new regulation regarding lease agreements. S. McIntyre explained that this change falls under Ontario Regulation 686/21. She believes that the Province wants to ensure that Conservation Authorities are managing land assets appropriately.

R. Kidd asked if another organization leased MVCA-owned land if it would also fall under the regulation. S. McIntyre said that she believes the rule applies whether MVCA leases land to or from another organization/entity it would fall under the regulation, but that that she would confirm whether all types of lease agreements exceeding 5-years fall under the regulation.

5. Job Evaluation & Implementation Plan, Report 3439/24, Sally McIntyre.

6. Salary Review, Report 3440/24, Sally McIntyre & Stacy Millard.

Items 5 and 6 were considered together, in camera. P. Kehoe noted that Joanne Glaser from Cornerstones Management Solutions Ltd. will consult with the Board.

**BOD24/10/21 - 3**

**MOVED BY: M. Souter**

**SECONDED BY: J. Mason**

**Resolved, That the committee move to in-camera session for discussions of the following matter:**

- **Labour relations or employee negotiations**

**And further resolved, that Sally McIntyre and Joanne Glaser remain in the room.**

**“CARRIED”**

**BOD24/10/21 - 4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

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

**“CARRIED”**

**BOD24/10/21 - 5**

**MOVED BY: J. Atkinson**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve the changes in job ratings as recommended and further resolved that the Board of Directors appoint the Executive Committee to review management compensation.**

**“CARRIED”**

7. **Proposed Budget Assumptions, Report 3442/24, Stacy Millard.**

S. McIntyre reviewed the budget process and MVCA’s approach to establishing the municipal levy envelop and building the annual budget. She reviewed the Workforce Plan adjustment amount that has been in place since 2021. She explained that the Board approved investments in the workforce in 2021 that could not be accommodated by a municipal levy increase and that were paid using the operating reserve. Those costs are being phased onto the levy over time. The residual net pressure for 2025 is \$129,327 (based upon one position being deemed redundant.) It is recommended that 50% be phased onto the municipal levy in 2025 and the

balance onto the levy in 2026. She reviewed the recommended assumptions and levy impacts by municipality.

M. Souter asked if the recommended assumptions are parameters for MVCA to work within when developing the budget to fit project needs. S. McIntyre confirmed and explained that the recommended assumptions are referred to as the municipal levy funding envelope.

**BOD24/10/21 – 6**

**MOVED BY: D. Comley**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors direct staff to develop the 2025 budget and related documents in accordance with the following parameters:**

- 1. An increase of 2.9% plus assessment growth to the Operating Levy;**
- 2. An increase of 8.5% plus assessment growth to the Capital Levy;**
- 3. An assumed assessment growth rate of 1.5%;**
- 4. A cost of living increase to the 2025 Pay Scale of 2.0%; and**
- 5. Transfer \$64,664 onto the Municipal Levy for Workforce Plan Adjustments.**

**“CARRIED”**

8. Draft Land Conservation and Resource Strategy, Report 3445/24, Sally McIntyre.

S. McIntyre reviewed process used to develop the draft Land Conservation & Resource Strategy including public consultation regarding the Discussion Paper and the recreational facilities survey. She highlighted that the most valued features by survey respondents at their top hiking sites can be found at MVCA’s conservation areas. She reviewed the programs and services that MVCA provides, their key goals and objectives within each program area. She highlighted her use of the term *conservation area-type parkland* and explained that this is referring to properties that have similar features/attributes to a conservation area but are not necessarily owned by MVCA.

J. Mason expressed concern that MVCA is going outside it’s mandate with some objectives related to land acquisition and conservation preserves and conservation areas. She commented that it is not MVCA’s responsibility to fill recreation gaps. She commented that the objectives are setting expectations among others that MVCA plans to acquire property to meet objectives. She commented that organizations such as Mississippi Madawaska Land Trust and Ducks Unlimited Canada are better set up to acquire and manage land for conservation purposes. S. McIntyre clarified that the regulation requires that MVCA consider the assets within the watershed as a whole and to determine the needs of the area and how MVCA fits in.

She stated that member municipalities and the counties have not conducted an analysis of large parks available to residents at this scale.

P. Kehoe commented that the LC&RS policies regarding these lands are not binding to the MVCA Board or future Boards. He noted that objectives are worded in a way that they are considerations to keep in mind but not prescriptive. He added that regulations may change in the future that will affect MVCA's mandate.

J. Mason commented that the most acceptable way to approach the recreational needs of the watershed is to work with organizations that are set up to manage and conservation area-type parklands.

B. Holmes expressed concerns that MVCA is taking on too much. She asked if the LC&RS could have a statement that highlights the partnering with organizations to within the watershed to meet objectives. S. McIntyre responded that the language would be amended in the next draft version of the document to clarify.

P. Kehoe suggested a definition of *conservation area-type parkland* could be added.

R. Kidd expressed concern regarding the expectations the document will set with the public. He commented that more information is needed to clarify that land acquisition is dependent on funding and available opportunities. S. McIntyre responded that she will amend the executive summary within the LC&RS to capture the changes discussed. She asked the Board if a statement should be added that MVCA would be willing to support other organizations in an operational sense in regards to *conservation area-type parklands*.

B. Holmes expressed concerns that MVCA does not have the funds or staff time to support other organizations in this way. P. Kehoe suggested that support could be offered on a cost-recovery basis to offset funding needs. M. Souter commented that the term *supporting* needs amending to co-operating with/partnering with. J. Mason added that the amendments need to clarify that MVCA will only partner/co-operate/support other organizations when it is financially viable.

M. Souter asked for a definition of *sterilization* as it relates to undevelopable land. S. McIntyre explained that in the 1990s, MVCA took advantage of a federal funding program to purchase lands in Cedardale that are within the floodplain to ensure development could not take place in the area; the lands were *sterilized* to prevent any future development within the floodplain.

S. McIntyre reviewed next steps to complete the LC&RS. P. Kehoe commended S. McIntyre and the MVCA team for the work that went into the development of the LC&RS.

**BOD24/10/21 – 7**

**MOVED BY: B. Holmes**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors receive the Draft Land Conservation & Resource Strategy.**

**“CARRIED”**

9. Education Program Review, Report 3451/24, Scott Lawryk.

S. Lawryk presented the education program review including analysis conducted by Bill Elgie and report recommendations. He presented the proposed 2025 education program plan and budget targets. He noted that the summer camp program is projected to operate on a full cost-recovery basis.

B. Holmes asked if the field trips mentioned in the 2025 plan would include trips to the Mill of Kintail museum. S. Lawryk responded that the field trip plan details have not been fully developed and that museum visits could be included. B. Holmes commented that field trips are an opportunity to educate the community on the programs that MVCA offers and operates.

B. Holmes asked if the FTE position is permanent, part-time or temporary. S. Lawryk responded that based on the program, the hope is that the position would be a 1-year contract. B. Holmes asked if there are available funds for the education program position. S. Lawryk responded that the current funding support for the education program comes from the \$20,000 set aside in the Category 3 MOUs. The long-term goal of the program is to have full cost-recovery by the end of Year 4 of the agreements. He noted that there are plans to include additional educational programming for adults

R. Kidd asked if there is a rental charge associated with the summer camp program and for the major costs that are being recovered. S. Lawryk responded that facility costs have not yet been incorporated into the education program budget. The major cost being recovered from the program is labour-related, including a program coordinator and support staff.

R. Kidd asked what the cost for a session of summer camp is. S. Lawryk responded that in 2023 a full week was \$250 and a short week was \$200. For 2024, the suggested fees are \$260 for a full week and \$210 for a short week. R. Kidd asked if summer students are hired for the summer camp program. S. Lawryk stated counsellor positions are open to anyone with an interest in applying, not just students and that MVCA aims to have a ratio of 1 camp counsellor per 8 campers for larger programs and 1:6 for smaller programs.



**BOD24/10/21 – 8**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2025.**

**“CARRIED”**

10. MVCA Asset Management Plan, Report 3450/24, Juraj Cunderlik.

Juraj Cunderlik reviewed the *Asset Management Plan* (AMP) goals and objectives. He outlined the contents of the AMP. He noted that in the future, the plan is to add more chapters for other MVCA assets including conservation areas and vehicles. He reviewed the water and erosion control infrastructure (WECI) asset inventory, operational objectives and considerations, and external considerations such as federal and provincial standards and guidelines for dam owners. He presented the proposed levels of service for MVCA’s WECI assets and the criteria descriptions and the classifications for each water control structure. He reviewed the AMP implementation plan.

**BOD24/10/21 - 9**

**MOVED BY: J. Mason**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve the *Asset Management Plan* attached to report 3450/24.**

**“CARRIED”**

11. Fee Schedule Update, Report 3452/24, Stacy Millard.

S. McIntyre explained that the province imposed a freeze on planning and regulation fees in 20223 and 2024, and that it is unknown whether the freeze will extend to 2025. The updated fees being tabled are not planning and regulations related. Planning and regulation related fees will be tabled with the Board in December and take effect if the province does not extend the freeze into 2025.

S. McIntyre presented the proposed updates to schedules D and E of MVCA’s Fee Schedule. Schedule D is related to Conservation Areas, rentals, programs and administration; and Schedule E is related to stewardship services. She highlighted that in schedule D, under Information and Professional Services, the Field Crew (2 staff) plus mileage rate of \$85/hour is

related to enable cost recovery for providing conservation area type services to other organizations.

**BOD24/10/21 – 10**

**MOVED BY: C. Kelsey**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors approve Schedules D and E of 2025 Fee Schedule as set out in report 3452/24.**

**“CARRIED”**

**CONSENT ITEMS**

12. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, September 30, 2024.
- b. Policy and Planning Advisory Committee Meeting, October 7, 2024.

For information.

13. Staff Compensatory Benefits, Report 3441/24, Stacy Millard.

For information.

14. Appointment of 2024 Auditor, Report 3443/24, Stacy Millard.

**BOD24/10/21 – 11**

**Resolved, That the Board of Directors appoint the firm Baker Tilley REO as the Authority’s Auditor for the year 2024.**

**“CARRIED”**

**Adopted by consent agenda**

15. LC&RS Community Surveys & Recreational Findings, Report 3444/24, Sally McIntyre.

For information.

16. Portage Routes: History and Use, Report 3446/24, Alex Broadbent.

For information.

**ADJOURNMENT**

**BOD24/10/21 - 12**

**MOVED BY: A. Vereyken**

**SECONDED BY: H. Yanch**

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

**“CARRIED”**

The meeting adjourned at 3:17 p.m.

K. Hollington, Recording Secretary



Hybrid Meeting Via Zoom  
and at MVCA Office

Board of Directors Meeting

December 9, 2024

**MEMBERS PRESENT**

Paul Kehoe, Chair  
Jeff Atkinson, Vice Chair  
Bev Holmes  
Cindy Kelsey (Virtual)  
Clarke Kelly  
Dena Comley  
Janet Mason  
Richard Kidd (10:00a.m. – 11:20a.m.)  
Roy Huetl  
Steven Lewis  
Taylor Popkie  
Wayne Baker

**MEMBERS ABSENT**

Allan Hubley  
Cathy Curry  
Glen Gower  
Helen Yanch  
Jeannie Kelso  
Mary Lou Souter

**STAFF PRESENT**

Sally McIntyre, General Manager  
Stacy Millard, Treasurer  
Juraj Cunderlik, Director of Engineering  
Matt Craig, Manager of Planning and Regulations  
Scott Lawryk, Properties Manager  
Alex Broadbent, Manager of IC&T  
Jennifer North, Water Resources Technician  
Tim Yoon, Water Resources E.I.T.  
Lauren Shupe, GIS Specialist,  
Will Ernewein, Regulations Officer  
Krista Simpson, Administrative Assistant (Virtual)  
Kelly Hollington, Recording Secretary

P. Kehoe called the meeting to order at 10:00 a.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

There were no additions or amendments to the agenda.

**BOD24/12/09 - 1**

**MOVED BY: T. Popkie**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the December 9, 2024 Board of Directors Meeting be adopted as presented.**

**“CARRIED”**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, October 21, 2024

**BOD24/12/09 - 2**

**MOVED BY: J. Atkinson**

**SECONDED BY: D. Comley**

**Resolved, that the minutes of the Board of Directors Meeting held on October 21, 2024 be received and approved as printed.**

**“CARRIED”**

2. Draft Finance and Administration Advisory Committee Meeting Minutes, November 28, 2024.

Included for information. P. Kehoe asked if there were any questions arising from the draft minutes. No questions were received.

3. Staff Presentation – MVCA’s Drone Services, Lauren Shupe & Tim Yoon.

Tim Yoon reviewed background and regulations relating to drone use. He noted that Transport Canada regulates RPAS type drones. He summarized the specifications of MVCA’s DJI-Mavic 3E drone. He highlighted the capability of the drone to do aerial surveying. L. Shupe reviewed MVCA’s drone applications. She demonstrated MVCA’s drone applications of dam inspections, investigating inaccessible areas, floodplain mapping validation, ice monitoring and social media/community outreach. She reviewed next steps for drone use including: The

opportunities for expanding the drone's capabilities with a LiDAR and/or Sonar attachment(s), new types of projects such as erosion hazard mapping, bathymetry collection and elevation data acquisition and collaborating with other Conservation Authorities.

S. Lewis commented that many people are not happy with drones flying over private property and there are potential problems that could arise surrounding public perception of drone use. He asked about the regulations regarding drone use and privacy. He acknowledged that MVCA's applications of drones are useful for their intended purposes. T. Yoon responded that MVCA asks permission from homeowners to fly over their property. He acknowledged that the public has concerns regarding photos being taken of their property. He noted that MVCA has received mixed responses from the public regarding drone use, some supporting its applications and some comments of concern regarding photos of their property.

R. Kidd asked if there is a policy regarding drone use and contacting private property owners. T. Yoon responded that there is no policy, but it is an MVCA best-practice for drone use to contact property owners prior to flying over their property. R. Kidd asked if the drone is restricted from flying over Mississippi Lake. T. Yoon responded that Natural Resources Canada regulates where drones can be used and he confirmed that MVCA uses the drone on Mississippi Lake.

R. Kidd commented that drones have a negative public perception in the area and that social media perpetuates fear and negativity. He acknowledged the usefulness of drone technology. He asked about the cost of the MVCA drone. T. Yoon responded that the MVCA drone and battery package cost approximately \$5,000. R. Kidd commented that EGIS has used drones for surveying in Beckwith and the local OPP test their drone weekly at Beckwith Park. He summarized that drones are great tools but are very controversial.

B. Holmes asked if MVCA is integrating AI capabilities with drone services to improve forecasting/predictive capabilities. T. Yoon responded that currently, MVCA does not use any AI integration.

S. McIntyre added that floodplain analysis is improved by being able to access previously inaccessible areas, providing a more robust model to work from. Drone use helps to enhance the model and improve predictive capabilities.

#### 4. Watershed Conditions, Report 3459/24, Jennifer North.

Jennifer North provided an update on the watershed conditions. She highlighted that flows and water levels are close to normal for this time of year. She noted that Mazinaw has a later drawdown than the other upper lakes, and still has two logs to be removed. She reviewed planned operations at Crotch Lake to maintain downstream flows and provide maximum storage for early 2025.

5. GM Update, Report 3460/24, Sally McIntyre.

Sally McIntyre provided the GM update. She highlighted completed projects including:

- The Farm Lake Dam Condition Assessment, the Lanark Dam Safety Review, and the Kashwakamak Lake Dam Class EA project.
- The K&P Trail dispute and sale, and Palmerston-Canonto Beach Property. She explained that at the October 21, 2024 Board of Directors Meeting, R. Kidd asked if all lease agreements that exceed 5-years fall under Ontario Regulation 686/21. She noted that MVCA is the first organization to proceed with a lease agreement exceeding 5-years post-regulation. Staff are working to confirm whether the regulatory requirements apply to the lease at Palmerston-Canonto and the K&P Trail.
- 2025 Septic Fee Increases and the Municipal Flood Resilience Action Training that is available in 2025.

P. Kehoe asked S. McIntyre to provide an update regarding WECI Funding and application. S. McIntyre explained that she and P. Kehoe met with MPP J. Jordan to discuss the constraints surrounding WECI applications and funding uses. A generic response was received from the Ministry of Natural Resources (MNR) that the situation is being monitored.

C. Kelly stated that RVCA sends a delegation to the Rural Ontario Municipal Association (ROMA) Conference. He asked if MVCA sends a delegation or representative to the ROMA Conference. S. McIntyre responded MVCA does not send a delegation to the ROMA conference but Angela Coleman from Conservation Ontario advocates for Conservation Authorities at Queens Park. P. Kehoe commented that MPP J. Jordan was receptive of MVCA's problems with WECI funding.

6. Management Salary Review, Report 3456/24, Paul Kehoe & Sally McIntyre.

7. Overtime Compensation, Report 3457/24, Sally McIntyre.

8. Employee Merit Increases and Bonuses, Report 3458/24, Sally McIntyre.

Items 6, 7 and 8 were discussed in-camera.

**BOD 24/12/09 - 3**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Kelly**

**Resolved, That the Board of Directors move to in-camera session for discussion of the following matter: Labour relations or Employee Negotiations.**

**And further resolved, That Sally McIntyre and Stacy Millard remain in the room.**

**And further resolved, That Sally McIntyre and Stacy Millard leave the room before final discussions regarding management compensation.**

**“CARRIED”**

**BOD24/12/09 - 4**

**MOVED BY: B. Holmes**

**SECONDED BY: C. Kelly**

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

**“CARRIED”**

**BOD24/12/09 - 5**

**MOVED BY: J. Mason**

**SECONDED BY: D. Comley**

**Resolved, That the Board of Directors approve updates to the Management Salary Scales and the 2024/2025 compensation for the General Manager as recommended by the Finance and Administration Advisory Committee.**

**Resolved, That the Board of Directors approve update of section 2.3.2 Overtime of the MVCA’s Employee Manual as set out herein, and to implement the new program effective January 1, 2025.**

**Resolved, That the Board of Directors direct the General Manager to investigate options to improve the current system of merit increases and bonuses and provide a recommendation for implementation in Fiscal 2026.**

**“CARRIED”**

**9. Financial Update – YTD September 30, 2024, Report 3453/24, Stacy Millard.**

S. Millard provided the Financial Update. She reviewed the operating budget, noting that expenditures and revenues are on track. She reviewed the changes in cost allocations.

**10. Draft 2025 Budget, Report 3454/24, Stacy Millard & Sally McIntyre**

S. McIntyre presented the 2024 Draft Budget. She reviewed the year-over-year changes between the 2023, 2024 and 2025 budgets. She noted the expansion of MVCA’s Education Program is considered under Category 3 Operating budget. She highlighted that while the budget is increasing, it does not necessarily mean an increase in the municipal levy due to offsetting revenues. She reviewed the operating budget by program/service. She compared the 2024 and 2025 municipal levy budgets by program/service. She reviewed the workforce plan adjustment to the municipal levy and the municipal levy allocations as prescribed by the province.

**BOD24/12/09 - 6**

**MOVED BY: T. Popkie**



**SECONDED BY: B. Holmes**

**Resolved, That the Draft 2025 Budget be received and circulated to member municipalities for comment.**

**“CARRIED”**

11. 10-Year Capital Plan Update, Report 3455/24, Sally McIntyre & Stacy Millard

S. McIntyre provided the 10-Year capital plan update. She highlighted the schedule of projected annual capital levy increases.

**BOD24/12/09 - 7**

**MOVED BY: S. Lewis**

**SECONDED BY: J. Atkinson**

**Resolved, That the Board of Directors approve the 10-year Capital Plan update and schedule of capital levy increases presented herein.**

**“CARRIED”**

12. 2025 Fee Schedule Update, Report 3468/24, Matt Craig

P. Kehoe explained that there have been no updates received regarding an extension of the provincial freeze of planning, development and permitting fees. The proposed updates to Fee Schedules A-C assume that the freeze is not extended.

S. Lewis asked if all fees were raised by a specific percentage. M. Craig responded that all fees were increased by 3% and rounded to the nearest dollar.

C. Kelly asked about the budget pressures if the fees remain frozen. M. Craig explained that the freeze in fees results in not keeping up with cost-of-living and planning and regulation program expenses. He noted that overall, there may be greater implications. S. McIntyre explained that MVCA had planned to take an estimated \$16,000 from reserves on the assumption that the fees remain frozen.

**BOD24/12/09 - 8**

**MOVED BY: T. Popkie**

**SECONDED BY: S. Lewis**

**Resolved, That the Board of Directors approve update of Schedules A through C of MVCA’s Fee Schedule as set out in this report.**

**“CARRIED”**

13. 2025 Mileage, Per Diem & Honorarium Rates, Report 3461/24, Sally McIntyre

S. McIntyre explained that the Board approved a 2% cost-of-living increase to staff wages and recommended the same increase for Board compensation in regards to per diems and honorariums. She noted that the same mileage rates is applied to staff and Board members, and is recommended to be increased.

W. Baker noted a keying error to the proposed increase in corporate mileage rate, the amount should read \$0.6018/km rather than \$60.18/km. S. McIntyre confirmed.

**BOD24/12/09 - 9**

**MOVED BY: R. Huetl**

**SECONDED BY: C. Kelly**

**Resolved, That the Board of Directors approve That the Board of Directors approve a 2% increase to Board member per diems, the honorariums paid to the Chair and Vice Chair, and the mileage rates paid to employees and Board members, to take effect January 1, 2025.**

**“CARRIED”**

14. Operational Plan: Water Control Infrastructure, Report 3462/24, Juraj Cunderlik

J. Cunderlik reviewed the guidelines and regulations relating to the operation of water control infrastructure. He highlighted that operational plans for water control infrastructure were required to be developed and implemented by the end of 2024. He reviewed the guiding principals and operational objectives of the *Mississippi River Water Management Plan* (MRWMP). He reviewed the water control structure inventory within the watershed. He highlighted that 12 structures are included in the MRWMP of which 6 are owned by MVCA.

J. North reviewed dam operation objectives within the watershed including: flood and drought mitigation, fisheries and wildlife, recreation and tourism, navigation, erosion, ice, low flow augmentation and power generation. J. North summarized the history of management and development of dams within the watershed. She explained that from the MRWMP, preferred operating plans were developed for each dam with a set target level and upper and lower operating range. She noted that revisions are required as the needs of the watershed change. She reviewed a typical dam operating cycle within the watershed. She reviewed adaptive management practices in response to annual variations and extreme weather events and gave examples.

J. Mason asked what kind of model MVCA has of the Mississippi River and whether scenarios can be ran based on forecasts. J. Cunderlik responded that MVCA has watershed models for

the Mississippi River and Carp River watersheds. Staff are currently working to upgrade the watershed model to be able to run scenarios. He noted that staff are hopeful to have a draft forecasting system ready to test in spring of 2025. J. Mason expressed her support in the development of a forecasting system and asked for a demonstration when it's prepared.

W. Baker asked how the fall drawdown affects water levels. J. Cunderlik responded that it depends from lake-to-lake, each lake has a different target and threshold. W. Baker asked if fish spawning is considered when determining drawdown dates and amounts. J. Cunderlik confirmed that fish habitat and spawning periods are taken into consideration within the MRWMP.

**BOD24/12/09 - 10**

**MOVED BY: D. Comley**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve the Operational Plan: Water Control Infrastructure attached to this report.**

15. Land Conservation & Resource Strategy, Report 3463/24, Sally McIntyre.

S. McIntyre presented the proposed final draft of the *Land Conservation & Resource Strategy*. She noted that changes made over the consultation period are in red. She highlighted some policy changes including: adjustments to wording regarding working with and facilitating cooperation with other public agencies and organizations in the planning, development and maintenance of large conservation parklands; and MVCA continuing to promote the Mississippi River canoe route and advocate for its maintenance and protection. She noted that MVCA will not assume the responsibilities of maintenance and protection of the canoe route.

J. Atkinson asked how often this strategy will be updated. S. McIntyre responded that an implementation section has been included in the strategy that prescribes an update a minimum of every 10-years. The implementation section includes all targets and reporting schedules mentioned in the document.

**BOD24/12/09 - 11**

**MOVED BY: J. Mason**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve the Land Conservation & Resource Management Plan.**

**CONSENT ITEMS**

16. License Renewal – Carp River CA, Report 3464/24, Sally McIntyre

**BOD24/12/09 - 12**

**Resolved, That the Board of Directors approve renewal of the Licence of Occupancy for the Carp River Conservation Area.**

**CARRIED – CONSENT AGENDA**

17. Regulatory Enforcement Strategy, Report 3465/24, W. Ernewein

Will Ernewein provided a presentation summarizing the Regulatory Enforcement Strategy and the basis for its development. He reviewed the roles and responsibilities of the MVCA Regulations Technician and Regulations Officer and the public. He reviewed enforcement of Section 28 and 29 violations. He highlighted that only in egregious cases does MVCA pursue legal action to resolve enforcement files. He noted that the strategy is fluid and subject to change over time based on the needs of the organization and legislative changes.

P. Kehoe commented that the matrixes presented in the strategy are similar to the informed judgement matrix used by the Ministry of Environment when he worked for the Ministry. W. Ernewein agreed and noted that it is still relevant and valid and a reliable tool for general enforcement purposes.

P. Kehoe asked if a motion is required for consent items. S. McIntyre explained that consent items are approved concurrent to approval of the Agenda. J. Mason commented that the Regulatory Enforcement Strategy presentation was moved out of the consent agenda and has a recommendation associated with it. S. McIntyre asked if J. Mason would like a motion to approve the strategy. J. Mason commented any method is acceptable, as long as the strategy is approved. S. McIntyre confirmed that it is best practice to approve the recommendation on the report. P. Kehoe asked for a member to move the motion.

**BOD24/12/09 - 13**

**MOVED BY: J. Mason**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors approve the attached Regulatory Enforcement Strategy.**

**“CARRIED”**

18. Corporate Strategic Plan Update, Report 3466/24, Sally McIntyre.

**BOD24/12/09 - 14**

**Resolved, That the Board of Directors approve the methodology for updating the Corporate Strategic Plan and Implementation Plan as set out in this report.**

**CARRIED – CONSENT AGENDA**

19. 2025 Board Meeting Schedule, Report 3467/24, Sally McIntyre.

**BOD24/12/09 - 15**

**Resolved, That the Board of Directors approve the proposed 2025 meeting schedule.**

**CARRIED – CONSENT AGENDA**

**ADJOURNMENT**

**BOD24/12/09 - 16**

**MOVED BY: R. Huetl**

**SECONDED BY: W. Baker**

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

**“CARRIED”**

The meeting adjourned at 12:03 p.m.

K. Hollington, Recording Secretary



Mississippi  
Mills

# COUNCIL CALENDAR

## January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 1:30pm Library (ALM) 4pm Heritage	9	10	11
12	13	14 Council COW	15 County	16	17	18
19 ROMA	20 ROMA	21 ROMA	22 4:30pm COA	23	24	25
26	27	28 Council COW	29 County	30	31	



Mississippi  
Mills

# COUNCIL CALENDAR

## February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 4pm Heritage	6 3pm AAC	7	8
9	10	11 Council COW	12 1:30pm Library (PAK) County	13	14	15
16	17	18	19 4:30pm COA	20	21	22
23	24	25 Council COW	26 County	27	28	