

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**EIGHTTH Meeting** of the North Bay-Mattawa Conservation Authority held at 4:45 p.m. on October 28, 2020 as an electronic meeting via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(4:46pm – 5:42pm)</b>
<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(4:46pm – 5:42pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(4:46pm – 5:42pm)</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>	<b>(4:46pm – 5:42pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(4:46pm – 5:42pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(4:46pm – 5:2pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(4:46pm – 5:42pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:05pm – 5:42pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(4:46pm – 4:55pm)</b>

**MEMBER(S) ABSENT:**

<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>	
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	

**ALSO PRESENT:**

**Ann Convery**, Accounts payable Clerk  
**Brian Tayler**, CAO, Secretary-Treasurer  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach

**1. Approval of the Agenda**

The Chair welcomed everyone to the meeting and extended regrets on behalf of Robb Noon. After discussion the following resolution was presented:

Resolution No. 73-20, Mayne-Scarfone

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

**Carried Unanimously**

**2. Declaration of Pecuniary Interest**

None declared.

**3. Adoption of Previous Minutes of September 23, 2020**

After discussion the following resolution was presented:

Resolution No. 74-20, Lagassie-Scarfone

**THAT** the minutes from the September 23, 2020 meeting are adopted as presented.

**Carried Unanimously**

**4. Delegations**

None.

**5. Chippewa Creek WECI**

Brian Tayler gave an update to members on the Chippewa Creek WECI project. After discussion, the members thanked Brian for his update.

**6. Closed Session of Committee of the Whole**

After discussion the following resolutions were presented:

Resolution No. 75-20, Mick-Mayne

**THAT** meeting move into a closed session of “Committee of the Whole” to discuss a property matter.

**Carried Unanimously**

Resolution No. 76-20, Mayne-Blakeley

**THAT** the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting.

**Carried Unanimously**

Resolution No. 77-20, Blakeley-Scarfone

**THAT** the Board of Directors approves of the purchase of 701 Oak Street East for a sum of \$88,100.00, and

**FURTHER THAT** directors are authorized to sign any documents to complete the purchase.

**Carried Unanimously**

**7. Public access to minutes**

Brian Tayler gave an update to members on changes to the Administrative Regulations as they relate to electronic meetings and public access. After discussion, the members thanked Brian for the update.

**8. Section 28 Approvals**

The members reviewed the report. After discussion, the following resolution was presented:

Resolution No. 78-20, Mick-Mayne

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses October 28, 2020 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**9. Quarterly Financial Statements**

The members reviewed the report. Brian Tayler highlighted some key areas. After discussion, the following resolution was presented:

Resolution No. 79-20, Belanger-Mick

**THAT** the Income Statement, Balance Sheet and Budget Status Report at September 30, 2020 be approved and appended to the minutes of this meeting.

**Carried Unanimously**

**10. Budget Projections**

Brian Tayler presented a report to members. After review and discussion, the following resolution was presented:

Resolution No. 80-20, Mick-Belanger

**THAT** staff prepare a draft 2021 Budget for consideration by the Executive Committee and Board of Directors guided by the projections as outlined;

**AND THAT** this report be appended to the minutes of this meeting.

**Carried Unanimously**

**11. Administrative By-Laws**

Brian Tayler presented a report to members on changes to the Administrative By-Laws. After discussion the members thanked Brian for the report, and the following resolution was presented:

Resolution No. 81-20, Lagassie-Grant

**THAT** the Board of Directors receives the report dated October 27, 2020 in regards to the NBMCA Administrative By-Law Revision, and

**THAT** the Board of Directors directs staff to make the changes as outlined in the report, and

**THAT** this report be received and appended to the minutes of this meeting.

**Carried Unanimously**

**12. Hearing Policy Procedures**

Paula Scott presented her report to members. After discussion, the members thanked Paula for her report and the following resolution was presented.

Resolution No. 82-20, Blakeley-Mick

**THAT** the Board of Directors approve of proposed changes to NBMCA's *Hearing and Procedural Manual* to be replaced, and;

**THAT** the Board of Directors directs staff to make the changes as outlined in the report, and;

**THAT** this report be received and appended to the minutes of this meeting.

**Carried Unanimously**

**13. Laurentian Ski Hill Snowboarding Club Loan Agreement**

Dave Mendicino updated members on the Laurentian Ski Hill Snowboarding Club Loan Agreement. After discussion, the members thanked Dave for the updated and the following resolution was presented:

Resolution No. 83-20, Belanger-Scarfone

**THAT** the report dated September 20, 2020 regarding *Loan Agreement Amendments between NBMCA and Ski Hill (LSHSC)* and updates be received and appended to the minutes of this meeting, and;

**FURTHER THAT** effective for 2020, the recommended changes outlined in the loan agreement are approved.

**Carried Unanimously**

**14. Laurentian Escarpment Conservation Area Trail Proposal and Update**

Sue Buckle presented the Laurentian Escarpment Conservation Area Trail Proposal and Update report. After discussion, the members thanked Sue for the report and staff for their hard work and the following resolution was presented:

Resolution No. 84-20, Mick-Scarfone

**THAT** the Laurentian Escarpment Conservation Area Trail Proposal Update Report is received, and;

**THAT** staff move forward with the next steps, and;

**FURTHER THAT** the report be approved and appended to the minutes of this meeting.

**Carried Unanimously**

**15. Communications Report**

Sue Buckle provided the Communications Report to members. After discussion the following resolution was presented:

Resolution No. 85-20, Belanger-Mick

**THAT** the Communication and Outreach report dated October 22, 2020 be approved and appended to the minutes of this meeting.

**Carried Unanimously**

**16. New Business**

None declared

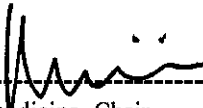
**15. Adjournment (5:42 p.m.)**

As there was no further new business, the following resolution was presented:

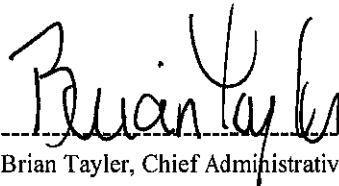
Resolution No. 86-20, Grant-Lagassie

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday November 25, 2020 at a location to be determined or at the call of the Chair.

**Carried Unanimously**



-----  
Dave Mendicino, Chair



-----  
Brian Tayler, Chief Administrative Officer, Secretary Treasurer

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** October 21, 2020

**SUBJECT:** Report On Development, Interference with Wetlands, and Alterations to  
Shorelines and Watercourses Permits for board approval

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006 the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

*28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;*

*28(1)(c) prohibiting, regulating or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development.*(Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

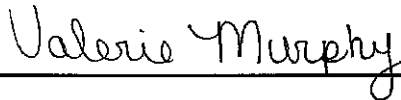
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

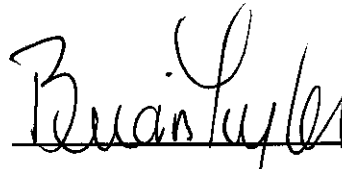
17 new permits and 2 permit amendments have been issued by the Conservation Authority in 2020 since the previously approved minutes as per the policies, procedures and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

Of the newly issued permits, four were for the placement of fill, three were issued for the construction on new single family dwellings, two were issued for the completion of landscaping and one permit was issued for each of the following activities: repair of a foundation, construction of an accessory structure, the reconstruction of a roadway, the construction of an addition to an existing dwelling, shoreline erosion protection, reconstruction of a playground, construction of a new municipal building and the relocation of existing infrastructure.

Two permit amendments were issued, one for the installation of a culvert and one for the installation of new sewer lines in a private campground.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer



# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

PERMIT YEAR: 2020

FOR NBMCA BOARD INFORMATION ON: October 21, 2020

File No.	Name of Applicant	Municipality	Legal Description/Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development Interference With Wetlands and Alterations to Shorelines and Watercourses Permit No./Date of Issuance
RPA-20-02	S and J Bellehumeur	Papineau Cameron	25 Moores Lane Lot 16 Con 14 Part 24-27	Boom Lake	To construct a new single family dwelling and site grading	September 3, 2020	#85-20 September 17, 2020
RNB-20-40	Jason Caruso	North Bay	207 West Peninsula Road	Trout Lake	To demolish and rebuild existing dwelling	September 17, 2020	#86-20 September 24, 2020
RNB-20-41	2383251 Ontario Ltd	North Bay	179 West Peninsula Road	Trout Lake	To lift dwelling and repair foundation	September 14, 2020	#87-20 September 24, 2020
RNB-20-43	City of North Bay	North Bay	Memorial Drive at pedestrian underpass	Lake Nipissing	To construct a new pathway connecting underpass to sidewalk	September 18, 2020	#88-20 September 24, 2020
RNB-20-42	City of North Bay	North Bay	Olmstead Park	Trout Lake and Armstrong Creek	To reconstruct playground	September 18, 2020	#89-20 September 24, 2020
RNB-20-44	City of North Bay	North Bay	Laurentian Ave Trout Lake Road to Gordon Ave	Floodplain of Chippewa Creek/Eastvie w Tributary	To reconstruct Laurentian Ave	September 28, 2020	#90-20 October 1, 2020

**DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

**FOR NBMCA BOARD INFORMATION ON: October 21, 2020 PERMIT YEAR: 2020**

<b>RNB-20-47</b>	Robert Roy and Erinn Sones	North Bay	978 Leask Ave	Chippewa Creek	To construct an addition, a new deck and grade front yard	September 29, 2020	<b>#91-20</b> October 1, 2020
<b>RNB-20-45</b>	John Miller	North Bay	1020 Premier Road	Unevaluated wetland	To place fill to construct driveway and storage area	September 30, 2020	<b>#92-20</b> October 1, 2020
<b>REF-20-20</b>	Ryan Sohm	East Ferris	949 Corbell Road	Unevaluated wetland	To place fill to construct a driveway	September 28, 2020	<b>#93-20</b> October 1, 2020
<b>RNB-20-46</b>	Stephane Gauthier	North Bay	255 West Peninsula	Trout Lake	To remove fill on beach deposited from road washout	September 30, 2020	<b>#94-20</b> October 1, 2020
<b>REF-20-21</b>	Robyn Sandford	East Ferris	431 Centennial Crescent	Trout Lake	To demolish existing dwelling and construct a new dwelling at top of slope	October 2, 2020	<b>#95-20</b> October 8, 2020
<b>REF-20-22</b>	Dave Oliver	East Ferris	84 Kyle Road	Lake Nosbonsing	To install erosion protection along eroding shoreline	October 1, 2020	<b>#96-20</b> October 8, 2020
<b>REF-20-24</b>	Harold Shepherd	East Ferris	51 Woodcliffe Road	Trout Lake	To place fill to construct driveway and lake access	October 5, 2020	<b>#97-20</b> October 8, 2020
<b>REF-20-23</b>	Vinh Duc Nguyen	East Ferris	904 Nosbonsing Park Road	Lake Nosbonsing	To construct a boat garage near shoreline	October 2, 2020	<b>#98-20</b> October 8, 2020

**DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

FOR NBMCA BOARD INFORMATION ON: October 21, 2020 PERMIT YEAR: 2020

<b>REF-20-50</b>	Jamie Martyr and Erinn Hansmann	North Bay	475 Viceroy	Trout Lake	To construct a retaining wall, lake access pathway and stabilize disturbed soils	October 6, 2020	<b>#99-20</b> October 8, 2020
<b>REF-20-19</b>	Municipality of East Ferris	East Ferris	390 Highway 94	Tributary to La Vase River	To demolish existing municipal office, to rebuild new office, to place fill, to remove fill, to grade, to install retaining wall and install a temporary watercrossing	October 1, 2020	<b>#100-20</b> October 22, 2020
<b>RNB-20-52</b>	TC Energy	North Bay	TC Energy easement along Lakeside Drive at La Vase Road	Armstrong Creek	To remove pipeline monitoring station and relocate it outside of watercourse	October 9, 2020	<b>#101-20</b> October 22, 2020
<b>Amendments</b>							
<b>RNB-20-22</b>	Stephen Way	North Bay	2661 Northshore Road Pt Lot 7 Plan 36M642	Trout Lake	To install a drainage culvert	September 7, 2020	<b>#51-20</b> <b>Amendment #1</b> September 17, 2020
<b>RMATT-19-01</b>	Ian Foster	Mattawa	750 Mattawan Street – Sid Turcotte Park	Mattawa River	To trench and install new sewer lines to existing campsites	September 15, 2020	<b>#40-19</b> <b>Amendment #1</b> September 17, 2020

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Helen Cunningham, Manager, Financial Services and Human  
Resources

**DATE:** October 28, 2020

**SUBJECT:** Budget Update

**Background:**

Staff are monitoring the 2020 budget very carefully to keep the Board Members up to-date of any potential impact of COVID-19. As Board Members are aware, the North Bay-Mattawa Conservation Authority's (NBMCA) office is closed to the public, but is still carrying on business by way of telephone, email and regular mail. All staff are working from home but coming in periodically, to ensure that services are still being performed.

As the Board Members were informed at the March meeting, that a careful watch of the budget is warranted, this is an update as revenue and expenses by program as of September 30<sup>th</sup>, 2020.

**Analysis:**

At the end of September the overall total revenues are up in comparison to September 2019 the MNRF transfer payment agreement has been signed and a receivable has been set up for the payment. The revenue increase is mostly attributed to the fees collected in the Septic OBC program which are holding at approx. 11% above last year. The overall expenses are down approximately 17% as in comparison to last year. Expenditures are down because of a hold on capital initiatives pending the outcome of the COVID-19 emergency. Staff have been tracking COVID-19 related expenditures and as of September 30<sup>th</sup> NBMCA has incurred \$20,500.00. Staff have applied to grants to help reimburse some of these costs.

Watershed Planning fees are down by approx. 50% despite the fact that development is up this year. Planning applications are starting to pick up as of October.

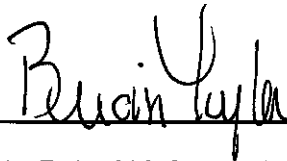
The Interpretive Centre expenses are higher than anticipated due partly to extra expenditures because of Covid, and the building's HVAC system has been requiring costly repairs.

Amortizations of historically accumulated assets are expensed quarterly within the Administration Account (31-00). This quarter saw \$271,583.36 of expense that is not part of the annual budget because these expenses were funded prior to 2009.


**Recommendation:** The Financial statements that have been issued are consistent with Resolution No. 18-03. Therefore, it is recommended that the Conservation Authority Board of Directors approve these statements (see attached).

**RECOMMENDED RESOLUTIONS:**

**THAT** the Income Statement, Balance Sheet and Budget Status Report at September 30<sup>th</sup>, 2020 be approved and appended to the minutes of this meeting.



Brian Tayler, CAO, Secretary-Manager



Helen Cunningham, Manager, Finance and Human Resources

**DRAFT**

**REVENUES COMPARISON  
2020 to 2019**

	Jan-Sept 20 Actuals	Jan-Sept 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
Income					
3100 · Administration	256,448.38	266,366.09	9,917.71	104%	
3500 · Watershed Planning	90,962.50	96,033.35	5,070.85	106%	
3600 · Flood Control	139,410.00	140,045.01	635.01	100%	
3700 · Erosion Control	56,655.00	55,880.06	-774.94	99%	
3800 · Flood Forecasting	97,896.00	96,579.04	-1,316.96	99%	
3900 · Ice Management	13,011.55	11,579.00	-1,432.55	89%	
8300 · Capital-Source Water Protection	240,778.47	256,261.72	15,483.25	106%	
3200 · Septics	658,802.50	584,466.09	-74,336.41	89%	
3400 · Section 28 Regulations	41,797.50	40,052.50	-1,745.00	96%	
4200 · Water Quality	4,640.00	9,547.50	4,907.50	206%	
5700 · Outreach	20,726.24	44,736.79	24,010.55	216%	
5600 · Interpretive Centre	151,282.11	154,230.31	2,948.20	102%	
7000 · Lands & Properties	101,774.09	97,123.96	-4,650.13	95%	
8600 · Capital-Lands & Properties	359,161.00	397,395.00	38,234.00	111%	
9700 · Capital-Central Services	57,149.56	50,300.00	-6,849.56	88%	
9800 · Capital-DIA Technical Project	232,656.01	193,060.00	-39,596.01	83%	
9900 · Capital-NBMCA Integrated Watershd Strategy	295,324.00	312,081.00	16,757.00	106%	
107-00 · Capital - Stewardship & Restoration	15,035.77	52,403.00	37,367.23	349%	
109-00 · Capital-WECI Project 2018/2019	708,386.00	317,573.00	-390,813.00	45%	
112-00 - LSHSC CAPITAL ASSET	65,000.00	64,114.00	-886.00	99%	
114-00 - LSHSC OPERATING RESERVE FUNDS	60,000.00	60,000.00	0.00	100%	
<b>Total Income</b>	<b>3,666,896.68</b>	<b>3,299,827.42</b>	<b>-367,069.26</b>	<b>90%</b>	

367,069.26



**NORTH BAY-MATTAWA  
CONSERVATION  
AUTHORITY**

**Draft**

**BALANCE SHEET at September 30, 2020**

Unaudited Financial Statements

	September 30, 2020	August 31, 2020
<b>FINANCIAL ASSETS</b>		
Cash	1,468,362.96	1,508,175.87
Accounts Receivable	538,967.37	208,203.50
HST Receivable	<u>11,863.74</u>	<u>18,909.13</u>
<b>Total Financial Assets</b>	<b>2,019,194.07</b>	<b>1,735,288.50</b>
<b>LIABILITIES</b>		
Accounts Payable	119,588.43	97,602.82
HST	0.00	456.52
Payroll Liabilities Payable	119,110.14	119,110.14
Accrued Liabilities & Miscellaneous	<u>15,000.00</u>	<u>15,000.00</u>
	253,698.57	232,169.48
Deferred Revenue		
Lands & Properties Capital	94,164.13	184,164.13
Drinking Water-Source Protection Program Interest Earned	2,309.25	2,309.25
DIA Technical	39,617.17	39,617.17
NEMCA Watershed Plan	93,910.82	93,910.82
WECl - 2018/2019	<u>0.70</u>	<u>64,972.70</u>
	230,002.07	384,974.07
<b>Long Term Debt:</b>		
Bank Loan	599,016.61	600,781.29
City of North Bay Loan - LSHSC	<u>20,000.00</u>	<u>20,000.00</u>
<b>Total Liabilities</b>	<b>619,016.61</b>	<b>620,781.29</b>
	<u>1,102,717.25</u>	<u>1,237,924.84</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (note 2)	13,704,362.89	13,789,599.48
Pre-Paid Expenses	<u>13,069.39</u>	<u>13,069.39</u>
	13,717,432.28	13,802,668.87
<b>Accumulated Surplus (note 1)</b>	<b>14,633,909.10</b>	<b>14,300,032.53</b>

**NOTES TO FINANCIAL STATEMENTS**

**1. Accumulated surplus**

Surplus (Deficit)	1,237,971.21
Septic Building permit reserve	166,413.00
LSHSC Capital Reserve	173,550.00
LSHSC Operating Reserve	16,392.00
LSHSC Land Acquisition Reserve	98,604.00
Tangible Capital Assets	13,704,362.89
Amounts to be recovered from future revenues	<u>-763,384.00</u>
<b>Balance, end of March 2019</b>	<b>14,633,909.10</b>



**DRAFT**

**INCOME STATEMENT for the period of January 1 to September 30, 2020**  
**Unaudited Financial Statements**

Account	September 30, 2020		August 31, 2020		Net
	Revenue	Expense	Revenue	Expense	
<b>Grant Eligible Core Activities</b>					
31-00 Administration	256,448.38	205,887.59	197,352.03	176,832.75	20,519.28
Administration - Amortization Expense		271,553.36		180,896.47	-160,375.19
35-00 Watershed Planning	90,962.50	75,630.87	62,340.50	67,786.31	-5,445.81
Flood Control	139,410.00	125,732.17	95,165.00	106,592.95	-11,427.95
Erosion Control	56,655.00	50,362.37	39,505.00	45,731.80	-6,226.80
Flood Forecasting	97,896.00	72,752.76	67,201.00	65,869.06	1,331.94
Ice Management	15,011.55	5,231.21	10,321.55	5,231.21	5,090.34
83-00 Source Protection Planning	240,778.47	171,998.25	240,778.47	150,840.02	89,938.45
Subtotal	895,161.90	707,595.22	712,683.55	618,884.10	93,779.45
<b>Conservation Authority Core Activities</b>					
32-00 Septics OBC	658,202.50	552,755.61	533,327.50	488,043.95	45,283.54
34-00 Regulations and Fisheries	41,797.50	34,671.73	33,447.50	31,482.74	1,964.76
42-00 Water Quality	4,640.00	218.48	4,640.00	190.18	4,449.82
57-00 Outreach	20,726.24	10,676.84	20,726.24	9,646.99	11,079.25
56-00 Interpretive Centre	151,282.11	149,024.96	136,754.50	137,512.88	-758.38
70-00 Lands and Property Operations	101,774.09	88,523.87	86,288.93	81,712.18	4,576.75
Subtotal	979,622.44	835,884.49	815,184.67	748,588.93	66,595.74
<b>NBWCA Capital Projects</b>					
86-00 Lands and Properties Capital - C/As/Trails	359,161.00	141,665.67	359,161.00	99,608.81	259,552.19
97-00 Central Services	57,149.56	22,215.00	57,149.56	18,724.37	38,425.19
109-00 WECI 2018/2019	708,386.00	20,495.06	353,414.00	14,737.08	338,676.92
Subtotal	1,124,696.56	184,375.73	769,724.56	133,070.26	636,654.30
Subtotal			1,180,288.12	166,531.71	1,013,756.41





**Draft**

INCOME STATEMENT for the period of January 1 to September 30, 2020

Unaudited Financial Statements

	September 30, 2020		August 31, 2020	
<b>NBMCA Studies/Special Projects</b>				
DIA Technical Project	98-00	232,656.01	144,062.80	88,593.21
Integrated Watershed Management Strategy	99-00	295,324.00	154,756.89	140,567.11
Stewardship and Restoration	107-00	15,035.77	10,110.61	4,925.16
LSHSC Capital Reserve Fund	112-00	65,000.00	10,000.00	55,000.00
LSHSC Operating Fund	114-00	60,000.00	51,800.00	8,200.00
		<u>668,015.78</u>	<u>370,730.30</u>	<u>297,285.48</u>
<b>Subtotal</b>				
		3,666,896.68	2,098,586.74	1,568,309.94
<b>NBMCA Total</b>				
		2,965,588.56	1,803,844.08	1,163,744.48

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Notes to Financial Statements**

September 30, 2020

2. Tangible Capital Assets

	Land	Buildings	Infrastructure	Vehicle	Machinery & Equipment	Equipment, Office Furniture & Computers	Total
Cost, beginning of year	\$7,068,887.00	\$3,685,669.00	\$9,052,376.00	\$240,158.00	\$88,410.00	\$564,204.00	\$20,699,704.00
Additions			25,196.00	11,998.00	10,000.00		
Disposals							
Cost, end of period	7,068,887.00	3,685,669.00	9,077,572.00	252,156.00	98,410.00	564,204.00	20,746,898.00
Accumulated amortization, beginning of period		1,237,749.00	5,048,817.00	136,970.00	71,767.00	451,989.00	6,947,292.00
Amortization		19,479.00	65,491.00	6,983.00	1,130.00	2,154.00	95,237.00
Accumulated amortization, end of period		1,257,228.00	5,114,308.00	143,953.00	72,897.00	454,143.00	7,042,529.00
Net carrying amount, end of period	7,068,887.00	2,428,441.00	3,963,264.00	108,203.00	25,513.00	110,061.00	13,704,369.00

**NOTE: These are unaudited Financial Statements**

EXPENDITURE COMPARISON

2020 to 2019

DRAFT

Expense	Jan-Sept 20 Actuals	Jan-Sept 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
3100 · Administration	205,887.59	212,663.03	6,775.44	103.29%	
3500 · Watershed Planning	75,630.87	90,767.17	15,136.30	120.01%	
3600 · Flood Control	125,732.17	240,115.69	114,383.52	190.97%	
3700 · Erosion Control	50,362.37	66,456.39	16,094.02	131.96%	
3800 · Flood Forecasting	72,752.76	87,243.20	14,490.44	119.92%	
3900 · Ice Management	5,231.21	10,752.51	5,521.30	205.55%	
8300 · Capital-Source Water Protection	171,998.25	167,639.84	-4,358.41	97.47%	
3200 · Septics	552,755.61	560,937.03	8,181.42	101.48%	
3400 · Section 28 Regulations	34,671.73	29,970.67	-4,701.06	86.44%	
4200 · Water Quality	218.48	9,253.12	9,034.64	4,235.23%	
5700 · Outreach	10,676.84	41,541.78	30,864.94	389.08%	
5600 · Interpretive Centre	149,034.96	136,007.54	-13,027.42	91.26%	
7000 · Lands & Properties	88,523.87	87,085.49	-1,438.38	98.38%	
8600 · Capital-Lands & Properties	141,665.67	138,442.81	-3,222.86	97.73%	
9700 · Capital-Central Services	22,219.00	24,506.05	2,287.05	110.29%	
9800 · Capital-DIA Technical Project	144,062.80	126,070.60	-17,992.20	87.51%	
9900 · Capital-NBMCA Integrated Watershed Strategy	154,756.89	200,115.98	45,359.09	129.31%	
107-00 · Capital - Stewardship & Restoration	10,110.61	72,326.24	62,215.63	715.35%	
109-00 · Capital-WECI Project 2015/2016	20,495.06	83,541.40	63,046.34	407.62%	
112-00 - LSHSC CAPITAL ASSET	10,000.00	15,746.26	5,746.26	157.46%	
114-00 - LSHSC OPERATING RESERVE FUNDS	51,800.00	70,500.00	18,700.00	136.1%	
	<u>2,098,586.74</u>	<u>2,471,682.80</u>	<u>373,096.06</u>	<u>117.78%</u>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

SUMMARY

January through September 2020

**DRAFT**

	Budget	Revised Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
Income						
3100 - Administration	280,610.00	280,610.00	256,448.38	-24,161.62	91.39%	
3500 - Watershed Planning	109,585.00	109,585.00	90,962.50	-18,622.50	83.01%	
3600 - Flood Control	139,410.00	139,410.00	139,410.00	0.00	100.0%	
3700 - Erosion Control	56,655.00	56,655.00	56,655.00	0.00	100.0%	
3800 - Flood Forecasting	97,896.00	97,896.00	97,896.00	0.00	100.0%	
3900 - Ice Management	9,650.00	9,650.00	13,011.55	3,361.55	134.84%	
8300 - Capital-Source Water Protection	205,209.00	205,209.00	240,778.47	35,569.47	117.33%	
3200 - Septics	738,450.00	738,450.00	658,802.50	-79,647.50	89.21%	
3400 - Section 28 Regulations	49,209.00	49,209.00	41,797.50	-7,411.50	84.94%	
4200 - Water Quality	13,140.00	13,140.00	4,640.00	-8,500.00	35.31%	
5700 - Outreach	39,950.00	39,950.00	20,726.24	-19,223.76	51.88%	
5600 - Interpretive Centre	194,715.00	194,715.00	151,282.11	-43,432.89	77.69%	
7000 - Lands & Properties	115,024.00	115,024.00	101,774.09	-13,249.91	88.48%	
8600 - Capital-Lands & Properties	359,161.00	359,161.00	359,161.00	0.00	100.0%	
9700 - Capital-Central Services	57,240.00	57,240.00	57,149.56	-90.44	99.84%	
9800 - Capital-DJA Technical Project	232,706.00	232,706.00	232,656.01	-49.99	99.98%	
9900 - Capital-NBMCA Integrated Watershd Strategy	295,324.00	295,324.00	295,324.00	0.00	100.0%	
107-00 - Capital - Stewardship & Restoration	5,612.00	23,492.00	15,035.77	-8,456.23	64.0%	
109-00 - Capital-WECI Project 2018/2019	403,051.00	708,213.00	708,386.00	173.00	100.02%	
112-00 - LSHSC CAPITAL ASSET	65,000.00	65,000.00	65,000.00	0.00	100.0%	
114-00 - LSHSC OPERATING RESERVE FUNDS	60,000.00	60,000.00	60,000.00	0.00	100.0%	
Total Income	<u>3,527,597.00</u>	<u>3,850,639.00</u>	<u>3,666,896.68</u>	<u>139,299.68</u>	<u>95.23%</u>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
 Profit & Loss Budget vs. Actual  
 SUMMARY  
 January through September 2020

DRAFT

Expense	Budget	Revised Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
3100 · Administration	280,610.00	280,610.00	205,887.59	-74,722.41	73.37%	
3500 · Watershed Planning	110,680.00	110,680.00	75,630.87	-35,049.13	68.33%	
3600 · Flood Control	139,410.00	139,410.00	125,732.17	-13,677.83	90.19%	
3700 · Erosion Control	56,655.00	56,655.00	50,362.37	-6,292.63	88.89%	
3800 · Flood Forecasting	97,896.00	97,896.00	72,752.76	-25,143.24	74.32%	
3900 · Ice Management	9,650.00	9,650.00	5,231.21	-4,418.79	54.21%	
8300 · Capital-Source Water Protection	205,209.00	205,209.00	171,998.25	-33,210.75	83.82%	
3200 · Septics	738,450.00	738,450.00	552,755.61	-185,694.39	74.85%	
3400 · Section 28 Regulations	49,209.00	49,209.00	34,671.73	-14,537.27	70.46%	
4200 · Water Quality	13,140.00	13,140.00	218.48	-12,921.52	1.66%	
5700 · Outreach	39,950.00	39,950.00	10,676.84	-29,273.16	26.73%	
5600 · Interpretive Centre	194,715.00	194,715.00	149,034.96	-45,680.04	76.54%	
7000 · Lands & Properties	115,024.00	115,024.00	88,523.87	-26,500.13	76.96%	
8600 · Capital-Lands & Properties	359,161.00	359,161.00	141,665.67	-217,495.33	39.44%	
9700 · Capital-Central Services	57,240.00	57,240.00	22,219.00	-35,021.00	38.82%	
9800 · Capital-DIA Technical Project	232,706.00	232,706.00	144,062.80	-88,643.20	61.91%	
9900 · Capital-NBMCA Integrated Watershed Strategy	303,208.00	303,208.00	154,756.89	-148,451.11	51.04%	
107-00 · Capital - Stewardship & Restoration	5,612.00	23,492.00	10,110.61	-13,381.39	43.04%	
109-00 · Capital-WECI Project 2015/2016	403,051.00	553,414.00	20,495.06	-532,918.94	3.7%	
112-00 · LSHSC CAPITAL ASSET	65,000.00	65,000.00	10,000.00	-55,000.00	15.39%	
114-00 · LSHSC OPERATING RESERVE FUNDS	60,000.00	60,000.00	51,800.00	-8,200.00	86.33%	
<b>Total Expense</b>	<b>3,536,576.00</b>	<b>3,704,819.00</b>	<b>2,098,586.74</b>	<b>-1,606,232.26</b>	<b>56.65%</b>	
<b>Net</b>			<b>1,568,309.94</b>			

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit & Loss Budget vs. Actual

Administration

January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
3101 · A-Transfer Pay'ts MNR	16,020.00	16,000.00	-20.00	99.88%	
3104 · A-General Levy	103,423.00	103,424.00	1.00	100.0%	
3113 · A-Other Revenue	149,167.00	131,731.09	-17,435.91	88.31%	
3114 · A-Interest Earned	12,000.00	5,293.29	-6,706.71	44.11%	
<b>Total Income</b>	<b>280,610.00</b>	<b>256,448.38</b>	<b>-24,161.62</b>	<b>91.39%</b>	
Expense					
3130 · A-Wages Salaried	88,976.00	64,671.22	-24,304.78	72.68%	
3136 · A-Salaried Benefits	24,913.00	18,791.88	-6,121.12	75.43%	
3138 · A-Per Diem	2,500.00	780.00	-1,720.00	31.2%	
3139 · A-Members Mileage	3,500.00	887.00	-2,613.00	25.34%	
3140 · A-Members Expenses	2,100.00	885.19	-1,214.81	42.15%	
3141 · A-Staff Mileage & Expenses	3,000.00	1,568.77	-1,431.23	52.29%	
3142 · A-Staff Certification & Training	3,400.00	518.64	-2,881.36	15.25%	
3143 · A-Telephone	6,298.00	5,652.99	-645.01	89.76%	
3145 · A-Insurance	8,150.00	9,421.94	1,271.94	115.61%	
3148 · A-Office Supplies	5,963.00	1,204.64	-4,758.36	20.2%	year end adjustments for 2019/2020 to cover for server and software, computer workstations and internet access and website maintenance costs to SWP
3149 · A-Postage	1,089.00	518.97	-570.03	47.66%	
3150 · A-Equipment Purchase	500.00	0.00	-500.00	0.0%	
3151 · A-Equipment Rental	2,322.00	2,718.09	396.09	117.06%	
3152 · A-Publications & Printing	1,500.00	0.00	-1,500.00	0.0%	
3158 · A-Audit	11,277.00	10,948.36	-328.64	97.09%	
3160 · A-Materials & Supplies	1,922.00	-1,333.24	-12,610.24	(69.37%)	year end adjustments for 2019/2020 to cover for server and software, computer workstations and internet access and website maintenance costs to SWP
3161 · A-Conservation Ont Levy	22,310.00	22,310.00	20,388.00	100.0%	
3162 · A-Services	2,900.00	767.03	-2,132.97	26.45%	
3170 · A-Rent	84,975.00	63,731.25	-21,243.75	75.0%	
3173 · A-Vehicle Gas	400.00	204.94	-195.06	51.24%	
3174 · A-Accounting Services	1,800.00	1,108.17	-691.83	61.57%	
3178 · A-Internal Lease	815.00	531.75	-283.25	65.25%	
<b>Total Expense</b>	<b>280,610.00</b>	<b>205,887.59</b>	<b>-74,722.41</b>	<b>73.37%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>50,560.79</b>	<b>50,560.79</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Watershed Planning**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3501 · WP-MNR Transfer Paym.	22,690.00	22,690.00	0.00	100.0%	
3503 · WP-Grants from Others	2,195.00	0.00	-2,195.00	0.0%	
3504 · WP-General Levy	52,700.00	52,700.00	0.00	100.0%	
3506 · WP-Fees	32,000.00	15,572.50	-16,427.50	48.66%	
<b>Total Income</b>	<b>109,585.00</b>	<b>90,962.50</b>	<b>-18,622.50</b>	<b>83.01%</b>	
<b>Expense</b>					
3530 · WP-Wages Salary	79,509.00	58,154.07	-21,354.93	73.14%	
3532 · WP-Seasonal Wages	4,525.00	0.00	12,408.22	374.22%	
3536 · WP-Salaried Benefits	22,986.00	16,933.22	-22,982.40	0.02%	
3541 · WP-Staff Mileage & Expt	1,100.00	3.60	-1,096.40	0.33%	
3542 · WP-Staff Certification &	1,000.00	0.00	-1,000.00	0.0%	
3560 · WP-Materials & Supplies	373.00	0.00	-373.00	0.0%	
3562 · WP-Services	635.00	120.64	-514.36	19.0%	
3578 · WP-Internal Lease	552.00	419.34	-132.66	75.97%	
<b>Total Expense</b>	<b>110,680.00</b>	<b>75,630.87</b>	<b>-35,049.13</b>	<b>68.33%</b>	
<b>Net Income</b>	<b>-1,095.00</b>	<b>15,331.63</b>	<b>16,426.63</b>	<b>(1,400.15%)</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Operation Maintenance of Flood Control Structures**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3601 - FC-MNR Transfer Payment	44,245.00	44,245.00	0.00	100.0%	
3604 - FC-General Levy	95,165.00	95,165.00	0.00	100.0%	
<b>Total Income</b>	<u>139,410.00</u>	<u>139,410.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Expense</b>					
3630 - FC-Wages Salary	68,910.00	59,619.55	-9,290.45	86.52%	
3632 - FC-Seasonal Wages	17,895.00	11,836.93	-6,058.07	66.15%	
3636 - FC-Salaried Benefits	22,158.00	19,384.09	-2,773.91	87.48%	
3644 - FC-Taxes	10,955.00	12,461.27	1,506.27	113.75%	
3645 - FC-Insurance	10,866.00	12,562.59	1,696.59	115.61%	
3647 - FC-Repairs & Maintenance	900.00	229.63	-670.37	25.51%	
3660 - FC-Material & Supplies	650.00	0.00	-650.00	0.0%	
3662 - FC-Services	2,500.00	6,629.66	4,129.66	265.19%	Eva Wardlaw Shoreline Restoration
3672 - FC-Hydro	500.00	292.71	-207.29	58.54%	
3673 - FC-Vehicle Gas	2,200.00	1,038.39	-1,161.61	47.2%	
3678 - FC-Internal Lease	1,876.00	1,677.35	-198.65	89.41%	
<b>Total Expense</b>	<u>139,410.00</u>	<u>125,732.17</u>	<u>-13,677.83</u>	<u>90.19%</u>	
<b>Net Income</b>	<u><b>0.00</b></u>	<u><b>13,677.83</b></u>	<u><b>13,677.83</b></u>	<u><b>100.0%</b></u>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Erosion Control Maintenance**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3701 · EC-MNR Transfer payment	17,150.00	17,150.00	0.00	100.0%	
3704 · EC-General Levy	39,505.00	39,505.00	0.00	100.0%	
<b>Total Income</b>	<u>56,655.00</u>	<u>56,655.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Expense</b>					
3730 · EC-Wages Salary	21,801.00	18,064.85	-3,736.15	82.86%	
3732 · EC-Seasonal Wages	9,761.00	6,456.51	-3,304.49	66.15%	
3736 · EC-Salaried Benefits	7,666.00	6,473.70	-1,192.30	84.45%	
3744 · EC-Taxes	6,260.00	7,120.76	860.76	113.75%	
3745 · EC-Insurance	8,150.00	9,421.94	1,271.94	115.61%	
3760 · EC-Materials and Supplies	350.00	172.22	-177.78	49.21%	
3772 · EC-Hydro	575.00	1,002.19	427.19	174.29%	
3773 · EC-Vehicle Gas	767.00	392.19	-374.81	51.13%	
3778 · EC-Internal Lease	1,325.00	1,258.01	-66.99	94.94%	
<b>Total Expense</b>	<u>56,655.00</u>	<u>50,362.37</u>	<u>-6,292.63</u>	<u>88.89%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>6,292.63</u>	<u>6,292.63</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Flood Forecasting**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3801 - FF-MNR Transfer Payment	30,695.00	30,695.00	0.00	100.0%	
3804 - FF-General Levy	67,201.00	67,201.00	0.00	100.0%	
<b>Total Income</b>	<u>97,896.00</u>	<u>97,896.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Expense</b>					
3830 - FF-Wages Salary	65,845.00	48,259.94	-17,585.06	73.29%	
3836 - FF-Benefits	18,437.00	14,007.49	-4,429.51	75.98%	
3841 - FF-Staff Mileage & Expenses	950.00	511.86	-438.14	53.88%	
3842 - FF-Staff Certification & Traini	1,500.00	0.00	-1,500.00	0.0%	
3843 - FF-Telephone	6,549.00	5,652.86	-896.14	86.32%	
3847 - FF-Repairs & Maintenance	623.00	57.41	-565.59	9.22%	
3853 - FF-Advertising	100.00	0.00	-100.00	0.0%	
3860 - FF-Materials & Supplies	498.00	0.00	-498.00	0.0%	
3862 - FF-Services	2,026.00	3,389.87	1,363.87	167.32%	
3873 - FF-Vehicle Gas	650.00	341.59	-308.41	52.55%	
3878 - FF-Internal Lease	718.00	531.74	-186.26	74.32%	
<b>Total Expense</b>	<u>97,896.00</u>	<u>72,752.76</u>	<u>25,143.24</u>	<u>74.32%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>25,143.24</u>	<u>25,143.24</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Ice Management**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3901 · IM-MNR Transfer Payment	2,690.00	6,051.55	3,361.55	224.97%	
3904 · IM-General Levy	6,960.00	6,960.00	0.00	100.0%	
<b>Total Income</b>	<u>9,650.00</u>	<u>13,011.55</u>	<u>3,361.55</u>	<u>134.84%</u>	
<b>Expense</b>					
3930 · IM-Wages Salary	3,802.00	3,549.81	-252.19	93.37%	
3936 · IM-Salaried Benefits	1,065.00	1,070.84	5.84	100.55%	
3960 · IM-Materials & Supplies	500.00	0.00	-500.00	0.0%	
3962 · IM-Services	4,283.00	610.56	-3,672.44	14.26%	
<b>Total Expense</b>	<u>9,650.00</u>	<u>5,231.21</u>	<u>-4,418.79</u>	<u>54.21%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>7,780.34</u>	<u>7,780.34</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Source Protection Planning**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
8301 · C-SWP Operat-Transfer Pay'ts MNR	205,209.00	240,778.47	35,569.47	117.3%	
<b>Total Income</b>	<u>205,209.00</u>	<u>240,778.47</u>	<u>35,569.47</u>	<u>117.3%</u>	
<b>Expense</b>					
8330 · C-SWP Operat-Wages Salary	118,847.66	92,088.06	-26,759.60	77.5%	
8330 · C-SWP Operat-Wages Contract	0.00	0.00			
8336 · C-SWP-Salaried Benefits	33,277.34	26,428.31	-6,849.03	79.4%	
8338 · C-SWP-Per Diem	8,100.00	1,700.00	-6,400.00	21.0%	
8339 · C-SWP-Members Mileage	1,920.00	281.50	-1,638.50	14.7%	
8340 · C-SWP-Member Expenses	200.00	343.35	143.35	171.7%	
8341 · C-SWP-Staff Mileage & Expenses	1,940.00	0.00	-1,940.00	0.0%	
8343 · C-SWP-Telephone	2,223.00	1,837.99	-385.01	82.7%	
8345 · SWP-Insurance	2,215.00	2,512.52	297.52	113.4%	
8348 · C-SWP-Office Supplies	574.00	1,014.04	440.04	176.7%	
8349 · C-SWP-Postage	354.00	61.88	-292.12	17.5%	
8351 · C-SWP-Equipment Rental	766.00	568.82	-197.18	74.3%	
8353 · C-SWP-Advertising & Communicat	300.00	0.00	-300.00	0.0%	
8358 · SWP-Audit	800.00	782.02	-17.98	97.8%	
8360 · C-SWP-Materials & Supplies	1,140.00	2,260.00	1,120.00	198.2%	
8362 · C-SWP-Services	4,230.00	37.77	-4,192.23	0.9%	
8367 · C-SWP Operat-Admin Overhead	9,545.00	24,187.50	14,642.50	253.4%	
8370 · C-SWP-Rent	14,166.00	10,621.53	-3,544.47	75.0%	
8373 · SWP-Vehicle Gas	360.00	212.47	-147.53	59.0%	
8378 · C-SWP-Internal Lease	4,251.00	7,060.49	2,809.49	166.1%	
<b>Total Expense</b>	<u>205,209.00</u>	<u>171,998.25</u>	<u>-33,210.75</u>	<u>83.8%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>68,780.22</u>	<u>68,780.22</u>	<u>100.0%</u>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
 Profit & Loss Budget vs. Actual  
 Septic OBC  
 January through September 2028

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
3203 · S-OBC-Grants from Other	17,000.00	0.00	-17,000.00	0.0%	
3206 · S-OBC-Fees	721,450.00	658,802.50	-62,647.50	91.32%	
<b>Total Income</b>	<b>738,450.00</b>	<b>658,802.50</b>	<b>-79,647.50</b>	<b>89.21%</b>	
Expense					
3230 · S-OBC-Wages Salary	376,409.00	265,700.40	-110,708.60	70.59%	
3231 · S-OBC-Wages Contract	73,524.00	56,629.93	-16,894.07	77.02%	
3232 · S-OBC-Wages Seasonal	7,840.00	0.00	-7,840.00	0.0%	
3236 · S-OBC-Salaried Benefits	120,038.00	94,992.25	-25,045.75	79.14%	
3241 · S-OBC-Staff Mileage & Expenses	4,000.00	957.13	-3,042.87	23.93%	
3242 · S-OBC-Staff Certific & Trainin	4,650.00	4,735.99	85.99	101.85%	
3243 · S-OBC-Telephone	14,328.00	9,734.34	-4,593.66	67.94%	
3245 · S-OBC-Insurance	8,150.00	9,478.62	1,328.62	116.3%	
3247 · S-OBC-Repairs & Maintenance	1,293.00	5,444.13	4,151.13	421.05%	
3248 · S-OBC-Office Supplies	3,537.00	4,120.97	583.97	116.51%	
3249 · S-OBC-Postage	2,420.00	1,171.27	-1,248.73	48.4%	
3250 · S-OBC-Equipment Purchases	2,250.00	5,311.29	3,061.29	236.06%	
3251 · S-OBC-Equipment Rental	4,135.00	2,149.23	-1,985.77	51.98%	
3252 · S-OBC-Publications & Printing	1,300.00	306.13	-993.87	23.55%	
3254 · S-OBC-Bank Charges	2,500.00	1,764.65	-735.35	70.59%	
3256 · S-OBC-Credit Card Charges	8,400.00	13,785.18	5,385.18	164.11%	
3258 · S-OBC-Audit	4,027.00	3,910.13	-116.87	97.1%	
3259 · S-OBC-Legal Services	500.00	1,193.72	693.72	238.74%	
3260 · S-OBC-Materials and Supplies	3,200.00	581.69	-2,618.31	18.18%	
3262 · S-OBC-Services	8,000.00	4,951.10	-3,048.90	61.89%	
3270 · S-OBC-Rental Expense	59,070.00	45,481.65	-13,588.35	77.0%	
3273 · S-OBC-Vehicle Gas	9,584.00	4,701.95	-4,882.05	49.06%	
3278 · OBC- Internal Lease	19,295.00	15,653.86	-3,641.14	81.13%	
<b>Total Expense</b>	<b>738,450.00</b>	<b>552,755.61</b>	<b>-185,694.39</b>	<b>74.85%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>106,046.89</b>	<b>106,046.89</b>	<b>100.0%</b>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit & Loss Budget vs. Actual  
SECTION 28

REGULATIONS  
January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
3406 · RF-Fees	49,209.00	41,797.50	-7,411.50	84.94%	
<b>Total Income</b>	<u>49,209.00</u>	<u>41,797.50</u>	<u>-7,411.50</u>	<u>84.94%</u>	
Expense					
3430 · RF-Wages Salary	34,555.00	25,525.06	-9,029.94	73.87%	
3436 · RF-Salaried Benefits	9,675.00	7,319.13	-2,355.87	75.65%	
3441 · RF-Staff Mileage & Expenses	300.00	0.00	-300.00	0.0%	
3442 · RF-Staff Certificat & Training	1,000.00	0.00	-1,000.00	0.0%	
3449 · RF-Postage	202.00	93.73	-108.27	46.4%	
3459 · RF-Legal Services	481.00	0.00	-481.00	0.0%	
3460 · RF-Materials and Supplies	423.00	0.00	-423.00	0.0%	
3462 · RF-Services	400.00	172.20	-227.80	43.05%	
3473 · RF-Vehicle Gas	350.00	191.15	-158.85	54.61%	
3478 · RF- Internal Lease	1,823.00	1,370.46	-452.54	75.18%	
<b>Total Expense</b>	<u>49,209.00</u>	<u>34,671.73</u>	<u>-14,537.27</u>	<u>70.46%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>7,125.77</u>	<u>7,125.77</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Water Quality Monitoring**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
4203 · WQ-Grants from Other	8,500.00	0.00	-8,500.00	0.0%	
4204 · WQ-General Levy	4,640.00	4,640.00	0.00	100.0%	
<b>Total Income</b>	<u>13,140.00</u>	<u>4,640.00</u>	<u>-8,500.00</u>	<u>35.31%</u>	
Expense					
4232 · WQ-Wages Seasonal	6,923.00	0.00	-6,923.00	0.0%	
4236 · WQ-Benefits	1,108.00	0.00	-1,108.00	0.0%	
4260 · WQ-Materials & Supplies	1,500.00	0.00	-1,500.00	0.0%	
4262 · WQ-Services	3,059.00	0.00	-3,059.00	0.0%	
4273 · WQ-Vehicle Gas	550.00	218.48	-331.52	39.72%	
<b>Total Expense</b>	<u>13,140.00</u>	<u>218.48</u>	<u>-12,921.52</u>	<u>1.66%</u>	
<b>Net Income</b>	<u><b>0.00</b></u>	<u><b>4,421.52</b></u>	<u><b>4,421.52</b></u>	<u><b>100.0%</b></u>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
 Profit & Loss Budget vs. Actual  
 Outreach

January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5703 · OUTREACH-Grants from Others	4,000.00	2,000.00	-2,000.00	50.0%	
5704 · OUTREACH-General Levy	12,450.00	12,450.00	0.00	100.0%	
5706 · OUTREACH-Fees	10,500.00	440.00	-10,060.00	4.19%	
5713 · OUTREACH-Other Revenue	13,000.00	5,836.24	-7,163.76	44.89%	
<b>Total Income</b>	<b>39,950.00</b>	<b>20,726.24</b>	<b>-19,223.76</b>	<b>51.88%</b>	
<b>Expense</b>					
5730 · OUTREACH-Wages Salary	14,142.00	6,862.26	-7,279.74	48.52%	
5731 · OUTREACH-Wages Contract	0.00	0.00	0.00	0.0%	
5732 · OUTREACH-Wages Seasonal	0.00	0.00	0.00	0.0%	
5736 · OUTREACH-Salaried Benefits	3,960.00	1,987.12	-1,972.88	50.18%	
5741 · OUTREACH-Staff Mileage & Expenses	1,000.00	1.80	-998.20	0.18%	
5753 · OUTREACH-Advertising	1,850.00	100.00	-1,750.00	5.41%	
5760 · OUTREACH-Materials & Supplies	7,198.00	677.62	-6,520.38	9.41%	
5762 · OUTREACH-Services	10,000.00	1,048.04	-8,951.96	10.48%	
5764 · OUTREACH-Vehicle Lease	300.00	0.00	-300.00	0.0%	
5766 · OUTREACH-Consulting Services	1,500.00	0.00	-1,500.00	0.0%	
<b>Total Expense</b>	<b>39,950.00</b>	<b>10,676.84</b>	<b>-29,273.16</b>	<b>26.73%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>10,049.40</b>	<b>10,049.40</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Interpretive Centre**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5609 · IC-Property Rental Internal	141,625.00	106,218.00	-35,407.00	75.0%	
5610 · IC-Property Rental External	46,865.00	40,805.21	-6,059.79	87.07%	
5613 · IC-Other Revenue	6,225.00	4,258.90	-1,966.10	68.42%	
<b>Total Income</b>	<u>194,715.00</u>	<u>151,282.11</u>	<u>-43,432.89</u>	<u>77.69%</u>	
<b>Expense</b>					
5630 · IC-Wages & Salaries	75,387.00	51,421.51	-23,965.49	68.21%	
5636 · IC-Benefits	21,108.00	14,894.21	-6,213.79	70.56%	
5645 · IC-Insurance	8,693.00	10,050.06	1,357.06	115.61%	
5646 · IC-Natural Gas	10,000.00	5,614.20	-4,385.80	56.14%	
5647 · IC-Repairs & Maintenance	6,500.00	4,984.52	-1,515.48	76.69%	
5655 · IC-Interest Expense	16,000.00	11,810.85	-4,189.15	73.82%	
5660 · IC-Materials & Supplies	4,000.00	3,835.47	-164.53	95.89%	
5662 · IC-Services	36,000.00	34,277.02	-1,722.98	95.21%	
5671 · IC-Water	3,500.00	2,551.24	-948.76	72.89%	
5672 · IC-Hydro	13,527.00	9,595.88	-3,931.12	70.94%	
<b>Total Expense</b>	<u>194,715.00</u>	<u>149,034.96</u>	<u>-45,680.04</u>	<u>76.54%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>2,247.15</u>	<u>2,247.15</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**L & P Operations**  
 January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
7003 · LP-Grants from Others	8,000.00	0.00	-8,000.00	0.0%	
7004 · LP-General Levy	72,930.00	72,930.00	0.00	100.0%	
7007 · LP-Donations	400.00	752.77	352.77	188.19%	
7010 · LP-Property Rent Revenue Extern	20,394.00	16,376.75	-4,017.25	80.3%	
7013 · LP-Property Other Revenue	0.00	9,016.00	9,016.00	100.0%	
7020 · LP-Shared Costs Ski Hill	13,300.00	2,698.57	-10,601.43	20.29%	
<b>Total Income</b>	<b>115,024.00</b>	<b>101,774.09</b>	<b>-13,249.91</b>	<b>88.48%</b>	
<b>Expense</b>					
7030 · LP-Wages Salary	42,249.00	30,236.17	-12,012.83	71.57%	
7032 · LP-Seasonal Wages	4,880.00	3,228.25	-1,651.75	66.15%	
7036 · LP-Salaried Benefits	12,611.00	9,420.00	-3,191.00	74.7%	
7044 · LP-Taxes	14,085.00	16,021.49	1,936.49	113.75%	
7045 · LP-Insurance	8,150.00	9,421.93	1,271.93	115.61%	
7047 · LP-Repairs & Maintenance	2,692.00	1,215.29	-1,476.71	45.15%	
7050 · LP-Shared Costs with Ski Hill	8,500.00	5,453.62	-3,046.38	64.16%	
7052 · LP-Publishing & Printing	2,000.00	0.00	-2,000.00	0.0%	
7060 · LP-Materials & Supplies	9,500.00	6,031.69	-3,468.31	63.49%	
7062 · LP-Services	6,500.00	4,966.53	-1,533.47	76.41%	
7073 · LP-Vehicle Gas	2,200.00	1,270.89	-929.11	57.77%	
7078 · LP-TCA Internal Lease	1,657.00	1,258.01	-398.99	75.92%	
<b>Total Expense</b>	<b>115,024.00</b>	<b>88,523.87</b>	<b>-26,500.13</b>	<b>76.96%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>13,250.22</b>	<b>13,250.22</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual for**  
**Lands and Properties Capital**  
**CA's Trails**

January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
8604 · L&P Capital-General Levy	125,257.00	125,257.00	0.00	100.0%	
8605 · L&P Capital-Special Levy	141,819.00	141,819.00	0.00	100.0%	
8613 · C-L&P-Other Revenue	92,085.00	92,085.00	0.00	100.0%	
<b>Total Income</b>	<u>359,161.00</u>	<u>359,161.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Expense</b>					
8630 · C-L&P-Wages Salary	71,802.00	49,334.90	-22,467.10	68.71%	
8636 · C-L&P-Salaried Benefits	19,921.00	13,949.47	-5,971.53	70.02%	
8641 · C-L&P-Staff mileage & Expenses	2,500.00	150.00	-2,350.00	6.0%	
8650 · C-L&P-Equipment Purchase -TCA	5,000.00	0.00	-5,000.00	0.0%	
8660 · C-L&P-Materials & Supplies	98,500.00	3,240.01	-95,259.99	3.29%	
8662 · C-L&P-Services	107,260.00	37,610.41	-69,649.59	35.07%	
8666 · C-L&P-Consulting Services	4,000.00	0.00	-4,000.00	0.0%	
8667 · C-L&P-Admin Overhead	48,074.00	36,055.26	-12,018.74	75.0%	
8673 · C-L&P-Vehicle Gas	1,000.00	486.94	-513.06	48.69%	
8678 · C-L&P-Internal Lease	1,104.00	838.68	-265.32	75.97%	
<b>Total Expense</b>	<u>359,161.00</u>	<u>141,665.67</u>	<u>-217,495.33</u>	<u>39.44%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>217,495.33</u>	<u>217,495.33</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Central Services**  
**January through September 2020**

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
9704 · CS-General Levy	50,990.00	50,990.00	0.00	100.0%	
9734 · CS-Other Revenue	6,250.00	6,159.56			
<b>Total Income</b>	<u>57,240.00</u>	<u>57,149.56</u>	<u>-90.44</u>	<u>99.84%</u>	
<b>Expense</b>					
9730 · CS-Wages & Salaries	16,495.00	11,068.73	-5,426.27	67.1%	
9736 · CS-Salaried Benefits	4,619.00	3,194.40	-1,424.60	69.16%	
9750 · CS-Equipment purchase	8,080.00	0.00	-8,080.00	0.0%	
9762 · CS-Services	15,500.00	2,219.48	-13,280.52	14.32%	
9766 · CS-Consulting Services	4,896.00	0.00	-4,896.00	0.0%	
9767 · CS-Admin Overhead	7,650.00	5,736.39	-1,913.61	74.99%	
<b>Total Expense</b>	<u>57,240.00</u>	<u>22,219.00</u>	<u>-35,021.00</u>	<u>38.82%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>34,930.56</u>	<u>34,930.56</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**DIA Technical Services**  
**January through September 2020**

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
9804 · DIA Tech-General Levy	141,456.00	141,456.00	0.00	100.0%	
9813 · DIA Tech-Other Revenue	91,250.00	91,200.01	-49.99	99.95%	
<b>Total Income</b>	<b>232,706.00</b>	<b>232,656.01</b>	<b>-49.99</b>	<b>99.98%</b>	
<b>Expense</b>					
9830 · DIA Tech-Salaried Wages	62,855.00	39,727.25	-23,127.75	63.21%	
9836 · DIA Tech-Salaried Benefits	17,599.00	11,568.22	-6,030.78	65.73%	
9841 · DIA Tech-Staff Mileage & Expenses	1,500.00	290.86	-1,209.14	19.39%	
9842 · DIA Tech-Staff Certification & Training	2,200.00	0.00	-2,200.00	0.0%	
9850 · DIA Tech-Equipment Purchases	4,500.00	0.00	-4,500.00	0.0%	
9852 · DIA Tech-Publications & Printing	1,500.00	0.00	-1,500.00	0.0%	
9860 · DIA Tech-Materials and Supplies	500.00	0.00	-500.00	0.0%	
9862 · DIA Tech-Services	3,500.00	351.08	-3,148.92	10.03%	
9865 · DIA Tech-Secondments		14,565.38	14,565.38	100.0%	
9866 · DIA Tech-Consulting Services	117,332.00	61,646.21	-55,685.79	52.54%	
9867 · DIA Tech-Admin Overhead	21,220.00	15,913.80	-5,306.20	74.99%	
<b>Total Expense</b>	<b>232,706.00</b>	<b>144,062.80</b>	<b>-88,643.20</b>	<b>61.91%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>88,593.21</b>	<b>88,593.21</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**NBMCA Integrated Watershed Management**  
**January through September 2020**

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
9904 · NBMCA Watershd Plan-General Levy	39,237.00	39,237.00	0.00	100.0%	
9905 · NBMCA Watershd Plan-Special Levy	220,890.00	220,890.00	0.00	100.0%	
9973 · NBMCA Watershd Plan-Other Revenue	35,197.00	35,197.00	0.00	100.0%	
<b>Total Income</b>	<u>295,324.00</u>	<u>295,324.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Expense</b>					
9930 · NBMCA Watershd Plan-Salaried Wages	157,702.00	94,672.15	-63,029.85	60.03%	
9931 · NBMCA Watershd Plan-Contract Wages	0.00	0.00	0.00	0.0%	
9932 · NBMCA Watershd Plan-Seasonal Wages	0.00	0.00	0.00	0.0%	
9936 · NBMCA Watershd Plan-Salaried Benefits	39,648.00	27,208.83	-12,439.17	68.63%	
9942 · NBMCA Watershd Plan-Staff Certif & Train	500.00	0.00	-500.00	0.0%	
9950 · NBMCA Watershd Plan-TCA Purchase	1,000.00	0.00	-1,000.00	0.0%	
9951 · NBMCA Watershd Plan-Equipment Rental	20,000.00	0.00	-20,000.00	0.0%	
9953 · NBMCA Watershd Plan-Advertising	1,400.00	0.00	-1,400.00	0.0%	
9960 · NBMCA Watershd Plan-Materials & Supply	2,200.00	116.78	-2,083.22	5.31%	
9962 · NBMCA Watershd Plan-Services	8,700.00	3,494.85	-5,205.15	40.17%	
9966 · NBMCA Watershd Plan-Consulting Services	33,038.00	0.00	-33,038.00	0.0%	
9967 · NBMCA Watershd Plan-Admin Overhead	39,020.00	29,264.28	-9,755.72	75.0%	
<b>Total Expense</b>	<u>303,208.00</u>	<u>154,756.89</u>	<u>-148,451.11</u>	<u>51.04%</u>	
<b>Net Income</b>	<u><b>-7,884.00</b></u>	<u><b>140,567.11</b></u>	<u><b>148,451.11</b></u>	<u><b>(1,782.94%)</b></u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Stewardship and Restoration**  
 January through September 2020

	Budget	Revised Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
107-03 - Stewardship-Grants from Others	5,612.00	17,880.00	8,000.00			
107-13 - Stewardship-Other Revenue	5,612.00	5,612.00	7,035.77	1,423.77	125.37%	
<b>Total Income</b>	<u>5,612.00</u>	<u>23,492.00</u>	<u>15,035.77</u>	<u>9,423.77</u>	<u>267.92%</u>	
<b>Expense</b>						
107-31 - Stewardship - Contract Wages	4,384.38	0.00	781.25	-3,603.13	17.82%	
107-36 - Stewardship - Salaried Benefits	1,227.62	0.00	218.75	-1,008.87	17.82%	
107-41 - Steward-Staff Mileage & Expenses	0.00	0.00	52.91	52.91	100.0%	
107-60 - Stewardship-Materials & Supplies	0.00	23,492.00	4,159.99	4,159.99	100.0%	
107-66 - Stewardship-Consulting Services	0.00	0.00	4,897.71	4,897.71	100.0%	
<b>Total Expense</b>	<u>5,612.00</u>	<u>23,492.00</u>	<u>10,110.61</u>	<u>4,498.61</u>	<u>180.16%</u>	
<b>Net Ordinary Income</b>	<u>0.00</u>	<u>0.00</u>	<u>4,925.16</u>	<u>4,925.16</u>	<u>100.0%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>0.00</u>	<u>4,925.16</u>	<u>4,925.16</u>	<u>100.0%</u>	

new monies from TD Friends and Trans Canada Pipeline and the balance of funds from ECC Canada(Eco Action)

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**WECI 2020/2021**  
**January through September 2020**

	Budget	Revised Budget	Jan-Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
109-01 - WECI Project 2020/2021-Transfer Pay't	0.00	0.00	0.00	0.00	0.0%	
109-04 - WECI Project 2020/2021-General Levy	0.00	0.00	0.00	0.00	0.0%	
109-04 - WECI Project 2020/2021-Special Levy	151,000.00	351,000.00	351,000.00	200,000.00	232.45%	returning surplus funding from MNRF for WECI Transfer Payment 2019/2020 not spent
109-13 - WECI Project 2020/2021-Other Revenue	252,051.00	357,213.00	357,386.00	105,335.00	141.79%	
<b>Total Income</b>	<u>403,051.00</u>	<u>708,213.00</u>	<u>708,386.00</u>	<u>305,335.00</u>	<u>175.76%</u>	
<b>Expense</b>						
109-30 - WECI Project 2020/2021-Salaried Wages	18,753.00	0.00	0.00	-18,753.00	0.0%	
109-36 - WECI Project 2020/2021-Benefits	5,251.00	0.00	0.00	-5,251.00	0.0%	
109-47 - WECI Project 2020/2021-Repair & Maint	330,000.00	504,367.00	0.00	-330,000.00	0.0%	
109-66 - WECI Project 2020/2021-Consult Service	26,015.00	26,015.00	3,221.12	-22,793.88	12.38%	
109-67 - WECI Project 2020/2021-Admin Overhea	23,032.00	23,032.00	17,273.94	-5,758.06	75.0%	
<b>Total Expense</b>	<u>403,051.00</u>	<u>553,414.00</u>	<u>20,495.06</u>	<u>-382,555.94</u>	<u>5.09%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>154,799.00</u>	<u>687,890.94</u>	<u>687,890.94</u>	<u>100.0%</u>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**

Profit & Loss Budget vs. Actual

LSHSC CAPITAL ASSET

January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income	65,000.00	65,000.00	0.00	100.0%	
112-13 · LSHSC Capital - Other Revenue	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.0%</u>	
Total Income					
<b>Other Income/Expense</b>					
Other Expense	65,000.00	10,000.00	-55,000.00	15.39%	
112-50 · LSHSC Capital - TCA Purchases	<u>65,000.00</u>	<u>10,000.00</u>	<u>-55,000.00</u>	<u>15.39%</u>	
Total Other Expense					
<b>Net Income</b>	<u>0.00</u>	<u>55,000.00</u>	<u>55,000.00</u>	<u>100.0%</u>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

LSHSC OPERATING RESERVE FUNDS

January through September 2020

	Budget	Jan -Sept 20 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
114-13 · LSHSC Operating Funds Reserve	60,000.00	60,000.00	0.00	100.0%	
<b>Total Income</b>	<u>60,000.00</u>	<u>60,000.00</u>	<u>0.00</u>	<u>100.0%</u>	
<b>Gross Profit</b>					
Expense					
114-60 · LSHSC Op Reserve-Mat & Supplies	60,000.00	51,800.00	-8,200.00	86.33%	
<b>Total Expense</b>	<u>60,000.00</u>	<u>51,800.00</u>	<u>-8,200.00</u>	<u>86.33%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>8,200.00</u>	<u>8,200.00</u>	<u>100.0%</u>	

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** CAO, Secretary Treasurer  
Manager, Finance and Human Resources

**DATE:** October 21, 2020

**SUBJECT:** Preliminary 2021 Budget Overview and  
Ten Year Capital Forecast

**Background:**

Each year once third quarter financial reporting is complete North Bay-Mattawa Conservation Area (NBMCA) staff concentrate on firming up the coming year's work program and the costs associated with implementation. This effort includes looking for program efficiencies and improvements, and evaluates for potential sources of revenue. The result has been a fairly solid estimate of the year over year change in budget expenses for the Board of Directors and the member municipalities. This past year and moving forward the COVID-19 pandemic has created a few more uncertainties on how budgets might be impact as we respond.

If approved by the Members this estimate guides staff in preparing the draft budget for the Executive Committee to review at the start of the year. Typically, after review and comment the Executive Committee will make a recommendation to the Board of Directors to consider at its February meeting.

The task of preparing the 2021 Budget will continue to be influenced by the loss of \$125,000.00 in provincial transfer payment from 2019. We anticipate this change in funding will remain in place in the coming years including 2021.

**Analysis:**

**2021 Operating Budget Projections**

In 2020, staff understood the fiscal challenges we faced at the local level. For this reason, amongst others, staff sought out options to accommodate the loss of \$125,000 in provincial transfer payment without affecting the municipal levy. The loss of these funds continues to be linked to the Conservation Authorities hazard program. Staff were successful in their efforts to minimize the levy increase within the rate of inflation. Staff's plan moving forward will remain the same as last year; to keep the levy as close to the rate of inflation.

More broadly, the Operating Budget provides funding support for administration and all ongoing core program and services for the organization. It is staff's expectation that the recommended 2021 operating levy will be \$461,348; representing a 1.5 % increase from the current year. This projection is based on the anticipated annual change in the Consumer Price Index (CPI) for Ontario ending in November.

If this projection is approved by the members staff will start to work on a detailed program and services operating budget for consideration as described previously.

Other factors that could affect the levy include but not limited to:

- Further changes to provincial transfer payments.
- Increases to insurance and employment benefit expenses.
- The level of economic activity in the watershed that in turn generates fees for the CA.

Further to this, the Board of Directors should note there are activities and associated expenses from source protection plan implementation that will need to be borne locally. Discussions with effected municipalities will occur in the coming months to scope out how this will happen. These costs, if any, have not been calculated as part of the levy.

**Capital and Special Projects Budget Projections**

The Capital and Special Projects Budget provides funding support to complete capital infrastructure, comprehensive planning and technical products core to the NBMCA’s mandate. This budget has been guided annually by a ten year capital forecast. Both this year’s projections and the ten year forecast form part of this report.

i) The 2021 Projection

The 2020 to 2029 Capital Forecast was approved by the Board of Directors as part of the 2020 Budget this past February. At the time the levies for 2020 were \$1,106,728.00. The current 2021 forecast has been lowered to \$1,061,786.00. The following provides high level descriptions of the planned capital initiatives for 2021:

**Conservation Authority Lands and Trails:**

The Board of Directors has established through its budgeting process an ongoing capital replacement and upkeep program to keep facilities at NBMCA conservation area and trails to a safe and functional standard for visitors to enjoy. This initiative has been reviewed and reconfirmed through each corporate strategic planning process and remains critical to continue to meet capital asset challenges. Buildings including the Interpretive Centre, bridges, and trails remain the largest challenge.

In 2021 the capital program projections include:

Priority	Detail	Project Cost
#1	CA/Trails Infrastructure	\$115,700
#2	CA/Trails Repair & Rehab	\$122,200
#3	Forest Management	\$9,730
#4	Equipment Purchase	\$10,275
#5	Fixed Ski Hill Assets	\$65,000
#6	Land Acquisition	\$14,500

Total Levy Cost: \$337,405

**NBMCA Capital Levy  
Forecast  
For the Ten Year Period of 2021 to 2030  
For Member Municipalities**

**PROJECT TYPE**

YEARS	CA Lands/Trails	WECI	Central Services	IWM	Section 28 Technical	CA Ski Hill Assets	Total
2020	267,076	322,079	50,990	260,127	141,456	65,000	1,106,728
2021	272,405	182,000	52,416	340,665	149,300	65,000	1,061,786
2022	301,034	159,740	74,911	331,480	155,640	0	1,022,805
2023	303,300	162,943	54,513	337,310	158,750	0	1,016,816
2024	305,975	166,197	55,603	340,650	161,925	0	1,030,350
2025	312,080	169,523	56,715	341,515	165,160	0	1,044,993
2026	314,620	174,922	57,849	342,390	168,460	0	1,058,241
2027	317,520	176,372	59,006	347,790	171,800	0	1,072,488
2028	320,395	176,372	60,186	349,200	175,240	0	1,081,393
2029	326,020	176,372	61,390	350,135	178,750	0	1,092,667
2030	326,320	179,900	62,618	353,590	182,325	0	1,104,753

Previous Fiscal (2020)  
Current Fiscal (2021)

**Descriptions:**

- CA Lands/Trails  
Activities in support of public access and use of CA owned properties including such things as trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads and land acquisition.
- WECI  
Activities to support major maintenance and capital improvements or repair to water and erosion control structures. This may include studies related to these works. In 2020 the Chipewa Creek at Oak Street project started and will be complete in 2021.
- Central Services  
Capital or major maintenance in support of workshops, buildings, large vehicles and other types of infrastructure or equipment required as part the overall CA program
- Integrated Watershed Management  
Planning, technical studies and monitoring activities to determine types of hazard or natural heritage lands that the CA is responsible for managing or regulating including floodplain mapping, and watershed planning projects. In 2021 this includes initiation of the floodplain study for La Vase River and the placement of gauging equipment in Callander.
- Section 28 Regulations  
Expenses related to the implementation of the DIA regulations of the conservation authority. In 2021 work will be initiated for the Town of Mattawa Hazard Risk Assessment.
- Ski Hill Assets  
For Improvement, Major Repair or Replacement of CA Owned Ski Hill Assets - not a levy

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Chief Administrative Officer  
Secretary Treasurer

**SUBJECT:** Ministers Direction: NBMCA Administrative By-Law Revision

**DATE:** October 20, 2020

**Background:**

The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. On March 17, 2020 the Province of Ontario declares a state of emergency in response to the worsening conditions.

On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities ("CAs") recommending amendments to CA Administrative by-laws to allow for certain electronic processes during declared states of emergencies. The Minister has extended his declaration to allow CA's to make further minor amendments to their Administrative By-laws to allow for continued use of electronic meetings if circumstances warrant.

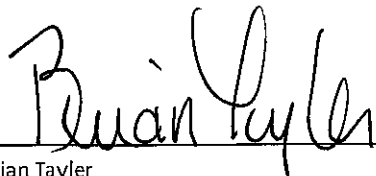
**Analysis:**

The revision being proposed can be found under Section C. Meeting Procedures, pages 11 through 15 of the attached Administrative By-law. The amendments are shaded in grey for the Members reference. The changes are being made to allow the Members to meet electronically without a provincially declared state on emergency. Members participating electronically will now counted toward establishing quorum and can actively participate in closed session of the Committee of the Whole. This was not the case when the Members approved amendments to the By-laws in April.

**Recommendation:**

To approve the changes to the Administrative By-Law as recommended in this report.

**RECOMMENDED RESOLUTION:** To be provided at the meeting.



Brian Tayler  
Chief Administrative Officer  
Secretary Treasurer

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Chief Administrative Officer  
Secretary Treasurer

**SUBJECT:** Ministers Direction: NBMCA Administrative By-Law Revision

**DATE:** October 20, 2020

**Background:**

The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. On March 17, 2020 the Province of Ontario declares a state of emergency in response to the worsening conditions.

On March 26, 2020, the Minister of the Environment, Conservation and Parks issued a Direction to all Conservation Authorities ("CAs") recommending amendments to CA Administrative by-laws to allow for certain electronic processes during declared states of emergencies. The Minister has extended his declaration to allow CA's to make further minor amendments to their Administrative By-laws to allow for continued use of electronic meetings if circumstances warrant.

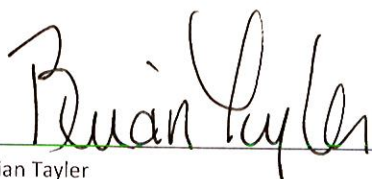
**Analysis:**

The revision being proposed can be found under Section C. Meeting Procedures, pages 11 through 15 of the attached Administrative By-law. The amendments are shaded in grey for the Members reference. The changes are being made to allow the Members to meet electronically without a provincially declared state on emergency. Members participating electronically will now counted toward establishing quorum and can actively participate in closed session of the Committee of the Whole. This was not the case when the Members approved amendments to the By-laws in April.

**Recommendation:**

To approve the changes to the Administrative By-Law as recommended in this report.

**RECOMMENDED RESOLUTION:** To be provided at the meeting.



Brian Tayler  
Chief Administrative Officer  
Secretary Treasurer



**NORTH BAY-MATTAWA  
CONSERVATION  
AUTHORITY**

---

**DRAFT for Approval**  
**Administrative By-Laws**

Presented: April 29, 2020

Adopted: April 29, 2020

Revised October 28, 2020



# Administrative By-Law Model

## Introduction

North Bay-Mattawa Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources in watersheds in Ontario other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities.

Based on Section 2 (2) of the *Conservation Authorities Act*, the Participating Municipalities appoint the following number of members:

City of North Bay	-	3 members
Municipality of Callander	-	1 member
Municipality of Powassan	-	1 member
Township of Chisholm	-	1 member
Township of East Ferris	-	1 member
Township of Bonfield	-	1 member
Township of Calvin	-	1 member
Township of Papineau – Cameron	-	1 member
Town of Mattawa	-	1 member
Township of Mattawan	-	1 member

## Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness and environmental stewardship in cooperation with others.

## Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

## **Powers of authorities**

21 (1) For the purposes of accomplishing its objects, an authority has power,

(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;

(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;

(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;

(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;

(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;

(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;

(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;

(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;

(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;

(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) to charge fees for services approved by the Minister;

*Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))*

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) to cause research to be done;

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.

## A. Definitions

**“Authority”** means the North Bay-Mattawa Conservation Authority.

**“Act”** means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

**“Chair”** means the Chairperson as referenced in the Act as elected by the Members of the Authority.

**“Chief Administrative Officer”** means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

**“Committee”** means a Committee appointed by the Members.

**“Fiscal Year”** means the period from January 1 through December 31.

**“General Membership”** means all of the Members, collectively.

**“Levy”** means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

**“Majority”** means half of the votes plus one.

**“Members”** shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction.

**“Non-matching Levy”** means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

**“Officer”** means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair, the Chief Administrative Officer/Secretary-Treasurer and Deputy Chief Administrative Officer.

**“Participating Municipality”** means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

**“Pecuniary Interest”** includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

**“Secretary-Treasurer”** means Secretary-Treasurer of the Authority with the roles specified in the Act.

**“Staff”** means employees of the Authority as provided for under Section 18(1) of the Act.

**“Vice-Chair”** means the Vice-Chairperson as elected by the Members of the Authority.

**“Weighted Majority”** means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

## **B. Governance**

### **1. Members**

#### ***a) Appointments***

Participating Municipalities within the jurisdiction of the North Bay-Mattawa Conservation Authority may appoint Members in accordance with Section 14 of the Act.

Appointed Members must reside in a Participating Municipality within the Authority's area of jurisdiction and may include citizens as well as elected members of municipal councils.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

#### ***b) Term of Member Appointments***

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement. The CAO/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

#### ***c) Powers of the General Membership***

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer/Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer/Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
  - i. The termination of the services of the Chief Administrative Officer/Secretary-Treasurer,
  - ii. The power to raise money, and
  - iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;

- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to Chief Administrative Officer consistent with Regulation 177/06;
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal;

#### ***d) Member Accountability***

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- iv. With the administration, setting strategic direction for the Authority.

#### ***e) Applicable Legislation***

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of the by-law conflicts with any provision of the Municipal Conflict of Interest Act or the Municipal Freedom of Information and Protection of Privacy Act or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

#### ***f) Relationship Between Members and Staff***

The General Membership relies on the Chief Administrative Officer/Secretary-Treasurer to manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/ Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the Authority.

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer.

## **2. Officers**

The Officers of the Authority, and their respective responsibilities, shall be:

## Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership and Executive Committee;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Serves as the voting delegate at Conservation Ontario Council meetings;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.

## Vice-Chair(s)

- Is a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as the Second Alternate voting delegate at Conservation Ontario Council meetings;
- Serves as a signing officer for the Authority.

## Chief Administrative Officer (CAO)/Secretary-Treasurer

Responsibilities of the CAO/Secretary Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.
- Serves as the First Alternate voting delegate at Conservation Ontario Council meetings;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- Attends all meetings of the General Membership (and Executive Committee, if applicable);
- Is the custodian of the Corporate Seal;

### **3. Absence of Chair and Vice-Chair(s)**

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

#### **4. Election of Chair and Vice-Chairs**

The election of the Chair and Vice-Chair shall be held at the first meeting held each year or at such other meeting as may be specified in accordance with the Authority's Procedures for Election of Officers (Appendix 3).

#### **5. Appointment of Auditor**

The General Membership shall appoint an auditor for the coming year at the first meeting of the year in accordance with Section 38 of the Act.

#### **6. Appointment of Financial Institution**

The General Membership shall appoint a financial institution to act as the Authority's banker by Resolution at the first meeting of each year. This Resolution may include direction on the ability to borrow.

#### **7. Appointment of Solicitor**

The General Membership shall appoint a solicitor to act as the Authority's legal counsel by Resolution at the first meeting of the year.

#### **8. Financial Statements and Report of the Auditor**

The General Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year by April 30<sup>th</sup>.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act, will post the Audited Financial Statements on the Authority's website and Report and make the Audited Financial Statements available to the public.

#### **9. Levy Notice**

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

#### **10. Signing Officers**

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by two of the signing officers of the Authority, as follows: Chair, Vice-Chair, CAO/Secretary-Treasurer and Deputy CAO.

Expenditures will be made in accordance with the Purchasing Policy of the Authority.

#### **11. Executive Committee**

The Authority will appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act and Section 1(c)(vi) of this by-law.

The Executive Committee of the Conservation Authority will at a minimum do the following:

- Hold hearings for matters to be heard under Section 28 of the Conservation Authorities Act; and
- Serve as the Finance and Administration Advisory Board with responsibility for deliberating and making recommendations to the Board of Directors on the annual budget or administrative matters.



## **12. Advisory Boards and Other Committees**

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

## **13. Remuneration of Members**

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the CAO/Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

## **14. Records Retention**

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

## **15. Records Available to Public**

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The Authority shall designate a Member, a committee of Members or senior staff person to act as head of the Authority for the purposes of MFIPPA.

## **16. By-law Review**

In accordance with the Act, these by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. The reviews will take place at a minimum every five years.

## **17. By-law Available to Public**

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

## **18. Enforcement of By-laws and Policies**

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. The procedure for enforcement at a minimum will include:

- an investigation will be conducted regarding the alleged breach;
- an opportunity for the affected Member to respond to the allegation;
- a closed meeting of the General Membership to communicate the findings of the investigation and the affected Member's response;
- notifying the appointing Municipality of the outcome of the investigation.

## **19. Indemnification of Members, Officers and Employees**

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

## C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee, Advisory Board or Committee meetings, as far as they are applicable, and the words Executive Committee, Advisory Board or Committee may be substituted for the word Authority as applicable. When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act SPPA*, the details of which are specified in NBMCA's Hearings and Procedural Manual.

### 1A. Rules and Procedures

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Bourinot's Rules of Order shall be binding.

The Authority may choose to conduct its business as a committee of the whole.

### 1B. Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a) register a vote;
- b) be counted towards determining quorum; and
- c) participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

## 2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The CAO/Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the

General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the CAO/Secretary-Treasurer in advance of the meeting where it is to be dealt with. Material to be provided in the agenda are to delivered to the CAO/Secretary-Treasurer seven days in advance of the meeting. Materials to be provided at the meeting are to be delivered 3 days in advance of the meeting.

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on 72 hours notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the CAO/Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or the CAO/Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

### **3. Meetings Open to Public**

All meetings of the General Membership and Executive Committee shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

### **4. Agenda for Meetings**

Authority staff, under the supervision of the CAO/Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Approval of Agenda
2. Declaration of Pecuniary Interest
3. Approval of Minutes of Previous Meeting
4. Delegations
5. Written reports
6. Verbal Reports
7. Correspondence
8. New Business
9. Reports and Updates from Board Members
10. Notice of Next Meeting

## 11. Adjournment

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

Agendas shall also be available to anyone in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

## 5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-half of the Members of the Executive Committee, Advisory Board or Committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during an Authority, Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

## 6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

## 7. Debate

The Authority shall observe the following procedures for discussion/debate on any matter coming before it:

- a) A Member shall be recognized by the Chair prior to speaking;
- b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;
- c) All questions and points of discussion shall be directed through the Chair;
- d) Where a motion is presented, it shall be moved and seconded before debate;
- e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f) No Member shall speak more than 10 minutes without leave of the Chair;
- g) Any Member may ask a question of the previous speaker through the Chair;

- h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j) When a motion is under consideration, only one amendment is permitted at a time.

## **8. Matters of Precedence**

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;
- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

## **9. Members' Attendance**

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the Municipality that was represented by that Member appoint a Member replacement.

In the event that a municipally-appointed member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or CAO/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the CAO/Secretary-Treasurer without comment or explanations.

## **10. Electronic Meetings and Participation**

Electronic meetings are permitted and must follow/accommodate all Section C. Meeting Procedures identified in this by-law, or in the case of Hearings, NBMCA's *Hearings and Procedural Manual*.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the

meeting electronically and be able to observe all that Members can hear and see at the meeting.

## **11. Delegations**

Any person or organization who wishes to address the Authority may make a request in writing or email to the CAO/Secretary-Treasurer. The request should include a brief statement of the matter involved and indicate the name of the proposed speaker. If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by at least two thirds of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

## **12. Annual Meeting**

The Authority shall designate one meeting of the General Membership each year as the Annual Meeting. This may occur at the first meeting of the year.

## **13. Meetings with Closed "In Camera" Sessions**

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personnel matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) a matter in respect of which the General Membership, Executive Committee, Advisory Board or Committee or other body may hold a closed meeting under another act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;

- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA, and the Authority is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the CAO/Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, Advisory Board or Committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the Executive Committee, Advisory Board or Committee.

#### **14. Voting**

In accordance with Section 16 of the Act:

- a) each Member is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.



Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken in alphabetical order with the Chair voting last. Each Member, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the CAO/Secretary-Treasurer shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the CAO/Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 4 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

#### **15. Notice of Motion**

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or Committee meeting may be given to the CAO/Secretary-Treasurer by any Member of the Authority not less than seven (7) business days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The CAO/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of Advisory Boards or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Board or Committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of at least two thirds of the members of the Authority present.

#### **16. Motion to Reconsider**

If a motion is made to reconsider a previous motion, a two-thirds majority vote of the Members present shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

## 17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

## 18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

## 19. Minutes of Meetings

The CAO/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each Advisory Board or Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting. If a recording secretary is not present in a closed session, the CAO/Secretary-Treasurer shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The CAO/Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the CAO/Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.



## **D. Appendices to the Administrative By-law**

### **Appendix 1 - Code of Conduct**

#### **1. Background**

The North Bay-Mattawa Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

#### **2. General**

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other Committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

#### **3. Gifts and Benefits**

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

#### **4. Confidentiality**

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### ***5. Use of Authority Property***

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### ***6. Work of a Political Nature***

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

#### ***7. Conduct at Authority Meetings***

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

#### ***8. Influence on Staff***

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

### **9. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or Committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

### **10. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

### **11. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

### **12. Breach of Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

## Appendix 2 - Conflict of Interest

### **1. *Municipal Conflict of Interest Act***

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

### **2. *Disclosure of Pecuniary Interest***

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or Committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### **3. *Chair's Conflict of Interest or Pecuniary Interest***

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

### **4. *Closed Meetings***

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### **5. *Member Absent***

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

### **6. *Disclosure Recorded in Minutes***

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or Committee, as the case may be.

### **7. *Breach of Conflict of Interest Policy***

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.



## Appendix 3 - Procedure for Election of Officers

### 1. *Voting*

Voting shall be by secret ballot and no Members may vote by proxy.

### 2. *Acting Chair*

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

### 3. *Scrutineer(s)*

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

### 4. *Election Procedures*

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
  - i. Election of the Chair, who shall be a Member of the Authority
  - ii. Election of the Vice-chair, who shall be Members of the Authority
  - iii. Election of the Executive Committee.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the CAO/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.

- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Paula Scott, Director, Planning & Development/Deputy CAO

**DATE:** October 28, 2020

**SUBJECT:** North Bay-Mattawa Conservation Authority Hearings and Procedural Manual Update

**Background:**

NBMCA's *Hearings and Procedural Manual*, adopted by the Board of Directors on November 15, 2010, identifies the step-by-step process for conducting hearings required under Section 28 (12), (13), (14) of the *Conservation Authorities Act*. An update to this document is recommended based on the following changes:

- 1) Subsection 28(15) of the Conservation Authorities Act provides that a person who has been refused permission or who objects to conditions imposed on a permission may, within 30 days of receiving the reasons may appeal to the *Minister of Natural Resources and Forestry (MNRF)*. Further to the passage of the Building Better Communities and Conserving Watersheds Act, 2017 effective April 3, 2018 this appeal has been assigned to the *Mining and Lands Tribunal* through Order in Council 332/2018. The Mining and Lands Tribunal is now a part of the Environment and Land Tribunal Cluster (ELTO) of the Ministry of the Attorney General. Reference to MNRF has been removed. Appendix D "Notice of Decision – Model" has been revised to incorporate the proper contact information for the appeal.
- 2) The corona virus disease (COVID-19) was declared a pandemic by the World Health Organization on March 11, 2020. With the need for continued social distancing, conservation authorities require alternate means to provide hearings under Section 28 of the *Conservation Authorities Act*. The purpose of this second update is to incorporate the use of electronic hearings. This update to the hearing guidelines is complementary to the proposed update to the NBMCA's Administrative By-Laws to incorporate electronic Board meetings.

The revised document is attached for your review.

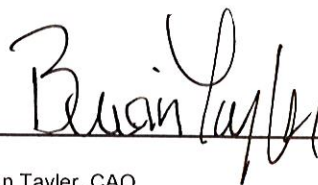
**RECOMMENDED RESOLUTION:**

That the Board of Director's approve of the proposed changes to *NBMCA's Hearings and Procedural Manual* to replace the reference to the Ministry of Natural Resources and Forestry with the Mining and Lands Tribunal and to allow for electronic hearings.



Paula Scott,

Director, Planning & Development/Deputy CAO



Brian Tayler, CAO

**SECTION 28 (3)  
CONSERVATION AUTHORITIES ACT  
HEARING PROCEDURES**

**The North Bay - Mattawa Conservation Authority  
HEARINGS AND PROCEDURAL MANUAL**

Approved by the North Bay-Mattawa Conservation Authority

Adopted: November 24, 2010

Amended: October 28, 2020

15 Janey Avenue  
North Bay, Ontario  
P1C 1N1

## SECTION 28 (3)

### CONSERVATION AUTHORITIES ACT

### NBMCA HEARINGS AND PROCEDURAL MANUAL

Summary of Revisions

Revision No.	Date	Comments	Approval Authority
0	November 24, 2010	CA Act Hearings and Procedural Manual approved	NBMCA Board of Directors Resolution No. 105-10
1	October 28, 2020	<p>1. Changes as a result of the <i>Building Better Communities and Conserving Watersheds Act, 2017</i> to include the Mining and Lands Tribunal in the appeal process.</p> <p>2. Amendments made to incorporate the use of electronic hearings.</p>	NBMCA Board of Directors

(Note: Text in red represents the amendments made in 2020)

**The North Bay-Mattawa Conservation Authority  
Section 28 (12), Section 28 (13), Section 28 (14)  
Conservation Authorities Act  
Hearing Procedures**

**TABLE OF CONTENTS**

1.0	PURPOSE OF HEARING GUIDELINES .....	4
2.0	PREHEARING PROCEDURES .....	4
2.1	APPREHENSION OF BIAS .....	4
2.2	APPLICATION .....	5
2.3	NOTICE OF HEARING .....	5
2.4	PRE-SUBMISSION OF REPORTS .....	6
2.5	HEARING INFORMATION.....	6
3.0	THE HEARING.....	7
3.1	PUBLIC HEARING .....	7
3.2	HEARING PARTICIPANTS .....	7
3.3	ATTENDANCE OF HEARING BOARD MEMBERS.....	7
3.4	ADJOURNMENTS .....	7
3.5	ORDERS AND DIRECTIONS .....	7
3.6	INFORMATION PRESENTED AT HEARINGS .....	7
3.7	CONDUCT OF HEARING .....	8
3.7.1	Record of Attending Hearing Board Members .....	8
3.7.2	Opening Remarks.....	8
3.7.3	Presentation of Authority Staff Information.....	9
3.7.4	Presentation of Applicant Information.....	9
3.7.5	Questions.....	10
3.7.6	Deliberation.....	10
4.0	DECISION.....	10
4.1	Notice of Decision.....	11
4.2	Adoption .....	11
5.0	RECORD.....	11
Appendix A	.....	1
Appendix B	.....	1
Appendix C	.....	1
Appendix D	.....	1

## 1.0 PURPOSE OF HEARING GUIDELINES

The purpose of the Hearing Guidelines is to reflect the changes to the 1998 *Conservation Authorities Act*. The Act requires that the applicant be party to a hearing by the North Bay-Mattawa Conservation Authority (NBMCA) Board of Directors or Executive Committee (the "Hearing Board"), for an application to be refused or approved with contentious conditions. Further, a permit may be refused if, in the opinion of the Authority, the proposed development adversely affects the control of flooding, *erosion, dynamic beaches, pollution or conservation of land*. The Hearing Board is empowered by law to make a decision, governed by the *Statutory Powers Procedures Act*. It is the purpose of the Hearing Board to evaluate the information presented at the hearing by both the Conservation Authority staff and the applicant and to decide whether the application will be approved with or without conditions, or refused.

These procedures have been prepared to provide a step-by-step process to conducting hearings required under Section 28 (12), (13), (14) of the *Conservation Authorities Act*. Similar to the 2005 Hearing Guidelines developed for Conservation Ontario, it is the intent that these procedures will promote the necessary consistency across the Province and ensure that hearings meet the legal requirements of the *Statutory Powers Procedures Act* without being unduly legalistic or intimidating to the participants.

## 2.0 PREHEARING PROCEDURES

### 2.1 APPREHENSION OF BIAS

In considering the application, the Hearing Board is acting as a decision-making tribunal and will act fairly. Under general principles of administrative law relating to the duty of fairness, the tribunal is obliged not only to avoid any bias but also to avoid the appearance or apprehension of bias. The following steps will be taken to avoid apprehension of bias where there is the possibility for it to arise.

- a) No staff member of the NBMCA taking part in the hearing should be involved, either through interaction with Hearing Board members, or intervention on behalf of the applicant or other interested parties with the matter, prior to the hearing. Otherwise, there is a danger of an apprehension of bias which could jeopardize the hearing.
- b) If material relating to the merits of an application that is the subject of a hearing is distributed to Hearing Board members before the hearing, the material shall be distributed to the applicant at the same time. The applicant may be afforded an opportunity to distribute similar pre-hearing material.  
**These materials can be distributed electronically.**

- c) In instances where the NBMCA requires a hearing to help it reach a determination as to whether to give permission with or without conditions or refuse a permit application, a final decision shall not be made until such time as a hearing is held. The applicant will be given an opportunity to attend the hearing before a decision is made; however, the applicant does not have to be present for a decision to be made.

## 2.2 APPLICATION

The right to a hearing is required where:

- a) Staff is recommending refusal of an application, or
- b) There is some indication that the NBMCA or Authority Board of Directors may not follow staff recommendations to approve a permit, or
- c) The applicant objects to the conditions of approval.

The Notice of Hearing shall be sent to the applicant within sufficient time to allow the applicant to prepare for the hearing pursuant to the *Statutory Powers Procedures Act*.

## 2.3 NOTICE OF HEARING

The Notice of Hearing shall be sent to the applicant within sufficient time to allow the applicant to prepare for the hearing. To ensure that reasonable notice is given, the NBMCA will contact the Applicant prior to sending the Notice of Hearing.

The Notice of Hearing will contain the following:

- a) Reference to the applicable legislation under which the hearing will be held (i.e., the *Conservation Authorities Act*).
- b) The time, place and the purpose of the hearing. **OR for Electronic Hearings: The time, purpose of the hearing, and details about the manner in which the hearing will be held.**

**Note: for electronic hearings the Notice must also contain a statement that the applicant should notify the Authority if they believe holding the hearing electronically is likely to cause them significant prejudice. The Authority shall assume the applicant has no objection to the electronic hearing if no such notification is received.**



- c) Particulars to identify the applicant, property and the nature of the application which are the subject of the hearing.

Note: if the applicant is not the homeowner but the prospective owner, the applicant must have written authorization from the registered landowner.

- d) The reasons for the proposed refusal or conditions of approval shall be specifically stated. This should contain sufficient detail to enable the applicant to understand the issues so he or she can be adequately prepared for the hearing.

It is sufficient to reference in the Notice of Hearing that the recommendation for refusal or conditions of approval is based on the reasons outlined in previous correspondence or a hearing report that will follow.

- e) A statement notifying the applicant that the hearing may proceed in the applicant's absence and that the applicant will not be entitled to any further notice of the proceedings.

Except in extreme circumstances, it is recommended that the hearing not proceed in the absence of the applicant.

- f) Reminder that the applicant is entitled to be represented at the hearing by counsel, if desired.

The Notice of Hearing shall be directed to the applicant and/or landowner by registered mail. An example *Notice of Hearing* can be found in Appendix A.

## **2.4 PRE-SUBMISSION OF REPORTS**

It is the practice of the NBMCA to submit reports to Hearing Board members in advance of the hearing.

The applicant shall be provided with all reports from staff that will be provided to the Hearing Board. The applicant shall be given two weeks to prepare and submit a report once the reasons for the staff recommendations have been received.

## **2.5 HEARING INFORMATION**

Prior to the hearing, the applicant shall be advised of the North Bay - Mattawa Conservation Authority's hearing procedures upon request.

### **3.0 THE HEARING**

#### **3.1 PUBLIC HEARING**

Pursuant to the *Statutory Powers Procedure Act*, hearings, including electronic hearings, are required to be held in public. For electronic hearings, public attendance should be synchronous with the hearing. The exception is in very rare cases where public interest in public hearings is outweighed by the fact that intimate financial, personal or other matters would be disclosed at hearings.

#### **3.2 HEARING PARTICIPANTS**

- a) The *Conservation Authorities Act* does not provide for third party status at the local hearing. While others may be advised of the local hearing, any information that they provide should be incorporated within the presentation of information by, or on behalf of, the applicant or Authority staff.
- b) While the hearings will be held in public and are also open to attendance by the press, the filming of the hearing or the taking of pictures will not be permitted during the hearing by any person or persons.

#### **3.3 ATTENDANCE OF HEARING BOARD MEMBERS**

In accordance with case law relating to the conduct of hearings, those members of the Hearing Board who will decide whether to grant or refuse the application must be present during the full course of the hearing. If it is necessary for a Hearing Board member to leave, the hearing should be adjourned and resumed when the member returns. If the hearing proceeds, even in the event of an adjournment, only those members who were present after the member departed can sit to the conclusion of the hearing.

#### **3.4 ADJOURNMENTS**

The Hearing Board may adjourn a hearing on its own motion or that of the applicant or Authority staff where it is satisfied that an adjournment is necessary for an adequate hearing to be held.

Any adjournments form part of the hearing record.

#### **3.5 ORDERS AND DIRECTIONS**

The Hearing Board is entitled to make orders or directions to maintain order and prevent the abuse of its hearing processes. A hearing procedures example can be found in Appendix B.

#### **3.6 INFORMATION PRESENTED AT HEARINGS**

- a) The *Statutory Powers Procedure Act* requires that a witness be informed of his right to object pursuant to the *Canada Evidence Act*.

- i) The *Canada Evidence Act* indicates that a witness shall be excused from answering questions on the basis that the answer may be incriminating.
  - ii) Answers provided during the hearing are not admissible against the witness in any criminal trial or proceeding.
  - iii) This information should be provided to the applicant as part of the Notice of Hearing.
- b) The hearing procedure, in general, will be informal without the evidence before the Hearing Board being given under oath or affirmation.
- c) The Hearing Board may authorize receiving a copy rather than the original document. However, the Hearing Board can request certified copies of the documents if required.
- d) Privileged information, such as solicitor/client correspondence, cannot be heard. Information that is not directly within the knowledge of the speaker (hearsay), if relevant to the issues of the hearing, can be heard.
- e) The Hearing Board may take into account matters of common knowledge such as geographic or historic facts, times measures, weights, etc or generally recognized scientific or technical facts, information or opinions within its specialized knowledge without hearing specific information to establish their truth.

### **3.7 CONDUCT OF HEARING**

#### **3.7.1 Record of Attending Hearing Board Members**

A record shall be made of the members of the Hearing Board.

#### **3.7.2 Opening Remarks**

The Chairperson shall convene the hearing with opening remarks which generally;

- a) Identify the applicant, the nature of the application, and the property location;
- b) Outline the hearing procedures; and
- c) Advise on requirements of the *Canada Evidence Act*.

An Opening Remarks model can be found in Appendix C. **In an electronic hearing, all the parties and the members of the Hearing Board must be able to clearly hear one another and any witnesses throughout the hearing.**

### 3.7.3 Presentation of Authority Staff Information

Staff of the NBMCA presents the reasons supporting the recommendation for the refusal or conditions of approval of the application.

- a) Any reports, documents or plans that form part of the presentation shall be properly indexed and received.
- b) Staff and/or legal counsel of the Authority should not submit new information at the hearing as the applicant will not have had time to review and provide a professional opinion to the Hearing Board.
- c) NBMCA staff's presentation may include technical witnesses, such as an engineer, ecologist, hydrogeologist etc.

Consideration should be given to the designation of one staff member or legal counsel who coordinates the presentation of information and who asks questions on behalf of NBMCA staff.

### 3.7.4 Presentation of Applicant Information

The applicant has the opportunity to present information at the conclusion of the NBMCA staff presentation.

- a) Any reports, documents or plans which form part of the submission should be properly indexed and received.
- b) The applicant shall present information as it applies to the permit application in question. For instance, does the requested activity affect the control of flooding, *erosion, dynamic beach, conservation of land or pollution?*
- c) The hearing does not address the merits of the activity or appropriateness of such a use in terms of planning.
- d) The applicant may be represented by legal counsel or agent, if desired.
- e) The applicant may present information to the Hearing Board and/or have invited advisors to present information to the Hearing Board.

- f) The applicant(s) presentation may include technical witnesses, such as an engineer, ecologist, hydrogeologist etc.
- g) The applicant should not submit new information at the hearing as the NBMCA staff will not have had time to review and provide a professional opinion to the Hearing Board.

### 3.7.5 Questions

Members of the Hearing Board may direct questions to each speaker as the information is being heard.

- a) The applicant and/or agent can make any comments or questions on the staff report.
- b) Pursuant to the *Statutory Powers Procedure Act*, the Hearing Board can limit questioning where it is satisfied that there has been full and fair disclosure of the facts presented. It should be note that the courts have been particularly sensitive to the issue of limiting questions and there is a tendency to allow limiting of questions only where it has clearly gone beyond reasonable or proper bounds.

### 3.7.6 Deliberation

After all of the information is presented, the Hearing Board will deliberate and make a decision on the application. A resolution advising of the Hearing Board's decision and the particulars of the decision will then be adopted.

The Hearing Board members shall not discuss the hearing with others prior to the decision of the Hearing Board being finalized. This is of particular relevance in the case of an adjournment occurring before a decision can be rendered.

## 4.0 DECISION

The applicant must receive written notice of the decision.

- a) The applicant shall be informed of the right to appeal the decision within 30 days upon receipt of the written decision to the **Mining and Lands Tribunal**.
- b) The Hearing Board shall itemize and record information of particular significance which led to their decision, thus providing the applicant with a clear understanding of why the application was refused or approved.

#### **4.1 Notice of Decision**

The decision notice should include the following information:

- a) The identification of the applicant, property and the nature of the application that was the subject of the hearing.
- b) The decision to refuse or approve the application. A copy of the Hearing Board resolution should be attached.

Written Notice of Decision shall be forwarded to the applicant by registered mail. A sample Notice of Decision has been included as Appendix D.

#### **4.2 Adoption**

A resolution advising of the Board's decision and particulars of the decision should be adopted.

### **5.0 RECORD**

The Authority shall compile a record of the hearing.

In the event of an appeal, a copy of the record should be forwarded to the **Mining and Lands Tribunal**. The record must include the following:

- a) The application for the permit.
- b) The Notice of Hearing.
- c) Any orders made by the Hearing Board (e.g., for adjournments).
- d) All information received by the Hearing Board.
- e) The minutes of the meeting made at the hearing.
- f) The decision and reasons for decision of the Hearing Board.
- g) The Notice of Decision sent to the applicant

## **Appendix A**

### **NOTICE OF HEARING**

## NOTICE OF HEARING

IN THE MATTER OF  
The Conservation Authorities Act,  
R.S.O. 1990, Chapter 27

AND IN THE MATTER OF an application by

---

### FOR THE PERMISSION OF THE CONSERVATION AUTHORITY

Pursuant to Regulations made under  
Section 28, Subsection 12 of the said Act

**TAKE NOTICE THAT** a Hearing before the North Bay-Mattawa Conservation Authority Hearing Board will be held under Section 28, Subsection 12 of the *Conservation Authorities Act* at the offices of the said Authority (15 Janey Avenue, North Bay Ontario), at the hour of , on the **XX** day of, **2020**, [for electronic hearings, include details about the manner in which the hearing will be held] with respect to the application by **NAME** to permit development within an area regulated by the Authority in order to ensure no adverse affect on **(the control of flooding, erosion, dynamic beaches or pollution or conservation of land or the alteration or interfere with a watercourse, shoreline or wetland)** on **Lot XX, Plan/Lot XX, Concession XX, (Street Address)** in the City/Town/Village of **XXX**, Municipality of **XXX**, **XXX** River Watershed.

**TAKE NOTICE THAT** you are invited to make a delegation and submit supporting *written* material to the Hearing Board for the meeting of **(meeting date, number)**. If you intend to appear, [For electronic hearings: or if you believe that holding the hearing electronically is likely to cause significant prejudice], please contact **(name)**. Written material will be required by **(date)**, to enable the Committee members to review the material prior to the meeting.

**TAKE NOTICE THAT** this hearing is governed by the provisions of the *Statutory Powers Procedure Act*. Under the Act, a witness is automatically afforded a protection that is similar to the protection of the *Ontario Evidence Act*. This means that the evidence that a witness gives may not be used in subsequent civil proceedings or in prosecutions against the witness under a Provincial Statute. It does not relieve the witness of the obligation of this oath since matters of perjury are not affected by the automatic affording of the protection. The significance is that the legislation is Provincial and cannot affect Federal matters. If a witness requires the protection of the *Canada Evidence Act* that protection must be obtained in the usual manner. The Ontario Statute requires the tribunal to draw this matter to the attention of the witness, as this tribunal has no knowledge of the affect of any evidence that a witness may give.

**AND FURTHER TAKE NOTICE** that if you do not attend at this Hearing, the Hearing Board of the North Bay-Mattawa Conservation Authority may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**DATED** the \_\_\_\_ day of \_\_\_\_\_, **202X**.

The North Bay-Mattawa Conservation Authority Hearing Board



---

Per: Chief Administrative Officer/Secretary-Treasurer

## **Appendix B**

### **HEARING PROCEDURES**

## HEARING PROCEDURES

1. Motion to sit as Hearing Board.
2. Roll Call followed by the Chairperson's opening remarks. For electronic hearings, the Chairperson shall ensure that all parties and the Hearing Board are able to clearly hear one another and any witnesses throughout the hearing.
3. Staff and/or counsel will introduce to the Hearing Board the applicant/owner, his/her agent and others wishing to speak.
4. Staff and/or counsel will indicate the nature and location of the subject application and the conclusions.
5. Staff and/or counsel will present the staff report included in the Authority agenda and the reasons why the application was recommended for denial.
6. The Applicant and/or his/her agent will have the opportunity to ask questions of staff if reasonably required for full and fair disclosure of matters presented at the Hearing.<sup>1</sup>
7. Following the Applicant, the members of the Hearing Board can ask the staff questions.
8. The applicant and/or his/her agent will make a presentation.
9. The staff and/or counsel will have the opportunity to ask questions of the applicant and/or his/her agents if reasonably required for a full and fair disclosure of matters presented at the Hearing<sup>2</sup>.
10. The Hearing Board will question, if necessary, the applicant/agent.
11. The Hearing Board will move into camera. For electronic meetings, the Hearing Board will separate from other participants for deliberation.
12. Members of the Hearing Board will move and second a motion.
13. A motion will be carried which will culminate in the decision.
14. The Hearing Board will move out of camera.
15. The Chairperson or Acting Chairperson will advise the owner/applicant of the Hearing Board decision.

---

<sup>1</sup> As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

<sup>2</sup> As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross-examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

16. If decision is "to refuse", the Chairperson or Acting Chairperson shall notify the owner/applicant of his/her right to appeal the decision to the Mining and Lands Tribunal within 30 days of receipt of the reasons for the decision.
17. Motion to move out of Hearing Board and sit as Executive Committee.

## Appendix C

# **CHAIRPERSON'S REMARKS WHEN DEALING WITH HEARINGS WITH RESPECT TO ONTARIO REGULATION 177/06**

## CHAIRPERSON'S REMARKS WHEN DEALING WITH HEARINGS WITH RESPECT TO ONTARIO REGULATION 177/06

We are now going to conduct a hearing under Section 28 of the *Conservation Authorities Act* in respect of an application by \_\_\_\_\_  
for permission to \_\_\_\_\_  
\_\_\_\_\_

The North Bay-Mattawa Conservation Authority has adopted regulations under Section 28 of the *Conservation Authorities Act* which requires the permission of the Authority for development within an area regulated by the Authority in order to ensure no adverse affect on the control of flooding, erosion, dynamic beaches or pollution or conservation of land, or to permit alteration to a shoreline or watercourse or interference with a wetland.

The staff has reviewed this proposed work **and prepared a staff report, a copy of which** has been given to the applicant **and the Board. The applicant was invited to file material in response to the staff report, a copy of which has also been provided to the Board.**

**Under Section 28 (12) of the *Conservation Authorities Act*, the person requesting permission has the right to a hearing before the Authority's Hearing Board.**

The *Conservation Authorities Act* (Section 28 [12]) provides that:

"Permission required under a regulation made under clause (1) (b) or (c) shall not be refused or granted subject to conditions unless the person requesting permission has been given the opportunity to require a hearing before the Authority".

In holding this hearing, the Authority's Hearing Board is to determine whether or not a permit is to be issued **with or without conditions**. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submissions to be made on behalf of the applicant. **Only Information disclosed prior to the hearing is to be presented at the hearing.**

The proceedings will be conducted according to the *Statutory Powers Procedure Act*. Under Section 5 of the *Canada Evidence Act*, a witness may refuse to answer any question on the ground that the answer may tend to criminate the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general will be informal without the evidence before it being given under oath or affirmation.

The rules of evidence before this Hearing Board are informal.

If the applicant has any questions to ask of the Hearing Board, he/she is free to do so providing all questions are directed to the **Chairperson** of the Hearing Board.

The Hearing will proceed as follows:

1. Staff and/or counsel of the North Bay-Mattawa Conservation Authority will present an overview of the application and the reasons why the application was recommended for denial. The Applicant will then have the opportunity to ask questions of staff based on their presentation. Following the Applicant, the members of the Hearing Board may ask the staff questions.
2. Next will be the presentation by the Applicant followed by questions by NBMCA staff and/or counsel and then questions by members of the Hearing Board.
3. Lastly, the Hearing Board will deliberate and make a decision on the application. A resolution advising of the Hearing Board's decision and the particulars of the decision will then be adopted.

## **Appendix D**

### **NOTICE OF DECISION**



(Date)

**BY REGISTERED MAIL**

(name)

(address)

Dear:

**RE: NOTICE OF DECISION**  
**Hearing Pursuant to Section 28(12) of the *Conservation Authorities Act***  
**Proposed Residential Development**  
**Lot \_\_\_\_\_, Plan \_\_\_\_\_; \_\_\_\_\_ City of \_\_\_\_\_.**  
**Application #:**

In accordance with the requirements of the *Conservation Authorities Act*, the North Bay-Mattawa Conservation Authority provides the following Notice of Decision:

On ***meeting date and number***, the Hearing Board for the North Bay-Mattawa Conservation Authority **refused/approved** your application/**approved your application with conditions**. A copy of the Hearing Board's Resolution # \_\_\_\_\_ has been attached for your records. Please note that this decision is based on the following reasons: ***(the proposed development/alteration to a watercourse or shoreline adversely affects the control of flooding, erosion, dynamic beaches or pollution or interference with a wetland or conservation of land)***.

In accordance with Section 28 (15) of the *Conservation Authorities Act*, an applicant who has been refused permission or who objects to conditions imposed on a permission may, within 30 days of receiving the reasons under Subsection (14), appeal to the Minister who may refuse the permission; or grant permission, with or without conditions.

For your information, should you wish to exercise your right to appeal the decision, a letter by you or your agent/counsel setting out your appeal must be sent within 30 days of receiving this decision addressed to:

**Mining and Lands Tribunal**  
**655 Bay Street, Suite 1500**  
**Toronto, Ontario M5G 1E5**

Should you require any further information, please do not hesitate to contact (***staff contact***) or the undersigned.

Yours truly,

Chief Administrative Officer/Secretary Treasurer  
Enclosure

(Date)

**BY REGISTERED MAIL**

(name)

(address)

Dear:

**RE: NOTICE OF DECISION**  
**Hearing Pursuant to Section 28(12) of the *Conservation Authorities Act***  
**Proposed Residential Development**  
**Lot \_\_\_\_\_, Plan \_\_\_\_\_; \_\_\_\_\_ City of \_\_\_\_\_.**  
**Application #:**

In accordance with the requirements of the *Conservation Authorities Act*, the North Bay-Mattawa Conservation Authority provides the following Notice of Decision:

On ***meeting date and number***, the Hearing Board for the North Bay-Mattawa Conservation Authority **refused/approved** your application/**approved your application with conditions**. A copy of the Hearing Board's Resolution # \_\_\_\_\_ has been attached for your records. Please note that this decision is based on the following reasons: ***(the proposed development/alteration to a watercourse or shoreline adversely affects the control of flooding, erosion, dynamic beaches or pollution or interference with a wetland or conservation of land)***.

In accordance with Section 28 (15) of the *Conservation Authorities Act*, an applicant who has been refused permission or who objects to conditions imposed on a permission may, within 30 days of receiving the reasons under Subsection (14), appeal to the Minister who may refuse the permission; or grant permission, with or without conditions.

For your information, should you wish to exercise your right to appeal the decision, a letter by you or your agent/counsel setting out your appeal must be sent within 30 days of receiving this decision addressed to:

Mining and Lands Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario M5G 1E5

Should you require any further information, please do not hesitate to contact (***staff contact***) or the undersigned.

Yours truly,

Chief Administrative Officer/Secretary Treasurer  
Enclosure

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority (NBMCA)

**ORIGIN:** CAO, Secretary Treasurer

**DATE:** September 20, 2020

**SUBJECT:** Loan Agreement Amendments Between NBMCA and Ski Hill (LSHSC)  
and Updates.

**Background:**

The Conservation Authority has entered into Loan Agreements with the LSHSC for the repayment of debt incurred by the ski hill to the conservation authority in 2015 and for assistance for the purchase of a groomer in 2013. The payments are made on May 1st annually. The amounts are \$8,293 and \$10,000 respectively.

At the time of entering into the agreements it was decided the optimal date for payments would be at the beginning of LSHSC's fiscal year on May 1st. It is apparent that requiring the ski hill to make payments at this time creates a cash flow problem. For some time now and as part of the revised business plan discussions for 2021 serious thought has been given to pushing the payments back to a period when revenue flowing into the operations in the early winter.

No payments have been missed since entering into the agreements.

Of note is the return from LSHSC of the Capital Reserve funds of \$10,000.00 approved in September. LSHSC made arrangements with the supplier to provide a demonstration "pump Skid" unit for the season at no cost.

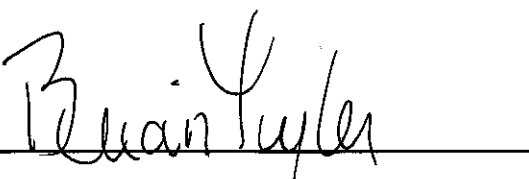
The LSHSC Board hired their new Manager Michael King on October 13<sup>th</sup>.

**Analysis:**

It is clear the 2021 business plan will include a change to the annual loan payment dates to December 31st. The change will not alter the flow of revenues to the CA and will remain within current and ongoing fiscal years for both parties. The change is supported by the NBMCA and LSHSC auditor, BDO Canada. Further discussion on the changes will occur at the meeting.

**Recommendation:**

Staff is recommending that the Board approve the changes to the loan agreements.

A handwritten signature in black ink that reads "Brian Tayler". The signature is written in a cursive style and is positioned above a solid horizontal line.

Brian Tayler, CAO Secretary Treasurer

October 19, 2020

North Bay-Mattawa Conservation Authority  
15 Janey Avenue  
North Bay ON  
P1C 1N1

Attention: Brian Tayler

Dear Brian,

Laurentian Ski Hill Snowboarding Club (LSH) is currently revising the business plan and reviewing the operating agreement between us. We are looking at ways we can work more effectively. One of the things that we are going to be requesting in the new operating agreement is a change to the loan repayment schedule. Currently we repay each of the two loans at the beginning of May. We would like to amend the agreement to reflect the due date be at December 31<sup>st</sup> each year. This amendment would help with cash flow issues that we have at the start of the ski season every year. We are requesting that this be done for this current year as well, and therefore would require you to return the two payments we made to you on May 01<sup>st</sup> this year totalling \$19,796.82

This year's cash flow was further impacted due to the fact that fundraising events were not able to be held since March 13<sup>th</sup> and we've received \$0 in bingo revenue over the summer, Y.T.D. bingo revenues last year were over \$9,000

Our early bird sales are tracking in the same direction as last year at this point, which is encouraging and we believe that the year could see a huge uptick in sales due to the fact that normal travel plans are cancelled and people will need an outlet. Thank you for the continued support and I hope that this request can be accommodated.

If you have any questions or concerns, please feel free to contact me directly.

Sincerely,

John Strang  
President  
LSH Board of Directors

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Troy Storms, Manager Lands & Stewardship  
Sue Buckle, Manager Communications & Outreach

**DATE:** October 28, 2020

**SUBJECT:** Laurentian Escarpment Conservation Area Trail Proposal and  
Update

### **Background**

The Laurentian Escarpment Conservation Area, (LECA) overlooking the City of North Bay, offers significant natural and heritage features attracting a variety of trail users hikers, dog walkers, photographers, naturalists, and families who enjoy a variety of four-season activities. It has a growing appeal to mountain bike users and has the potential to be developed as destination opportunity for eco-tourism regionally.

NBMCA engaged Alpine Bike Parks a trails specialist firm from British Columbia to inventory the existing trails, identify management and maintenance issues, and recommend a path forward.

It is important to mention that The LECA Trail Network Master Plan did not fully address an environment analysis of the trail density and its impact on the ecology of the escarpment, including trail density and the ecological sensitivities on the escarpment.

FRI Ecological Services was retained to conduct an environmental screening of the Alpine Bike Parks report with respect to the trails' impacts on existing natural heritage features from existing trail use, proposed trail improvements and proposed trail maintenance. This report was brought to the NBMCA board June 2016.

From information contained in these two reports, NBMCA developed the LECA Trails Proposal finalized in May 2018. This Proposal takes into consideration the existing trail usage, the desirable density, trail maintenance requirements, and environmental sensitivities.

This proposal recommends a trail network of approximately 18 km, density of 11.5 km/km<sup>2</sup>, and the removal of trails from the ecologically sensitive areas. It incorporates a plan for multi-use cross country trails, downhill bike trails and a community bike park.

This proposal will help create increased opportunity for outdoor recreation, enhancing physical and mental health as well as an appreciation of the escarpment's natural environment. It can increase attraction to the LECA as an eco-tourism site, a destination for recreation and competitive mountain biking events, bringing economic stimulus to the region.



# Laurentian Escarpment Conservation Area Trail Proposal

Update – October 28, 2020

## Initial Proposal (2011 - 2020)

Action	Partners	Status	Timeline	Highlights
Public Consultations	NBMCA / public	Completed	Oct 2011 – Report to Board Nov 2011 - Initial Town Hall Oct 2012 – Form Adv Cte June 2018 – Updated Trail Proposal August 2019 ongoing – North Bay Mountain Bike Association (NBMBA)	Gather input and feedback during Initial Proposal phase
Consultation with Property Owners	Public and Private Property Owners	Progress made towards agreements	2011 to present	New property owners, Environmental Assessment by DND, property swap
LECA Advisory Committee	Multi-stakeholder, variety of public users, City of North Bay	Provided advice through Initial Proposal Phase	Formed Nov 2012 Role to review reports, provide feedback; New members May 2018	Input contributed to identification of priorities, needs, trail proposal
LECA Draft Master Plan	Alpine Bike Partners	Complete – Board received.	May 2015	Overland trails, Downhill trails, Bike Pump Park
LECA Draft Master Plan - Environmental Screening Report	FRI Ecological Resources	Complete – Board received.	April 2016	ID Environmentally Sensitive Areas
LECA Trails Proposal	NBMCA	Complete – Board approved.	May 2018	Trail density 11.5 km/km <sup>2</sup> (previous 17km/km <sup>2</sup> ) – draft trail configuration

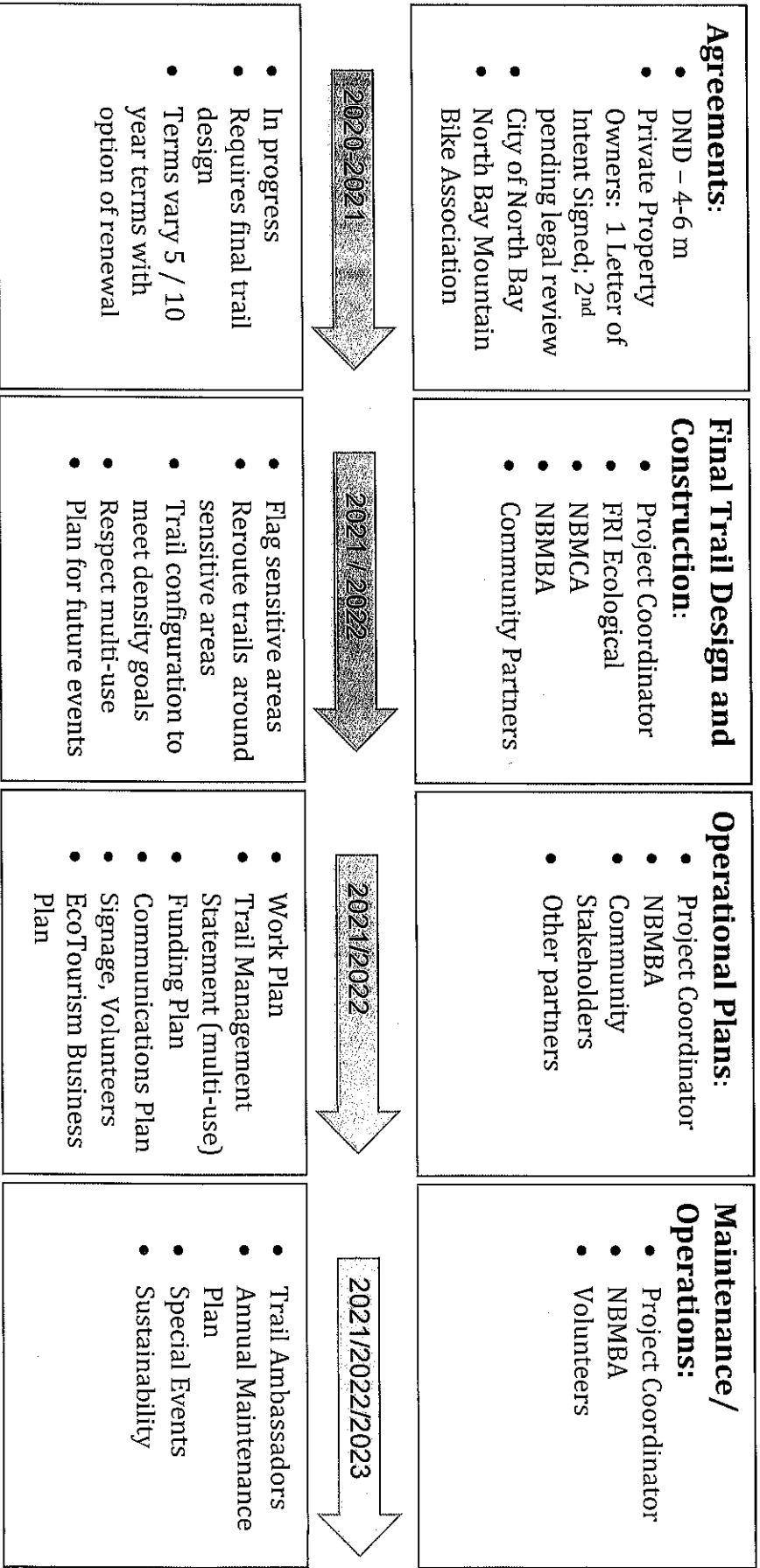
<b>Phase 2: Design &amp; Implementation (2021-2023)</b>					
<b>Action</b>	<b>Partners</b>	<b>Status</b>	<b>Timeline</b>	<b>Highlights</b>	
<b>Project Oversight</b>	NBMCA : CAO/ Manager Lands & Stewardship/ Manager Communications & Outreach	Proposed Project Manager to coordinate project; 3 year position	January 2021 - December 2023	Develop and implement 3 year workplan: Final trail design; Trail management statement; Communications plan; Funding/resourcing; Maintenance Plan Oversee construction EcoTourism opportunities	
		Department of National Defense	Draft awaiting approval	DND Approval 4-6 months	5-year agreement; option to extend.
		Ski Ridge Estates	Draft in progress, awaiting solicitor comments		Richardson Ridge Trail only; no additional trails at this time.
<b>Agreements with Property Owners</b>	Nordfibre Company Golden Estates Ltd. City of North Bay	Letter of Intent Signed	Agreement to be formalized	Agreement requires final trail design	
		Formal permission pending			

<b>Final Trail Design &amp; Construction</b>	FRI Ecological Resources	Flagging enviro sensitive lands		
	North Bay Mountain Bike Association (NBMBA)	<p>Preliminary discussions about ongoing partnership:</p> <ul style="list-style-type: none"> <li>Trail configuration</li> <li>Trail construction</li> <li>Community engagement</li> <li>Signage</li> <li>Trail ambassadors</li> <li>Ongoing maintenance</li> </ul>	August 2019 - ongoing	NBMCA initial discussions 2020; establish terms of reference / agreement
	Public via Community Outreach	Post/unveil final trail plan virtually, website	Initial plan posted on website; public meeting May 2018; ongoing public info	
<b>Operational Plans</b>	Project Coordinator NBMBA	Pending Project Coordinator appointment	2021/2022	Trail Management Statement; Funding, Communications, Maintenance, Signage, Ambassadors, Events
<b>Maintenance &amp; Operation</b>	NBMCA in partnership with NBMBA	To be developed as part of work plan – year 3	Initial discussions with NBMBA Oct 2020	Trail ambassadors Maintenance Plan Multi-use
<b>Support &amp; Resourcing</b>	NBMCA City of North Bay NBMBA Other stakeholders	Project Coordinator to coordinate; grants, partnerships, ongoing funding; ecotourism opportunities	2020-2023	Business Plan; Prioritize elements Consider special events;



**LECA Trail Plan 2020-2023**  
**Oversight/Coordination**  
 CAO / Manager Lands & Stewardship / Manager Communications  
 \*Project Coordinator (3 year/pending resourcing)

Resourcing/Support: NBMCA / City of North Bay / NBMBA / Grants / In-Kind 2020-2023+



**TO:**

The Chairman and Members of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:**

Sue Buckle, Manager, Communications and Outreach

**DATE:**

October 22, 2020 Board Meeting

**SUBJECT:**

Communications and Outreach Update

**Background:**

The Communications and Outreach (C&O) Program at NBMCA undertakes corporate communications and outreach initiatives that inform, educate, and engage multiple stakeholders through multiple channels. C&O also provides internal support to the CAO and program staff to assist them in their interactions with individuals, organizations, non-governmental and government agencies. C&O has the responsibility of facilitating the delivery of accurate, timely information to stakeholders and the media during times of crisis. On March 17, 2020 Ontario Premier Rob Ford declared a state of emergency due to the COVID-19 Pandemic. As a member of NBMCA's Emergency Response Team/Management Team, C&O is implementing communications initiatives which support NBMCA's response plans and the delivery of essential services.

**Analysis:****COVID-19 Communication**

Messaging surrounding NBMCA's delivery of essential services has been delivered through nbmca.ca as well as social media. The "Service Disruptions" webpage carries the updated summary of COVID-19 impacted services with a link directly from the home page. Messaging has continued to support North Bay Parry Sound District Health Unit messaging regarding the health benefits of going for a walk, while maintaining 2 metre physical distancing. Messaging has been, and will continue to be adjusted and the website updated, as and when new direction is provided by the province and the health unit.

**2020 Conservation Areas Workshop Webinar Series – Video Presentation**

NBMCA Conservation Areas and Trails will be featured as part of Conservation Ontario's webinar series for the Conservation Areas Workshop. This workshop for the lands staff at Ontario's 36 Conservation Authorities is normally held in person, however due to COVID-19, the format has changed to an on-line webinar series. Communications & Outreach is producing a video to provide a Virtual Site Tour of key facilities to share with lands staff throughout Ontario. Troy Storms, Manager of Lands and Stewardship will be making the presentation.

**Source Water Protection – Online Consultations**

Communications staff from Ontario's Source Water Protection Areas meet quarterly to discuss and collaborate on communication opportunities related to the source water protection program. A working committee has been struck to explore online consultation formats and opportunities given the source protection areas are currently in the process of reviewing and updating their source protection plans, a process which requires public consultation. Sue Buckle, Manager of Communications and Outreach is a member of this working committee.

### **Media Events**

NBMCA hosted two media events in the past month, adhering to guidelines regarding face coverings and physical distancing. The events were preceded and followed-up with social media postings as well.

**Kate Pace Way / La Vase River Bridge:** On Oct 22, media attended the official opening of the Kate Pace Way LaVase River bridge. The \$33,600 redecking of the bridge was funded by NBMCA with a grant from The Great Trail and contributions from the South Shore Restoule Snowmobile Club and the Near North Trails Association.

**Grandparents and Grandchildren Planting Trees:** 900 seedlings were planted by 20 grandparents and their grandchildren on October 6 at the Nipissing Starter Nursery at Second Avenue along the Chippewa Creek EcoPath. Funded by a grant from the TD Friends of the Environment Foundation. Project partners were Trees for Nipissing and Women<sup>10</sup> Living Fit.

**Media Releases** were issued and social media posted August 1 – October 31, 2020 for the following:

- New Deck for Kate Pace Way Bridge over La Vase River
- Chippewa Creek Remediation / New Pedestrian Bridge – Contract Awarded
- Shoreline Restoration at Eva Wardlaw Conservation Area
- Don't Feed Wildlife in Conservation Areas
- New Municipal Representative Needed on Source Protection Committee
- Filming at Eau Claire Gorge
- Service Disruption Updates: closing of washrooms at Conservation Areas, removal of dock at Papineau Lake Conservation Area, closing of Kate Pace Way for bridge redecking and paving.

### **Recommendation**

That the Board receives and accepts the Report and appends it to the minutes of this meeting.

### **RECOMMENDED RESOLUTION:**

None required.



Sue Buckle, Manager,  
Communications & Outreach



Brian Tayler, CAO/Secretary-  
Treasurer

---

### **NBMCA's 2019 Digital Communications**

#### **Websites**

nbmca.ca  
actforcleanwater.ca  
chippewaecopath.ca  
Mattawarivercanoera.ca restoreyourshore.ca

#### **Facebook**

facebook.com/theNBMCA  
facebook.com/ChippewaCreekEcoPath

#### **Twitter**

@theNBMCA @ChippewaEcoPath  
@MRcanoerace

#### **Instagram**

nbmcainfo