



**North Bay-Mattawa Conservation Authority
Members Meeting for June 28, 2023
at 4:00 pm IN PERSON
NBMCAs Natural Classroom, 15 Janey Avenue, North Bay, Ontario
AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Declaration of Pecuniary Interest
3. Approval of the Agenda

Delegations

4. Adoption of Previous Minutes from May 24, 2023
5. Correspondence
 - Response from MMAH Minister Clark on NBMCAs On-site Sewage System Program

Business Reports

6. Section 28 Permits Report (**Report #1**)
7. CAOs Business Report: CA Act Update (**Report #2**)
8. Laurier Woods Boardwalks Replacement – Update (**Report #3**)

Other Business

9. Closed Session of Committee of the Whole pertaining to legal, property, and personnel matters
10. New Business
11. Adjournment

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

SIXTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on June 28, 2023 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Chisholm, Township of	-	Nunzio Scarfone
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Mattawa, Town of	-	Loren Mick
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ALSO PRESENT:

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer
Rebecca Morrow, Executive Assistant
Helen Cunningham, Manager, Finance & Human Resources
David Ellingwood, Project Manager, Water Resources
Troy Storms, Manager, Lands & Stewardship
Aaron Loughheed, Assistant Manager, Finance
Valerie Murphy, Regulations Officer

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Steve Trahan read a statement acknowledging Indigenous and Treaty Lands.

2. Declaration of Pecuniary Interest

None declared.

3. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 75-23, Mayne-Smit

THAT the agenda be approved as presented.

Carried Unanimously

4. Adoption of Previous Minutes of May 24, 2023

After discussion the following resolution was presented:

Resolution No. 76-23, Lahaye-Chirico

THAT the minutes of the meetings held on May 24, 2023 be adopted as written.

Carried Unanimously

5. Correspondence

Chitra Gowda gave an overview of the item of correspondence. After discussion the following resolution was presented:

Resolution No. 77-23, Lahaye-Smit

THAT the correspondence item "Response from MMAH Minister Clark on NBMCA On-Site Sewage System Program" is received and appended to the minutes of this meeting.

Carried Unanimously

6. Section 28 Permits Report

Valerie Murphy presented the report to the members. After discussion, the members thanked Valerie and the following resolution was presented:

Resolution No. 78-23, Moreton-Featherstone

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and approved by the members of the Board of Directors;

Carried Unanimously

7. CAO's Business Report

Chitra Gowda presented her report including an updated Program and Services Inventory and

draft Plan Review MOU/Agreement Report. She indicated that the Inventory is a forward looking document, based on budgets for 2022 and 2023 recognizing post pandemic costs and the new regulations set by the province on budgets and apportionments. She explained the gap between revenue and expenses in the Inventory. Chitra noted that the MNRF provided 2024 modified current value assessment (MCVA) numbers for Source Protection Authority municipalities. After discussion, Steve Trahan noted concerns about increasing costs and tough times coming. The members thanked Chitra for her report and the following resolutions were presented:

Resolution No.79-23, Mitchell-Belanger

THAT the Board of Directors direct staff to begin discussions with municipalities using the updated draft NBMCA Programs and Services Inventory and draft MOU/agreements following current legislation.

AND THAT the staff report 'NBMCA Programs and Services Inventory Update and draft Plan Review MOU' is received and appended to the minutes of this meeting.

Carried Unanimously

Resolution No. 80-23, Mayne-Belanger

THAT NBMCA send a letter to the Minister that no changes be made to the Clean Water Act Program Funding Model.

Carried Unanimously

8. Laurier Woods Boardwalks Replacement

Troy Storms presented the updated Report. After discussion the members thanked Troy for his update and the following resolution was presented:

Resolution No. 81-23, Scarfone-Trahan

THAT the Board direct NBMCA staff to award to BalPro Construction for the replacement of the boardwalks shown as #1 and #2 in the map above. Total cost of this project \$68,930.00 inclusive of all taxes.

AND THAT this report is received and appended to the minutes of this meeting.

Carried Unanimously

9. Closed Session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No.82-23, Moreton-Mitchell

THAT the meeting move into a closed session of “Committee of the Whole” to discuss litigation, property and personnel matters (5:05pm).

Carried Unanimously

Resolution No. 83-23, Belanger-Lahaye

THAT the Board moves to meet the City of North Bay on the plan to separate from the Ski Hill operations and the severance plan.

Carried Unanimously

Resolution No. 84-23, Moreton-Mayne

THAT the Board of Directors approve the payment upon receipt of invoices and audit report only up to the amount remaining in the Ski Hill Capital reserve, for the ski hill capital asset audit.

Carried Unanimously

Resolution No. 85-23, Mitchell-Scarfone

THAT the Board accepts the recommendation of the HR committee and approve the updated personnel policy (overtime, short term disability, PPE – Boots), CAO Job description, Leadership terms of reference and the organizational chart.

Carried Unanimously

Resolution No. 86-23, Moreton-Featherstone

THAT the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting. (7:19pm)

Carried Unanimously

10. New Business

None noted.

11. Adjournment (7:20 p.m.)

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

Resolution No. 87-23, Belanger-Mayne

THAT the meeting be adjourned and the next meeting be held at 4:00pm, Wednesday August 16, 2023 or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Chitra Gowda, Chief Administrative Officer,
Secretary Treasurer

Ministry of
Municipal Affairs
and Housing

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

Ministère des
Affaires municipales
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234-2023-2144

June 16, 2023

David Britton, Chair
Chitra Gowda
Chief Administrative Officer, Secretary Treasurer
North Bay-Mattawa Conservation Authority Board
Chitra.Gowda@nbmca.ca

Dear David Britton and Chitra Gowda:

Thank you for your April 25, 2023, letter providing comment and input on two proposed changes to Ontario's Building Code. I appreciate the time you have taken to write.

In summary, the two Building Code proposals, which are related to Division C, Article 1.7.1.1. of the Building Code, seek the transfer of enforcement authority of Part 8 "Sewage Systems" from the North Bay Mattawa Conservation Authority to the Townships of Perry and Seguin.

We acknowledge that the North Bay Mattawa Conservation Authority and Board do not support these two proposed changes and wish to retain the enforcement authority for Part 8 "Sewage Systems", for the reasons detailed and set out in your letter.

Currently, the Ministry is working to develop the next edition of Ontario's Building Code, which includes the review of over 2500 proposals. The North Bay Mattawa Conservation Authority and Board comments and objections, along with the Code change requests made from the Townships of Perry and Seguin, may be taken into consideration.

For further information on the Building Code development process, you may wish to contact:

Cengiz Kahramanoglu, Manager, Building Code Development and Advisory Services
Building and Development Branch, Ministry of Municipal Affairs and Housing
777 Bay Street, 12th Floor, Toronto ON M5G 2E5
Email: Cengiz.Kahramanoglu@ontario.ca.

Once again, thank you for your interest in this matter. Please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Clark'.

Steve Clark
Minister

c. The Honourable Graydon Smith, Minister of Natural Resources and Forestry
minister.mnrf@ontario.ca



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

ORIGIN: Valerie Murphy, Regulations Officer

DATE: June 14, 2023

SUBJECT: Report on Development, Interference with Wetlands and Alterations to Shorelines
and Watercourses Permits

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:

Seventeen new permits and one permit amendment have been issued by the Conservation Authority 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, seven were issued for landscaping activities, five for the construction of new dwellings, two for new accessory structures and one each for repair to municipal infrastructure, an addition to an existing dwelling and for the construction of a multi-unit building.

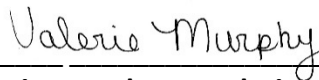
The permit amendment addressed the addition of a concrete pad dock anchoring point.

Recommendation:

THAT the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

Recommended Resolution:

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.



Valerie Murphy, Regulations Officer

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
REF-23-03	Claude and Nicky Levasseur	East Ferris	581 Big Moose Road	Lake Nosbonsing	To construct a new cabin	May 9, 2023	#26-23 May 17, 2023
RNB-23-17	Andrea Hudson	North Bay	16 Grey Stone Ave	Johnson Creek	To construct a new single-family dwelling	May 11, 2023	#27-23 May 17, 2023
RCALL-23-02	Danny Colomby	Callander	143 Swale Street	Unnamed watercourse	To construct a new detached garage	May 16, 2023	#28-23 May 17, 2023
RMATT-23-01	Town of Mattawa	Mattawa	Mattawan Street right-of-way	Mattawa River	To repair road and drainage infrastructure damaged from 2019 flooding	May 17, 2023	#29-23 May 17, 2023
RNB-23-18	Chris Benard	North Bay	1303 Northshore Road	Trout Lake	To construct a new detached garage and grade	May 18, 2023	#30-23 May 24, 2023

RNB-23-19	Bay Builders c/o Joe Rogers	North Bay	483 and 497 Chippewa Street West	Chippewa Creek	To demolish dwelling, grade and construct new four-plex buildings	May 17, 2023	#31-23 May 31, 2023
RNB-23-20	Matthew Bernardi	North Bay	1128 Premier Road	Lake Nipissing	To construct an addition to dwelling	May 18, 2023	#32-23 May 31, 2023
RCHI-23-04	Ingrid Palmer	Chisholm	42 Islandview Lane	Wasi Lake	To repair and replace existing landscaping features	May 23, 2023	#33-23 May 31, 2023
RCALL-23-03	Magnon and Beddie	Callander	New Lot Hillsiding Road	Unevaluated wetland	To prepare site and construct a new single- family dwelling	May 26, 2023	#34-23 May 31, 2023
REF-23-05	Claude Martel	East Ferris	594 Nosbonsing Park Road	Lake Nosbonsing	To replace existing retaining wall and demolish existing cottage	May 17, 2023	#35-23 June 7, 2023
RCHI-23-05	Todd and Carlie Willford	Chisholm	1549 Southshore Road	Lake Nosbonsing	To re-grade site for access to the shoreline	June 1, 2023	#36-23 June 7, 2023
RNB-23-21	Peter and Tanya Carello	North Bay	206 Silver Lady Lane	Trout Lake	To replace existing retaining wall	June 1, 2023	#37-23 June 7, 2023
RNB-23-21	1921281 Ontario Inc.	North Bay	13 Kenreta	North Bay Escarpment	To blast, grade site and construct a new single- family dwelling	May 29, 2023	#38-23 June 14, 2023

RCHI-23-06	Kelly Jarvis and Richard Cote	Chisholm	180A Greenpoint Road	Wasi Lake	To demolish existing cottage and construct a new cottage	June 6, 2023	#39-23 June 14, 2023
REF-23-06	Jon Ball	East Ferris	804 Nosbonsing Park Road	Lake Nosbonsing	To complete landscaping	May 29, 2023	#40-23 June 14, 2023
REF-23-07	Ginette Souliere	East Ferris	47 Souliere Lane	Lake Nosbonsing	To replace failing shoreline retaining wall	June 9, 2023	#41-23 June 14, 2023
REF-23-09	Patty and Rob Walton	East Ferris	173 Narrows Road	Lake Nosbonsing	To complete landscaping	June 6, 2023	#42-23 June 14, 2023
Amendments							
REF-22-14	James Bissonnette	East Ferris	1417 Village Road	Lake Nosbonsing	Amendment – to construct a concrete pad to anchor floating dock	June 9, 2023	#78-22 Amendment #1 June 14, 2023



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

ORIGIN: Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

DATE: June 28, 2023

SUBJECT: NBMCA Programs and Services Inventory Update

Background

One of the requirements of the amended Conservation Authorities Act (CA Act) is the development of an inventory of programs and services offered at each Conservation Authority (CA). The first draft of an inventory for North Bay-Mattawa Conservation Authority (NBMCA) was developed in Feb. 2022. Since then, further significant changes were made to the CA Act and its regulations and also through other legislation and omnibus bills. Although not required by legislation, the NBMCA Programs and Services Inventory is being updated due to those significant legislative changes that have influenced the scope of CA programs and services.

The NBMCA Programs and Services are categorized in the Inventory as follows and per legislation:

- **General:** Corporate-wide services that support several/all program areas
- **Category 1:** Mandatory programs and services
- **Category 2:** Municipal programs and services provided on behalf of a municipality
- **Category 3:** Programs and services advisable by the CA to implement in the CA's jurisdiction.

On June 22, 2023, the Ministry of Natural Resources and forestry (MNR) sent a reminder to CAs that new regulations come into effect on July 1, 2023, updating CA budgetary practices. MNR provided supporting materials.

Attached to this report are the following:

- a) Draft Version 2 of the NBMCA Programs and Services Inventory – June 2023.
- b) MNR support materials for budget apportionments.
- c) Draft Plan Review MOU.

Next Steps

After review by the board at its June 2023 Board meeting, the inventory and the planning MOU will be presented to municipalities. The MOU/agreements must be finalized by end of 2023.

It is important to note that additional changes to the CA Act Section 28 permitting process and the Provincial Policy Statement are proposed by the Province. The proposed changes, once finalized, may further influence the scope of CA programs and services. The inventory and estimated costs will be updated as necessary.

Recommendation:

Staff recommend that the Board receive the report for information.

Recommended Resolution:

THAT the Board of Directors direct staff to begin discussions with municipalities using the updated draft NBMCA Programs and Services Inventory and draft MOU/agreements following current legislation.

AND THAT the staff report 'NBMCA Programs and Services Inventory Update' and draft Plan Review MOU is received and appended to the minutes of this meeting.

Submitted By

Chitra Gowda

Chief Administrative Officer, Secretary Treasurer

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/Capital	Annual Cost	Funding Source									
							Municipal Levy		Provincial Funds		Federal Funds		Other Revenue		Total	
							\$	%	\$	%	\$	%	\$	%	\$	%
GENERAL FUNCTIONS per O. Reg. 402/22																
A. Corporate Services/ General Functions <i>These are operating expenses and capital costs that are not related to the provision of a program or service but provide a corporate-wide supporting function. These were previously called Administration, Interpretive Centre and Outreach (operating), Central Services (capital) programs in the 2023 NBMCA budget book.</i>	Governance (Current)	CA Board of Directors, Advisory Committees, Corporate Strategy, reports, CA meetings, events, media.	CA Act Part IV. O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$17,350	\$17,350	100%	\$0	0%	\$0	0%	\$0	0%	\$17,350	100%
	Administration (Current)	Section 39 MNRFP funding eligible. Office of the CAO: CAO, Secretary Treasurer, Executive Assistant Financial Services: Annual budget, accounts payable and receivable, financial analysis, risk mitigation and audit, administration of reserves, financial reports for funding agencies, CRA reports, insurance applications, maintenance, property tax. Human Resources: Attendance records, payroll, benefits program administration, employment, personnel policy, performance management, health and safety, WSIB, Employee Assistance Program. Geographical Information Systems (GIS): GIS maintenance and support, CA map layer updates, data sharing/ licence agreements. Corporate communications: marketing, website updates, corporate	O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$728,364	\$0	0%	\$16,020	2%	\$0	0%	\$712,344	98%	\$728,364	100%
	Legal Expenses (Current)	Costs related to agreements, contracts, litigation matters, administrative by-law updates, etc.	O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$10,000	\$10,000	100%	\$0	0%	\$0	0%	\$0	0%	\$10,000	100%
	Information Technology/Management (IT/IM), (Current)	Hardware (servers, computers, phones, etc.)	O. Reg. 402/22 - General Operating Expenses.	General	Capital	\$4,148	\$4,148	100%	\$0	0%	\$0	0%	\$0	0%	\$4,148	100%
	Information Technology/Management (IT/IM), (Current)	Software, IT troubleshooting, cyber security, data management system, records retention	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Operating	\$109,102	\$109,102	100%	\$0	0%	\$0	0%	\$0	0%	\$109,102	100%
	Office Equipment (Current)	Administrative office equipment	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital	\$2,826	\$2,826	100%	\$0	0%	\$0	0%	\$0	0%	\$2,826	100%
	Office Supplies (Current)	Administrative office supplies	O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$7,194	\$7,194	100%	\$0	0%	\$0	0%	\$0	0%	\$7,194	100%
	Administration Buildings (Current)	Administrative office and workshop used to support staff, programs and services. Includes utilities, insurance, phone bills, property tax. Includes minor maintenance and repair.	O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$88,312	\$57,556	65%	\$0	0%	\$0	0%	\$30,756	35%	\$88,312	100%
	Administration Buildings (Current)	Administrative office and workshop used to support staff, programs and services. Includes major capital asset improvements and new capital assets.	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital	\$19,882	\$382	2%	\$0	0%	\$0	0%	\$19,500	98%	\$19,882	100%
	Communications, Outreach and Education (Current)	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	General	Operating	\$12,000	\$12,000	100%	\$0	0%	\$0	0%	\$0	0%	\$12,000	100%
Vehicles and Equipment (Current)	Vehicle and equipment fuel, licenses. Includes routine maintenance and repair.	O. Reg. 402/22 - General Operating Expenses.	General	Operating	\$850	\$850	100%	\$0	0%	\$0	0%	\$0	0%	\$850	100%	
Vehicles and Equipment (Current)	Vehicle fleet and machinery/ equipment purchase, disposal, major repair. Vehicle and equipment program through internal charge to programs to fund maintenance and purchase.	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital	\$4,148	\$1,145	28%	\$0	0%	\$0	0%	\$3,003	72%	\$4,148	100%	
Asset Management Plan (NEW)	Asset Management Plan for all NBMCA-owned assets including buildings/facilities, vehicle fleet, equipment, etc. (The natural hazard infrastructure asset management plan is included under Natural Hazards Risk Management, see below).	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital	\$82,000	\$0	0%	\$0	0%	\$0	0%	\$82,000	0%	\$82,000	100%	
CATEGORY 1 (MANDATORY): NATURAL HAZARDS RISK MANAGEMENT per O. Reg. 686/21																
B. Planning and Regulations <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Section 28 Operating and Watershed Planning programs in the 2023 NBMCA budget book.</i>	Section 28 Permissions (Current)	CA Act Section 28 Permissions including review and processing permit applications, site visits, technical reports, customer service, communication with applicants, agents, consultants, legal costs, enforcement and compliance.	CA Act S. 21.1(1) 1(i), S.20. O. Reg. 686/21 S.1 - Risk of Natural Hazards, S. 8 - Administer and enforce the Act.	Category 1	Operating	\$160,930	\$28,450	18%	\$0	0%	\$0	0%	\$132,480	82%	\$160,930	100%
	Natural Hazard Plan Input and Review (Current) – Member Municipalities and Planning Boards	Section 39 MNRFP funding eligible. Input: To municipal land-use planning documents (Official Plan, Comprehensive Zoning By-law, Secondary plans) related to natural hazards, on behalf of MNRFP (delegated to CAs in 1983). Review: Technical information and comments to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.).	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.7 - Plan Review, Comments.	Category 1	Operating	\$147,455	\$30,000	20%	\$22,690	15%	\$0	0%	\$94,765	64%	\$147,455	100%
	Natural Hazard Plan Input and Review – Unincorporated Areas	Providing comments on applications for Unincorporated Areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Lauder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Osler, Lister). Comments are made directly to the Ministry of Municipal Affairs and Housing (MMAH), when requested by the Ministry and within their timeframes, on applications or other matters under the Planning Act.	O. Reg. 686/21 S7.(2) 2	Category 1	Operating	\$9,000	\$0	0%	\$0	0%	0	0%	\$9,000	100%	\$9,000	100%

C. Water Resources Management <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operations) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECl) (capital) programs in the 2023 NBMCA budget book.</i>	Flood Forecasting and Warning (Current)	Section 39 MNRF funding eligible. Ongoing collection and monitoring of weather forecasts, provincial & local water level forecasts, snow surveys and other watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Operating	\$90,000	\$59,305	66%	\$30,695	34%	\$0	0%	\$0	0%	\$90,000	100%
	Flood Forecasting and Warning (Current)	Purchase and installation of streamflow gauges, rain gauges, climate stations and other equipment. Climate monitoring station (in East Ferris), rain gauge (in Chisholm).	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Capital	\$25,000	\$5,000	20%	\$0	0%	\$0	0%	\$20,000	80%	\$25,000	100%
	Technical Studies and Policy Review (Current)	Section 39 MNRF & FHIMP MNRF-federal govt. funding eligible. Data collection, studies and projects to inform natural hazards management including floodplain mapping, watershed hydrology data collection and analysis, natural hazard risk identification and assessment including climate change impacts, regulated areas map updates, floodplain policy, shoreline management. Projects often span several years and Section 39 MNRF funding eligible AND Water and Erosion Control Infrastructure (WECl) Operation and Management MNRF funding eligible. Includes all MNRF identified WECl (Parks Creek Backflood Control, Oak Street pumps, Chippewa Creek channel sections in North Bay) that are annually inspected, and routine maintenance work completed.	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1(3)1.&2. - Risk of Natural Hazards.	Category 1	Operating	\$200,000	\$100,000	50%	\$100,000	50%	\$0	0%	\$0	0%	\$200,000	100%
	Flood and Erosion Control Infrastructure - Operation and Management (Current)	Major capital asset improvements and new capital assets related to Water and Erosion Control Infrastructure (WECl) as required. Projects are based on WECl funding from MNRF and 50% cost share support from the City of North Bay. Technical studies related to capital works.	O. Reg. 686/21 S. 5(1) - Infrastructure	Category 1	Operating	\$96,000	\$34,605	36%	\$61,395	64%	\$0	0%	\$0	0%	\$96,000	100%
	Flood and Erosion Control Infrastructure - Major Capital Asset Improvements and New Capital Assets. (Current)	Management of ice build up on Parks Creek outlet to Lake Nipissing, to mitigate the potential for flooding of homes along Lakeshore Drive and area in North Bay.	O. Reg. 686/21 S.4(1) - Ice Management	Category 1	Operating	\$10,000	\$7,310	73%	\$2,690	16%	\$0	0%	\$0	0%	\$10,000	100%
	Ice Management (Current)	Conditions monitoring and analysis. Technical & administrative support to the Low Water Response Team representing major water users and decision makers, i.e. input to those who initiate drought response	O. Reg. 686/21 S.3 - Drought or Low Water Response	Category 1	Operating	\$20,000	\$20,000	100%	\$0	0%	\$0	0%	\$0	0%	\$20,000	100%
	Drought or Low Water Response (Current)	Provincial Water Quality Monitoring Network (PWQMN); CA-MECP partnership for stream water quality monitoring. Provincial Groundwater Monitoring Network (PGMN); CA-MECP partnership for groundwater level and quality monitoring. For PWQMN and PGMN, NBMCA maintains equipment, transfers data to MECP, water sampling; MECP provides lab analysis, equipment, standards, data management.	CA Act S. 21.1(1). O. Reg. 686/21 S. 12(1)2, 12(1)1.	Category 1	Operating	\$115,000	\$115,000	100%	\$0	0%	\$0	0%	\$0	0%	\$115,000	100%
	Watershed Monitoring (Current)	Equipment such as: Hydrolab sonde for blue green algae monitoring in the Callander ICA		Category 1	Capital	\$25,000	\$20,000	80%	\$0	0%	\$0	0%	\$5,000	20%	\$25,000	100%
	Watershed Monitoring (Current)	Review and update the Parks Creek Backflood Control Structure and Oak Street pumps operational plans.	O. Reg. 686/21 S. 5(2)1. - Infrastructure Operational Plan	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
	Natural Hazard Infrastructure Operational Plan (NEW)	Develop asset management plan for the Parks Creek Backflood Control Structure and Oak Street pumps.	O. Reg. 686/21 S. 5(2)2. - Infrastructure Asset Management Plan	Category 1	Capital	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
	Natural Hazard Infrastructure Asset Management Plan (NEW)	The development and updating of the ice management plan with municipal partners, for the Parks Creek outlet to Lake Nipissing where ice jamming issues are known to occur in the City of North Bay.	O. Reg. 686/21 S.1 (2),(3) - Ice Management Plan	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
	Ice Management Plan (NEW)	Develop guiding principles and objectives that inform the design and delivery of programs and services that the CA is required to provide. Compile existing resource management plans, watershed plans, studies and data. Review programs and services. Develop the strategy, implement and undertake annual reporting. Include a process for periodic review.	CA Act S. 21.1(1). O. Reg. 686/21 S.12(1)3.& S. 12(4).	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
	Watershed-based Resource Management Strategy (NEW)	CATEGORY 1 (MANDATORY): CONSERVATION AND MANAGEMENT OF LANDS OWNED OR CONTROLLED BY THE AUTHORITY per O. Reg. 686/21														
D. Conservation Areas and Lands <i>The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public.</i>	Conservation Areas - Land Interests and Section 29 regulation (Current)	The management and maintenance of NBMCA properties including 15 conservation areas and trails owned by NBMCA to secure interests in its lands and protect from liability under the Occupiers' Liability Act. This includes Section 29 regulation enforcement and compliance governing the use by the public, prevention of unlawful entry, and for protection and preservation of the property. Related legal costs. Complete regular and timely inspections. Maintain equipment, facilities, trails, and other amenities that support public access and recreational use, hazard management, carrying costs including taxes and insurance.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Operating	\$391,930	\$370,800	95%	\$0	0%	\$0	0%	\$20,000	5%	\$390,800	100%
	Conservation Areas - Major Capital Asset Improvements and New Capital Assets (Current)	Major capital asset improvements and new capital assets such as gates, fencing, signage, boardwalks, handrails, washroom facilities, waste bins, pedestrian bridges, trails, parking lots, pavilions, benches, picnic tables, roads, equipment, planning. Land purchases due to expropriation.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Capital	\$155,556	\$155,556	100%	\$0	0%	\$0	0%	\$0	0%	\$155,556	100%
	Planning Act Comments (Current)	As the land owner, make applications or comments on Planning Act matters.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iii.	Category 1	Operating	\$500	\$0	0%	\$0	0%	\$0	0%	\$500	100%	\$500	100%
	Natural Heritage Protection (Current)	Conserve, protect, rehabilitate, establish, and manage natural heritage located within the lands owned or controlled by NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iv.	Category 1	Operating	\$1,000	\$0	0%	\$0	0%	\$0	0%	\$1,000	100%	\$1,000	100%
	Tree Planting (Current)	Plant trees on lands owned or controlled by the authority, excluding commercial logging.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, v.	Category 1	Operating	\$500	\$0	0%	\$0	0%	\$0	0%	\$500	100%	\$500	100%
	Policy for Land Acquisition and Disposition (NEW)	Develop a policy to guide the acquisition and disposition of land that help fulfill the objectives of the NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, vi.	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%

	Land Inventory (NEW)	Develop a land inventory that will include: location, date obtained, method and purpose of acquisition, land use.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)3, S. 11	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
	Conservation Area Strategy (NEW)	Develop a strategy to guide the management of NBMCMA owned properties including guiding principles, objectives, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)1, S. 10	Category 1	Operating	\$0	\$0	0%	\$0	0%	\$0	0%	\$0	0%	\$0	0%
CATEGORY 1 (MANDATORY): SOURCE PROTECTION AUTHORITY UNDER THE CLEAN WATER ACT, 2006 per O. Reg. 686/21																
E. Source Protection Authority <i>The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006.</i>	Governance (Current)	Source Protection Authority (SPA) Board of Directors, Source Protection Committee (SPC), program management, reports.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating	\$51,625	\$0	0%	\$51,625	100%	\$0	0%	\$0	0%	\$51,625	100%
	Technical Studies, Policy Development and Review (Current)	Lead technical studies, policy development and review as required. Liaise with stakeholders including municipalities, the province, landowners and others.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating	\$45,893	\$0	0%	\$45,893	100%	\$0	0%	\$0	0%	\$45,893	100%
	Proposal Review, Comments and Responses	Review and comment on proposals made under another Act that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan. Respond to inquiries.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating	\$22,947	\$0	0%	\$22,947	100%	\$0	0%	\$0	0%	\$22,947	100%
	Source Protection - Plan Input and Review (Current)	Review and comment on proposals made under the <i>Planning Act</i> that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating	\$7,649	\$0	0%	\$7,649	100%	\$0	0%	\$0	0%	\$7,649	100%
	Significant Threat Policy Implementation: Education and Outreach	Implement policies in the source protection plan to address significant threat policies that designate NBMCMA/NBMSPA as an implementer for education and outreach to landowners regarding identified activities.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating	\$15,298	\$0	0%	\$15,298	100%	\$0	0%	\$0	0%	\$15,298	100%
	Significant Threat Policy Implementation: Monitoring and Research	Implement significant drinking water threat policy (in the source protection plan) that designates NBMCMA as an implementer. The policy specifies monitoring in the Callander Issue Contributing Area (monitoring: Callander Bay, Wasi Lake, Wasi River, Burford Creek, Windsor Creek, Lansdowne Creek).	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating	\$15,298	\$0	0%	\$15,298	100%	\$0	0%	\$0	0%	\$15,298	100%
CATEGORY 1 (MANDATORY): ON-SITE SEWAGE SYSTEM PROGRAM UNDER PART 8 OF THE BUILDING CODE ACT per O. Reg. 686/21																
F. On-site Sewage System Program <i>The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8.</i>	Permitting and Compliance	NBMCMA is named under the OBC to implement Part 8. Enforce provisions of the Building Code Act and the building code related to on-site sewage systems (septic systems) in municipalities and territory without municipal organization prescribed in the building code. Policy, workplanning, program delivery, legal fees, communications, administration, staffing, data management and other program support.	CA Act S. 21.1(1) O. Reg. 686/21 S.14	Category 1	Operating	\$1,029,050	\$0	0%	\$0	0%	\$0	0%	\$1,011,775	98%	\$1,011,775	98%
	Mandatory Maintenance Inspections (Current)	Approximately 527 septic systems are identified as significant threat activities in the Callander Bay Issue Contributing Area (ICA) and Powassan Wellhead Protection Area (WHPA) vulnerable areas, under the Clean Water Act, 2006. The Ontario Building Code (OBC) requires that mandatory maintenance inspections (MMI), i.e. inspections every 5 years, apply to these septic systems. NBMCMA is named under the OBC to implement Part 8 including MMI.	CA Act S. 21.1(1) O. Reg. 686/21 S. 13, S.14, Clean Water Act S.38 Section 1.10.2 of Division C of the Ontario Building Code (OBC)	Category 1	Operating	\$150,000	\$0	0%	\$0	0%	\$0	0%	\$84,000	56%	\$84,000	56%
CATEGORY 2 (MUNICIPALLY DELEGATED): PROGRAMS AND SERVICES PROVIDED ON BEHALF OF A MUNICIPALITY																
G. Watershed-Municipal Programs <i>These are municipal programs and services that NBMCMA provides on behalf of a municipality.</i>	Watershed Monitoring (Current and NEW)	Current NBMCMA watershed monitoring of interest to member municipalities: Four Mile Creek, Parks Creek (North Bay), Trout Lake (North Bay, East Ferris), Lake Nosbonsing (East Ferris, Bonfield), Wasi Lake (Chisholm), Boulder Creek, Bear Creek (Callander), Turtle Lake, Pine Lake, Lake Talon, Sharpes Creek (Bonfield), Smith Lake, Pautois Creek (Calvin), Papineau Lake, Taggart Lake, Earls Lake, Lake Chant Plein (Papineau-Cameron), Boom Creek (Mattawa). NEW monitoring of interest to City of North Bay: PFAS contaminant monitoring in Trout Lake, Lees Creek and other water resources.	CA Act S. 21.1.1	Category 2	Operating	\$30,580	\$30,580	100%	\$0	0%	\$0	0%	\$0	0%	\$30,580	100%
	On-site Sewage System Program Re-inspection Program (Current)	Septic System Re-inspection Program: Re-inspection program under the Trout Lake Management Plan (as required by the City of North Bay Official Plan). Approximately 100 homes annually. For 2024, estimate is based on staff time (\$10,000) and overhead costs (\$2,000).	CA Act S. 21.1.1	Category 2	Operating	\$12,000	\$12,000	100%	\$0	0%	\$0	0%	\$0	0%	\$12,000	100%
CATEGORY 3 (NBMCMA DETERMINED): PROGRAMS AND SERVICES ADVISABLE BY NBMCMA																
	Watershed Monitoring (Current)	Water quality: North River and Balsam Creek (Phelps) Benthic/Biological Monitoring and Assessment Program (OBBN): samples collected annually and processed/identified by staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Card Evaluations and Watershed Health Checks.	CA Act 21.1.2 (1)	Category 3	Operating	\$11,000	\$11,000	100%	\$0	0%	\$0	0%	\$0	0%	\$11,000	100%
	Watershed Report Card (Current)	Report backs to the community on the current state of the watershed(s) based on surface water and groundwater quality, forest cover and wetland cover. The report card focuses on sub-watershed areas.	CA Act 21.1.2 (1)	Category 3	Operating	\$1,000	\$1,000	100%	\$0	0%	\$0	0%	\$0	0%	\$1,000	100%
	On-site Sewage Systems related Plan Input and Review – Member Municipalities/Planning Board (Current)	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Plan of Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and Input to municipal land-use planning documents with respect to on-site sewage systems. Input and Review are provided following OBC Part 8 method and procedures.	CA Act S. 21.1.1	Category 3	Operating	\$28,000	\$28,000	100%	\$0	0%	\$0	0%	\$0	0%	\$28,000	100%

H. Watershed-Support Programs <i>These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the CA Act.</i>	On-site Sewage Systems related Plan Input and Review – Unincorporated Areas (CA Area of jurisdiction) (Current)	Comments provided on Planning Act applications in unincorporated areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Lauder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Osler, Lister). OBC Part 8 septic systems. MMAH is the approval authority. Applications are recieved from applicant not MMAH. Input and Review are provided	CA Act 21.1.2 (1)	Category 3	Operating	\$5,000	\$0	0%	\$0	0%	\$0	0%	\$5,000	100%	\$5,000	100%
	On-site Sewage Systems related Plan Input and Review – other Municipalities and Planning Boards (Current)	Comments provided on Planning Act applications through the planning authority as a condition of their approval process. Input and Review are provided following OBC Part 8 method and procedures.	CA Act 21.1.2 (1)	Category 3	Operating	\$5,000	0	0%	\$0	0%	\$0	0%	\$5,000	100%	\$5,000	100%
	On-site Sewage Systems related Plan Input and Review - Legal Inquiries (Current)	Respond to legal, permitting and real estate related inquiries of the on-site sewage system program. This is a revenue-generating service.	CA Act 21.1.2 (1)	Category 3	Operating	\$3,000	0	0%	\$0	0%	\$0	0%	\$3,000	100%	\$3,000	100%
	Land Acquisition and Disposition (Current)	Acquisition and management of lands containing important natural heritage or natural hazard features or strategically aligned with existing NBMCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of NBMCA.	CA Act 21.1.2 (1)	Category 3	Capital	\$8,000	\$8,000	100%	\$0	0%	\$0	0%	\$0	0%	\$8,000	100%
	Land Lease and Agreement Management (Current)	Critical for the Land Inventory which is a Category 1 program and service. Management of current and future land /property leases and agreements. These help drive land based revenues to offset the costs associated with management and maintenance of NBMCA's land holdings.	CA Act 21.1.2 (1)	Category 3	Operating	\$2,000	\$2,000	100%	\$0	0%	\$0	0%	\$0	0%	\$2,000	100%
	Stewardship and Restoration (Current and NEW)	Apply for and manage external funding to support and promote community tree planting, private land stewardship, outreach. Provide advice to property owners. Includes Trees for Nipissing and Clean Green Beautiful stewardship programs.	CA Act 21.1.2 (1)	Category 3	Operating	\$5,500	\$5,500	100%	\$0	0%	\$0	0%	\$0	0%	\$5,500	100%
	Mattawa River Canoe Race (Current)	Host the 64 km canoe race on the Mattawa River annually, from North Bay to Town of Mattawa.	CA Act 21.1.2 (1)	Category 3	Operating	\$42,000	\$0	0%	\$0	0%	\$0	0%	\$42,000	100%	\$42,000	100%
	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. The turtle petroform is on the Chippewa Creek EcoPath in North Bay, where Indigenous and non-Indigenous people can gather while developing an appreciation of the significance of water. Fundraising is underway to complete the amphitheater seating area. Through an MOU in 2021 with the North Bay Indigenous Friendship Centre (NBIFC), NBMCA is responsible for all maintainance costs and site security.	CA Act 21.1.2 (1)	Category 3	Capital	\$1,000	\$1,000	100%	\$0	0%	\$0	0%	\$0	0%	\$1,000	100%
	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. See above for details. Through an MOU in 2021 with the NBIFC, the NBMCA is responsible to: coordinate all group bookings; secure NBIFC approval for requests for Indigenous programming. NBMCA is responsible for software and maintaining records related to bookings.	CA Act 21.1.2 (1)	Category 3	Operating	\$1,000	\$1,000	100%	\$0	0%	\$0	0%	\$0	0%	\$1,000	100%
I. Ski Hill	Laurentian Ski Hill and Snowboarding Club - Routine Activities (Current)	Support to the Laurentian Ski Hill for operations, including staff time and all associated fees and expenses.	CA Act 21.1.2 (1)	Category 3	Operating	\$76,000	\$60,000	79%	\$0	0%	\$0	0%	\$16,000	21%	\$76,000	100%
	Laurentian Ski Hill and Snowboarding Club - Major Capital Asset Improvements and New Capital Assets (Current)	Support to the Laurentian Ski Hill for capital asset upkeep, including staff time and all associated fees and expenses.	CA Act 21.1.2 (1)	Category 3	Capital	\$65,000	\$65,000	100%	\$0	0%	\$0	0%	\$0	0%	\$65,000	100%
TOTALS:						\$4,470,886	\$1,623,659		\$465,199		\$0		\$2,297,623		\$4,386,481	98%
						Total Cost/ Expenses	Municipal Levy		Provincial Funds		(Funds through MNRF)		Other Revenue		Total Revenue	

Levy	Estimate	2023
General Levy	\$956,330	\$915,756
Sole Benefitting Levy	\$667,329	\$767,450
Ski Hill capital ask	\$65,000	\$65,000

4.4%

INFO SHEET: CONSERVATION AUTHORITY BUDGET PROCESS

New regulations are coming into effect on July 1, 2023 updating the budget process for conservation authorities (CAs). The regulation outlines how the participating municipalities of a CA are apportioned costs for the programs and services provided by CAs and outline how municipally appointed representatives (often referred to as “CA board members”) vote on the proposed budget and the amounts owed by their municipalities for the upcoming year.

This document provides a high-level overview of the budget process, including when and how the CAs participating municipalities take part. There are four phases, which may be completed consecutively or concurrently as per individual CA practices.

Phase 1 – Budget Drafting and Determining Amounts Owed

In the first phase of the budget process CAs determine all anticipated revenues and expenditures, and what portion of the expenses are to be paid by municipalities. Depending on the type of expense, the cost will be split across all participating municipalities, or between only those municipalities who benefit.

Phase 2 – Approval of the Draft Budget

Once a budget has been drafted, CAs are to hold an authority meeting where board members review and vote on the draft budget, approving it for consultation purposes. The draft budget is approved using the **‘one-member-one-vote’** voting method.

Once approved for consultation, municipalities will be provided with a copy of the draft budget and all financial information used to determine the amounts owed. This information will also be posted on the authority’s website.

One-member-one-vote voting method:

Each member’s vote counts equally regardless of the amount their municipality pays.

Phase 3 – Approval of Amounts Owed

Once municipalities have had an opportunity to review the draft budget and consult with CAs, an authority meeting will take place where board members review and approve the amounts owed by municipalities using a **‘weighted’ majority vote** of members present. CAs are required to provide a **minimum 30 days’ notice** to municipalities prior to this meeting. Once approved, the CA will send notice of the amounts owed to municipalities.

Weighted vote method:

Board members whose municipality is responsible for paying a larger share have a vote that is proportionally weighted to that share.

Phase 4 – Final Budget

Board members will vote to approve the final CA budget, using a ‘one-member-one-vote’ method unless the CAs by-laws require that a ‘weighted vote’ be used. The final budget must meet the same requirements as the draft budget and reflect matters agreed to during the consultation process.

Promptly afterwards, CAs will circulate a copy of the final approved CA budget to the Minister and municipalities and will make the final budget publicly available on the authority’s website.

NEW: CAs can now determine amounts owed by municipalities that are not a participating member of the CA, but who benefit from source protection programming and are specified as a participating municipality for the authority for the purpose of the *Clean Water Act, 2006* (CWA) and the *Lake Simcoe Protection Act, 2008* (LSPA).

Specified municipalities vote only on parts of the budget related to CWA/LSPA programs and services. If the CA has determined that a specified municipality has amounts owing, they will be notified of and participate in authority meetings for the initial approval of the draft budget (Phase 2), and for the approval of amounts owed (Phase 3). At meetings with specified municipalities present, representatives from both participating and specified municipalities will first vote on the portion of the draft budget related to amounts owing for CWA/LSPA programs and services, followed by a vote on the remaining draft budget by participating municipalities only.

As a reminder, municipalities should be in the process of discussing with their CAs what category 3 programs and services they would like to fund by entering into cost apportioning agreements no later than **January 1, 2024**.

Should you have any questions please contact the Ministry of Natural Resources and Forestry at ca.office@ontario.ca.

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Specified municipalities vote only on parts of the budget related to CWA/LSPA programs and services. If the CA has determined that a specified municipality has amounts owing, they will be notified of and participate in authority meetings for the initial approval of the draft budget (Phase 2), and for the approval of amounts owed (Phase 3). At meetings with specified municipalities present, representatives from both participating and specified municipalities will first vote on the portion of the draft budget related to amounts owing for CWA/LSPA programs and services, followed by a vote on the remaining draft budget by participating municipalities only.

As a reminder, municipalities should be in the process of discussing with their CAs what category 3 programs and services they would like to fund by entering into cost apportioning agreements no later than **January 1, 2024**.

Should you have any questions please contact the Ministry of Natural Resources and Forestry at ca.office@ontario.ca.

Ministry of Natural Resources and Forestry

Conservation Authorities Act
Phase 2 Regulations and Policy Guide for practitioners
involved in CA budgets and municipal levy apportionment



Understanding O. Reg. 402/22 (Budget and Apportionment) and
O. Reg. 401/22 (Determination of Amounts Under Subsection 27.2 (2) of the Act)

Purpose & Outline

Provide information and details related to the municipal levy apportionment, determination of amounts owed by specified municipalities, and budgetary process set out in regulations under the *Conservation Authorities Act* (CAA).

Overview

- Budget and Apportionment Regulation
- Determination of Amounts Under Subsection 27.2 (2) of the Act Regulation (Determination of Amounts Owed by Specified Municipalities)

Part 1: Levy Apportionment and Determination of Amounts Owed by Municipalities

Part 2: Budget

- Draft Budget
- Approval of levy / amounts owing
- Final Budget

Next Steps

Overview



Budget and Apportionment Regulation

- Largely mirrors existing levies regulations, provincial policy, and existing practices of CAs and participating municipalities.
- Consolidates and adapts the requirements in the two existing LGIC levies regulations, which will be revoked and replaced (O. Reg. 670/00 and O. Reg. 139/96).
- Includes and adapts current CA budget practices in provincial policy within the new regulatory framework.
- Adapts current methods of apportioning CA expenses / costs included in the CAA and existing levy regulations to the new CA programs and services funding framework.
- Describes the budgetary process in four phases, which can be completed consecutively or concurrently, as determined by the CA.
- Applies to all CAs.
- Effective July 1, 2023 to support budget development for 2024 and to ensure a smooth transition to the new funding framework by January 1, 2024.

Determination of Amounts Owed by Specified Municipalities

- Applies to CAs with specified municipalities for the purposes of apportioning *Clean Water Act, 2006 (CWA)* and *Lake Simcoe Protection Act, 2008 (LSPA)* operating expenses and capital costs.
 - **Specified municipality:** a municipality (whole or part) that is geographically outside of any CA jurisdiction and not a participating municipality of the CA and is designated as a participating municipality for a source protection authority under the CWA or for the purposes of the LSPA.
- Largely mirrors the “Budget and Apportionment” regulation, and details the methods available to CAs to determine amounts owing by their specified municipalities for CA programs and services provided under the CWA and LSPA.
- Effective July 1, 2023 to support budget development for 2024 and ensure a smooth transition to the new funding framework by January 1, 2024.

Part 1:

Ontario 

Levy Apportionment and Determination of Amounts Owed by Municipalities

Phase 1: Determination of revenue, expenses, and costs

In the first phase of the budgetary process, CAs are to determine all anticipated revenues and expenditures, and determine proposed municipal levy / amounts owing by:

- Determining total CA revenue for the year by identifying revenue from the following sources:
 - Fees and charges, donations and grants, self-generated revenue from fund-raising or other efforts to generate funds, amounts obtained from reserve funds to finance capital costs and operations (including programs and services), agreements (e.g., with ministries, agencies, municipal councils, local boards, other organizations and individuals), and other sources (excludes municipal levy / amounts owing).
 - Includes revenue a lead source protection authority receives from other source protection authorities in a source protection region under agreements under subsection 6(3) of the CWA.
- Determining total CA operating expenses and capital costs for the year by identifying all expenses and costs as required under subsections 27(1) and 25(1) of the CAA and categorizing them as category 1, 2, or 3 operating expenses or capital costs, or as general operating expenses or capital costs.
 - Includes any operating expenses or capital costs source protection authorities are required to pay to lead source protection authorities under agreements under subsection 6(3) of the CWA.

Phase 1: Determination of amounts to be apportioned

- Prior to apportioning operating expenses and capital costs to municipalities, CAs determine how much of the operating expenses and capital costs to offset with other revenue sources.
- CAs reduce levy / amounts owed by participating municipalities by:
 - Determining if there are any restrictions or rules with respect to the use of revenue from certain sources by the CA (e.g., grants or donations that must be used for a specified purpose);
 - Determining if, in the CAs opinion, operating expenses or capital costs can or should be offset in whole or in part by any identified revenue sources; and
 - Applying the revenue as the CA determines appropriate, resulting in a reduction to the municipal levy.

Methods of Apportionment

- CAs are to apportion operating expenses and capital costs by category of program or services by using, as applicable, either:
 - **Modified current value assessment (MCVA) method**
 - **Benefit-based apportionment method, or**
 - **By agreement method**
- Budget and Apportionment regulation applies to CAs that apportion all costs and expenses (including CWA and LSPA) to participating municipalities only.
- For CAs that determine specified municipalities will owe amounts for category 1 CWA or LSPA programs and services and will apportion those amounts to both its participating and specified municipalities, the Determination of Amounts Owed by Specified Municipalities regulation is used to calculate the amounts owing / apportionment.
 - Note: CAs apportioning operating expenses and capital costs for CWA and LSPA programs and services to both participating and specified municipalities **must read both** regulations together to determine which apportionment methods apply.



Methods of Apportionment: Modified Current Value Assessment (MCVA)

MNRF “modifies” CVA data provided by the Municipal Property Assessment Corporation (MPAC) by multiplying property classes by factors set out in the Budget and Apportionment and Determination of Amounts Owed by Specified Municipalities regulations and based on the proportion of each participating and specified municipality’s land within a CA’s jurisdiction, the source water protection area, or Lake Simcoe watershed, as applicable. MNRF then provides the MCVA data to CAs to use in the budget and apportionment process.

Apportioning to participating municipalities only

Based on the ratio of a participating municipality’s MCVA in relation to the total MCVA of the entire CA jurisdiction (i.e., the sum of the MCVA for every participating municipality in the CA’s area of jurisdiction).

Apportioning to participating and specified municipalities

Based on the ratio of a participating or specified municipality’s MCVA in relation to the total MCVA of the entire source protection area for which the CA is the source protection authority under the CWA or within the Lake Simcoe watershed under the LSPA (i.e., the sum of the MCVA for every participating and specified municipality in the relevant source protection area or watershed).

Methods of Apportionment: Benefit Based

Determined based on the benefit obtained by the benefitting municipalities.

Apportioning to participating municipalities only

Allocating to each participating municipality a portion of the operating expense or capital cost based on the ratio of the benefit afforded by the program or service relative to the overall benefit of the program or service to all benefitting municipalities.

Apportioning to participating and specified municipalities

Allocating to each participating and specified municipality a portion of the operating expense or capital cost based on the ratio of the benefit afforded by the category 1 CWA/LSPA program or service relative to the overall benefit of the category 1 CWA/LSPA program or service to all benefitting municipalities.

Methods of Apportionment: By Agreement

Where an authority enters into an agreement with respect to the apportionment of operating expenses or capital costs.

Apportioning to participating municipalities only

Where a CA has entered into an agreement with participating municipalities with respect to the apportionment of operating expenses or capital costs, the amount owed by a municipality is determined by the agreement.

Apportioning to participating and specified municipalities

Where a CA has entered into an agreement with participating and specified municipalities related to the amount the municipalities will owe with respect to a Category 1 or 2 CWA/LSPA program or service provided by the authority.

Methods of Apportionment

Category 1 Programs and Services

- Before apportioning category 1 operating expenses and capital costs, a CA will determine how the category 1 program or service benefits participating municipalities (proportionately or disproportionately), and whether specified municipalities benefitting from category 1 CWA/LSPA programs and services owe or will owe amounts for those programs and services.
- If the CA determines that it will only apportion CWA or LSPA costs and expenses to participating municipalities of the CA, the Budget and Apportionment regulation applies.
- If the CA determines that specified municipalities will owe amounts for category 1 CWA or LSPA programs and services, the Determination of Amounts Owed by Specified Municipalities regulation is used to calculate and determine the amounts owed by both the CA's participating and specified municipalities.
- The Budget and Apportionment regulation also continues to apply when CAs are apportioning category 2 CWA and LSPA operating expenses and capital costs to their participating municipalities.
- CAs apportioning operating expenses and capital costs for CWA and LSPA programs and services to both participating and specified municipalities **must read both** regulations together to determine which apportionment methods apply.

CAAs Apportioning Only to Participating Municipalities: Apportionment Methods for Category 1 Programs and Services

Apportionment Method	When Used
MCVA method	<i>Operating expenses and capital costs where <u>all</u> participating municipalities benefit</i>
Benefit-based apportionment method (when benefit is disproportionate)	<i>Operating expenses and capital costs where <u>one, some or all</u> participating municipalities benefit</i>
By agreement between CA and participating municipality(ies)	<i>Operating expenses where <u>one or some</u> (but not all) participating municipalities benefit</i> <i>Capital costs where <u>all, some or one</u> benefit</i> <i>CWA/LSPA operating expenses and capital costs where <u>all, some or one</u> benefit</i>

CAAs Apportioning Participating and Specified Municipalities: Apportionment Methods for Category 1 CWA/LSPA Programs and Services

Apportionment Method	When Used
MCVA method	<i>Operating expenses and capital costs</i> where <u>all</u> participating and specified municipalities benefit
Benefit-based apportionment method (when benefit is disproportionate)	<i>Operating expenses <u>and</u> capital costs</i> where <u>one or some</u> (but not all) participating and specified municipalities benefit <i>Capital costs</i> that benefit <u>all</u> participating and specified municipalities
By agreement between CA and participating municipality(ies)	<i>Operating expenses and capital costs</i> where <u>all, some or one</u> participating and specified municipalities benefit

Apportionment Methods for Category 1 Programs and Services

Who will owe?	Types of Costs	Description
Participating Municipalities “Budget and Apportionment”	Category 1 – all mandatory programs and services	<ul style="list-style-type: none"> • <i>Operating expenses</i> for programs and services that <u>benefit all</u> participating municipalities (i.e. general levy) would be apportioned using the MCVA or benefit-based methods. This includes category 1 CWA/LSPA programs and services that are apportioned to participating municipalities only. For CWA/LSPA <i>operating expenses</i>, agreement method is also available. • <i>Capital costs</i> that <u>benefit all</u> would be apportioned using the MCVA, benefit-based or agreement methods. • <i>Capital costs and operating expenses</i> for programs and services that <u>benefit only one or some</u> (but not all) municipalities (e.g. ice management, certain infrastructure operation/ maintenance costs) may be apportioned by benefit-based or agreement methods.
Participating <u>and</u> specified municipalities “Determination of Amounts Owed”	Category 1 - mandatory CWA/LSPA programs and services	<ul style="list-style-type: none"> • <i>Operating expenses</i> for programs or services that <u>benefit all</u> participating and specified municipalities (i.e. general levy) would be apportioned using the MCVA or agreement methods. • <i>Capital costs</i> that <u>benefit all</u> would be apportioned using the MCVA, benefit-based or agreement methods. • <i>Capital costs and operating expenses</i> for programs or services that <u>benefit only one or some</u> (but not all) participating and specified municipalities would be apportioned by the benefit-based or agreement methods.

Apportionment Methods for Category 2 Programs and Services

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	Category 2 - all municipal programs and services (including category 2 CWA/LSPA)	<ul style="list-style-type: none"> • <i>Capital costs and operating expenses</i> would be apportioned directly and entirely to the participating municipality that has entered into the MOU or other agreement under s. 21.1.1 of CAA with the CA for the CA to provide the program and service on the municipality’s behalf.
Specified municipalities “Determination of Amounts Owed”	Category 2 CWA/LSPA programs and services	<ul style="list-style-type: none"> • <i>Capital costs and operating expenses</i> would be apportioned directly and entirely to the specified municipality that has entered into an MOU or agreement with the CA under s. 21.1.1 of the CAA for the CA to provide the program or service on the municipality’s behalf.

Apportionment Methods for Category 3 Programs and Services

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	Category 3 - other programs and services	<ul style="list-style-type: none"> • <i>Capital costs and operating expenses</i> would be apportioned in accordance with cost apportioning agreement. If agreement is silent, then MCVA or benefit-based methods.

Apportionment Methods for General Operating Expenses and Capital Costs

“General operating expenses and capital costs”

- Costs that are not related the provision of a program or service that an authority provides
- Does not require MOUs or agreements to levy these costs to a participating municipality.
- Examples may include corporate costs that are not related to any specific program or service, but are required to maintain the organization, for example: CA member salaries and per diems (governance costs), clerical support, financial (i.e. accounting, payroll), general asset management planning, IT staff, senior management costs, legal costs, office equipment, office occupancy costs (i.e., heating, utilities), depreciation on owned buildings and equipment, office maintenance, repairs.

Who will owe?	Types of Costs	Description
Participating municipalities “Budget and Apportionment”	General operating expenses and capital costs	<ul style="list-style-type: none"> • <i>General operating expenses</i> would be apportioned using the MCVA method. • <i>General capital costs</i> would be apportioned by MCVA or by agreement method.

Summary of Apportionment Methods

Costs Incurred Related to Provision of a Program or Service:

METHOD OF APPORTIONMENT	GENERAL (program or service that benefits all participating and specified municipalities, if any)		SPECIAL (everything that is not GENERAL) Operating Expenses (CAA s. 27) and Capital Costs (s. 25)
	Operating Expenses (CAA s. 27)	Capital Costs (CAA s. 25)	
Category 1 – CAA Section 21.1.1: Mandatory Programs and Services (Reg. subclauses 5(1)(c)(i) and (e)(i))			
CAA / CWA / LSPA - participating municipalities	<ul style="list-style-type: none"> MCVA, or Benefit-based and Agreement for CWA/LSPA <i>Reg. 402/22 ss. 8(2); clause 8(3)(b); ss. 8(4); s. 12 p. 3</i>	<ul style="list-style-type: none"> MCVA Benefit-based, or Agreement <i>Reg. 402/22 ss. 8(2); clause 8(3)(b), ss. 8(4); s. 12 p. 2 and 3</i>	<ul style="list-style-type: none"> Benefit-based, or Agreement <i>Reg. 402/22 clause 8(3)(a), ss. 8(4); s. 12 p. 1-3</i>
CWA / LSPA – CAs with 'specified' municipalities ²	<ul style="list-style-type: none"> MCVA, or Agreement <i>Reg. 401/22 ss. 5(4); s. 8, and Reg. 402/22 ss. 8(4) and (5)</i>	<ul style="list-style-type: none"> MCVA Benefit-based, or Agreement <i>Reg. 401/22 ss. 5(4); 5(5) p. 2; s. 8, and Reg. 402/22 ss. 8(4) and (5)</i>	<ul style="list-style-type: none"> Benefit-based, or Agreement <i>Reg. 401/22 ss. 5(5) p. 1; s. 8, and Reg. 402/22 ss. 8(4) and (5))</i>

METHOD OF APPORTIONMENT	SPECIAL (everything that is not GENERAL) Operating Expenses (CAA s. 27) and Capital Costs (s. 25)
Category 2 – CAA Section 21.1.1: Municipal Programs and Services (Reg. subclauses 5(1)(c)(ii) and (e)(ii))	
CAA/ CWA/ LSPA – participating municipalities	<ul style="list-style-type: none"> Direct to participating municipality <i>Reg. 402/22 s. 9</i>
CWA / LSPA – 'specified' municipalities ¹	<ul style="list-style-type: none"> Direct to specified municipality <i>Reg. 402/22 ss. 4(2)</i>
Category 3 – CAA Section 21.1.2: Other Programs and Services, after January 1, 2024 (Reg. subclauses 5(1)(c)(iii) and (e)(iii))	
CAA – participating municipalities	<ol style="list-style-type: none"> In accordance with cost apportioning agreement If cost apportioning agreement is silent, <ul style="list-style-type: none"> MCVA, or Benefit-based <i>Reg. 402/22 s. 10</i>

Costs Incurred Not Related to Provision of Program or Service (Reg. clauses 5(1)(c)(iv) and (e)(iv)):

METHOD OF APPORTIONMENT	GENERAL (all participating municipalities)	
	Operating Expenses (CAA s. 27)	Capital Costs (CAA s. 25)
General operating expense and capital cost		
CAA - participating municipalities	<ul style="list-style-type: none"> MCVA <i>Reg. 402/22 s. 11</i>	<ul style="list-style-type: none"> MCVA, or Agreement <i>Reg. 402/22 s. 11; s. 12 p. 4</i>

This table is contained in the reference document “Methods of Apportionment Set out in the Phase 2 Regulations under the *Conservation Authorities Act (CAA)*”

- Initially circulated April 29, 2022
- Available on request

Part 2:

Budget

Phase 2: Draft Budget

Develop a draft budget that includes:

- Sources of revenue for the year, the amount of revenue for each source, and total CA revenue.
- Total CA operating expenses and capital costs for the year and a list of operating expenses and capital costs setting out as separate amounts the category 1, 2, and 3 operating expenses and capital costs, as well as any general operating and capital costs.
- Apportionment amounts for participating municipalities.
- Apportionment amounts for specified municipalities (if applicable).
- Summary of how CA considered opportunities to raise and use self-generated revenue to help finance its programs and services.
- Any additional information that the CA considers relevant to include.

Please refer to the appendix for more details, including diagrams, of the budgetary process.

Phase 2: Draft Budget (con't)

Meeting on draft budget

- CAs are required to hold a meeting to consider the draft budget for a given year to determine whether the draft budget should be approved for consultation purposes.
- If applicable, CAs provide specified municipalities with a notice of this meeting (i.e., where the budget contains amounts owing in connection with CWA or LSPA category 1 programs and services).
- CA convenes meeting of members appointed by participating and specified municipalities to review and approve the portion of the draft budget related to CWA or LSPA programs and services for consultation purposes by “one-member-one-vote.”
- CA members appointed by participating municipalities then vote to approve the entire draft budget for consultation purposes by “one-member-one-vote.”
- If the draft budget is approved for consultation, CAs provide a copy of the draft budget and all financial information for determining the levy / amounts owing to each participating and specified municipality and posts the budget and financial information on the Governance section of the CA's website.
- CAs coordinate and communicate with participating and specified municipalities on the draft budget as necessary to finalize the annual budget.

One-member-one-vote voting method:

Each member's vote counts equally regardless of the levy percentage the member's appointing municipality pays.

Phase 3: Approval of levy / amounts owing

Notice of meeting on levy / amounts owing

- CAs will provide a minimum 30 days' notice to participating and any specified municipalities with amounts owing in connection with category 1 CWA/LSPA programs and services of meeting(s) to decide on the levy / amounts owing, accompanied by the most recent draft budget and the amount each municipality owes.

Voting on levy / amounts owing

- CA members appointed by participating and specified municipalities with amounts owing meet to review and approve the levy / amounts owing by 'weighted' majority vote of members present.
- If applicable, CA members appointed by participating and specified municipalities vote to approve any apportionments of category 1 CWA/LSPA operating expenses and capital costs before participating municipalities vote on apportionments of any other operating expenses and capital costs.

Weighted vote method:

- Intended to provide a level of fairness and equity; authority members whose municipality is responsible for paying a larger share of the levy, has a vote that is proportionally weighted to that levy share.
- Based on 'pay for say' principle, where the weighting of the member's vote is based on the MCVA ratios and generally reflects the percentage of municipal levy their appointing participating or specified municipality pays to the CA.
- Requires 51% or more of the total weighted value for all votes cast.
- One municipality cannot have a weighted vote that exceeds 50% of the overall vote unless that municipality appoints more than 50% of the actual CA members.

Phase 3: Approval of levy / amounts owing (con't)

Notice of levy / amounts owing

- After participating and specified municipalities have voted to approve the apportionment of category 1 CWA/LSPA and other operating expenses and capital costs, CAs will send notices under the CAA of levy / amounts owing to participating and specified municipalities.
- **Note: Notices of levy / amounts owing cannot be sent to participating and specified municipalities until votes on the levy / amounts owed occur.**

Phase 4: Final Budget

Vote on final CA budget

- The final budget must meet the same requirements as of the draft budget and reflect matters agreed to during the consultation process.
- Members of participating municipalities vote to approve the final CA budget.
- The final CA budget is approved by ‘one-member-one-vote’ unless the CA’s by-laws requires that ‘weighted vote’ be used.

Circulation of final budget

- CAs will circulate a copy of the final approved CA budget to the Minister and participating and specified municipalities.
- CAs will make the final budget publicly available on the Governance section of the CA website.

**Note: CAs are not required to follow a four-phase levy apportionment and budget process, rather the steps outlined in the Budget and Apportionment regulation can be combined (e.g., the levy apportionment (Phase 3) and the final budget (Phase 4) can be approved at the same authority meeting), or additional phases may be added to reflect local processes that have worked well.*

Next Steps





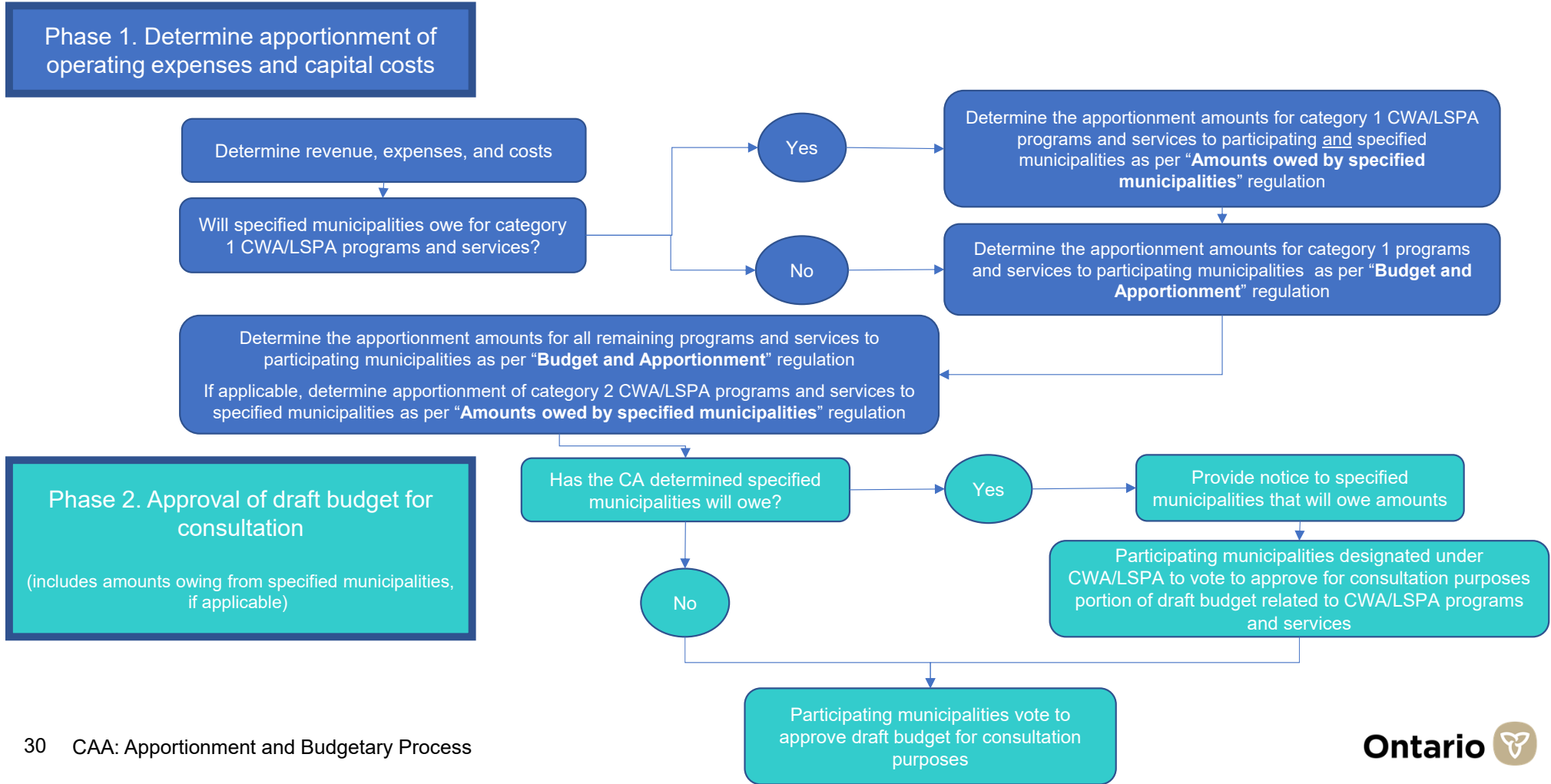
Next Steps

- CAs prepare 2024 CA budgets in accordance with the “Budget and Apportionment” and “Determination of Amounts Owed” regulations.
- Feel free to reach out to us with inquiries about the apportionment and budgetary process by emailing: ca.office@ontario.ca
- Deliverables required under the regulations may be submitted to ca.office@ontario.ca

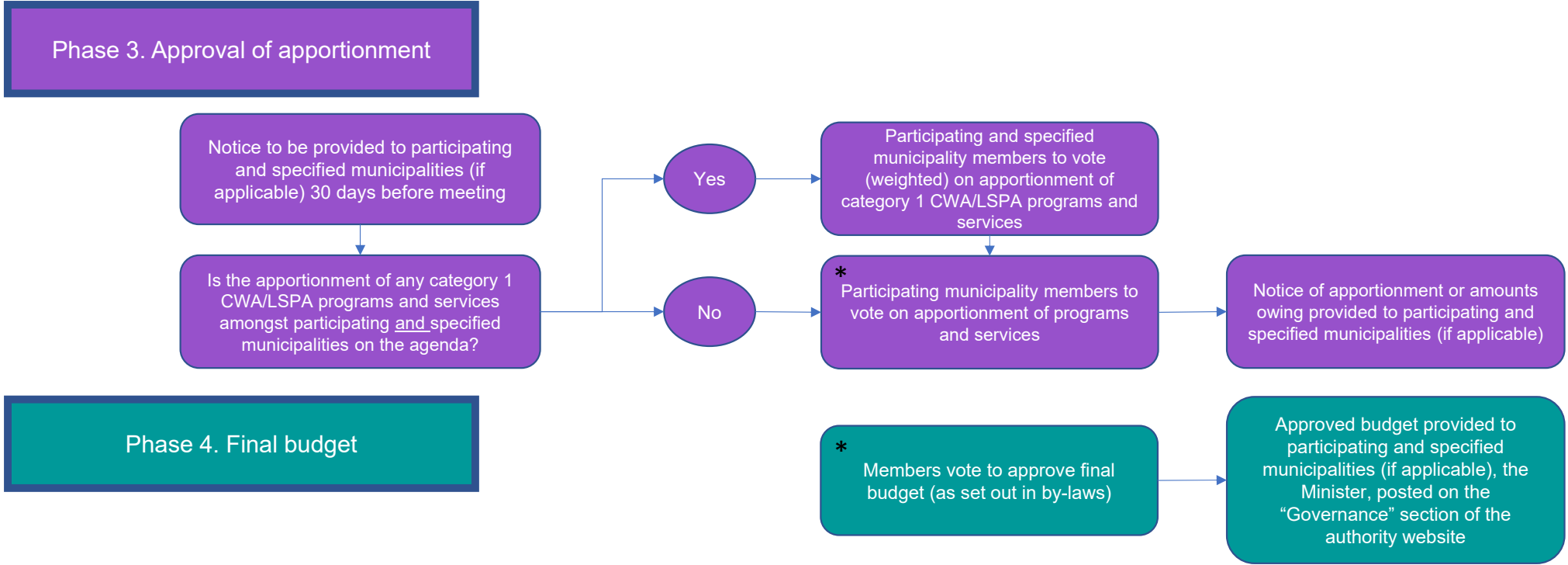
Appendix



Apportionment and determination of amounts owed by municipalities and development of authority budget



Continued



*Voting on apportionment of operating expenses and capital costs of programs and services and voting to approve the final budget can be done at the same authority meeting

Summary of Budgetary Process

- “Budget and Apportionment” regulation (O. Reg. 402/22) and “Determination of Amounts Owed Under Subsection 27.2 (2) of the Act” regulation (O. Reg. 401/22) apply.
- The two regulations work together to inform the annual budgetary process of CAs.

Element	Description
Draft Annual Budget	<ul style="list-style-type: none"> • CA staff prepare draft budgets outlining all anticipated revenues and expenditures, and including proposed municipal levy / amounts owing. • Participating and specified municipalities coordinate and communicate timelines and expectations for the levy / amounts owing and overall budget. • Budgets must include a summary of how CA considered opportunities to raise and use self-generated revenue to finance the CAs’ programs and services. • CAs provide specified* municipalities a notice of the meeting to vote on the draft budget for consultation purposes where budget contains amounts owing in connection with CWA or LSPA category 1 programs and services. • CA members appointed by participating and specified municipalities hold meetings to review and approve the preliminary draft budget for consultation purposes by “one member/one vote.” • CA provides a copy of the draft budget and all financial information for determining the levy / amounts owing to each participating and specified municipality and posts the budget and financial information on the Governance section of CA website.

*Note: CA members appointed by specified municipalities are included for the purposes of voting when amounts will be owing by any specified municipalities for Category 1 CWA/LSPA programs and services. In this scenario, the vote on portions of the draft budget relating to CWA or LSPA programs and services that includes these additional members shall occur before the CA vote on the draft budget by members appointed by participating municipalities (may occur on same day).

Continued

Element	Description
Notification of meeting on levy / amounts owing	<ul style="list-style-type: none"> • Minimum 30 days' notice to participating and any specified municipalities with amounts owing in connection with category 1 CWA/LSPA programs and services of meeting(s) to decide on the levy / amounts owing, accompanied by the most recent draft budget and amount each municipality owes.
Vote on levy / amounts owing	<ul style="list-style-type: none"> • CA members appointed by participating and specified municipalities with amounts owing meet to review and approve the levy / amounts owing by 'weighted' majority vote of members present. • Vote(s) to approve any apportionments of category 1 CWA/LSPA operating expenses and capital costs among participating and specified municipalities must occur before vote(s) on apportionments of other operating expenses and capital costs. Note: Notices of levy / amounts owing can not be sent to municipalities until these votes occur.
Vote on final budget	<ul style="list-style-type: none"> • Overall CA budget may be approved by majority vote of members present via: 'one member/one vote' unless the CA's by-laws require that 'weighted vote' be used.
Copies of final budget	<ul style="list-style-type: none"> • CAs circulate a copy of final approved CA budget to the Minister and participating and specified municipalities and publish it on the Governance section of CA website.

Methods of Apportionment: Category 1 program and services

Budget and Apportionment Regulation

Category 1 operating expenses and capital costs

8. (1) Before apportioning a Category 1 operating expense or capital cost, an authority shall make the following determinations:

1. Whether the related Category 1 program or service,
 - i. benefits all of the participating municipalities within the authority's area of jurisdiction, or
 - ii. benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction.
2. If the related Category 1 program or service benefits all of the participating municipalities within the authority's area of jurisdiction, whether one or more of the participating municipalities' benefit from the Category 1 program or service is disproportionate to the benefit obtained by the other participating municipalities.
3. In the case of a Category 1 CWA/LSPA operating expense or capital cost, a determination made in accordance with Ontario Regulation 401/22 (Determination of Amounts under Subsection 27.2 (2) of the Act) made under the Act that,
 - i. the related Category 1 CWA/LSPA program or service benefits one or more of the authority's specified municipalities, and
 - ii. the benefitting specified municipalities owe or will owe amounts with respect to the program or service under subsection 27.2 (2) of the Act.

(2) An authority shall use the MCVA apportionment method to apportion the reduced operating expense or reduced capital cost for Category 1 operating expenses and capital costs, subject to subsection (3).

(3) An authority shall use the benefit-based apportionment method to apportion the reduced operating expense or reduced capital cost for a Category 1 operating expense or capital cost if the authority has determined under subsection (1) that the related Category 1 program or service,

- (a) benefits one or more, but not all, of the participating municipalities within the authority's area of jurisdiction; or
- (b) benefits all of the participating municipalities within the authority's area of jurisdiction but one or more of the participating municipalities is provided with a benefit that is disproportionate to the benefit provided to the other participating municipalities.

(4) An authority shall apportion a Category 1 CWA/LSPA operating expense or capital cost in accordance with subsections (2) and (3) except if the authority has determined under Ontario Regulation 401/22 that,

- (a) the related Category 1 CWA/LSPA program or service benefits one or more of its specified municipalities; and
- (b) the benefitting specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act.

(5) In the case of Category 1 CWA/LSPA operating expense or capital cost described in clauses (4) (a) and (b), the apportionment of the operating expense or capital cost conducted under Ontario Regulation 401/22 to determine the amounts owing under subsection 27.2 (2) of the Act by specified municipalities shall be considered an apportionment under this Regulation and used to determine the portion of the operating expense or capital cost to be apportioned to each participating municipality within the authority's area of jurisdiction.

Apportionment of category 1 CWA/LSPA operational expenses and capital costs

Determination of Amounts Under Subsection 27.2 (2) of the Act Regulation (O.Reg. 401/22)

DETERMINATION OF AMOUNTS OWING

When determination made

2. For the purposes of subsection 27.2 (2) of the Act, as part of the budgetary process described in the Budget and Apportionment Regulation, an authority shall determine,

- (a) whether, according to the criteria set out in section 3, any of its specified municipalities owe or will owe amounts in connection with the Category 1 CWA/LSPA programs and services that the authority provides during the budget year, and
- (b) whether any of its specified municipalities owe or will owe amounts in connection with a Category 2 CWA/LSPA program or service that the authority provides on behalf of the municipality under a memorandum of understanding or other agreement made under section 21.1.1 of the Act during the budget year.

Criteria for Category 1 CWA/LSPA operating expenses and capital costs

3. An authority may determine that a specified municipality owes or will owe amounts under subsection 27.2 (2) of the Act in connection with a Category 1 CWA/LSPA program or service only if, in the authority's opinion, the specified municipality benefits from the Category 1 CWA/LSPA program or service.

How determination made

4. (1) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 1 CWA/LSPA program or service shall be equal to the portion of the related Category 1 CWA/LSPA operating expenses and capital costs, that the authority apportions to the specified municipality in accordance with section 5, subject to section 8.

(2) The amounts owing under subsection 27.2 (2) of the Act by a specified municipality in connection with a Category 2 CWA/LSPA program or service shall be equal to the related Category 2 CWA/LSPA operating expenses and capital costs incurred by the authority, in their entirety, except that the operating expenses and capital costs may be reduced in accordance with section 6 of the Budget and Apportionment Regulation.

APPORTIONMENT OF CATEGORY 1 CWA/LSPA OPERATING EXPENSES AND CAPITAL COSTS

Apportionment

5. (1) The apportionment of Category 1 CWA/LSPA operating expenses and capital costs shall be made among the authority's participating municipalities and any specified municipalities that, in the authority's opinion, benefit from the related Category 1 CWA/LSPA program or service.

(2) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost under this section, the authority shall determine whether to reduce the amount of the operating expense or capital cost in accordance with section 6 of the Budget and Apportionment Regulation.

(3) Before apportioning a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), an authority shall make the following determinations:

1. If the related Category 1 CWA/LSPA program or service is provided under the *Clean Water Act, 2006*,
 - i. whether it benefits all of the municipalities in the relevant source protection area, or
 - ii. whether it benefits only one or more, but not all, of the municipalities in the source protection area.
2. If the related Category 1 CWA/LSPA program or service is provided under the *Lake Simcoe Protection Act, 2008*,
 - i. whether it benefits all of the municipalities in the Lake Simcoe watershed, or
 - ii. whether it benefits only one or more, but not all, of the municipalities in the Lake Simcoe watershed.
3. If the related Category 1 CWA/LSPA program or service benefits all of the municipalities in the source protection area or in the Lake Simcoe watershed, as the case may be, whether one or more of the municipalities' benefit from the Category 1 CWA/LSPA program or service is disproportionate to the benefit obtained by the other municipalities.
 - (4) An authority shall use the MCVA apportionment method to apportion a Category 1 CWA/LSPA operating expense or capital cost, as reduced under subsection (2), under this section, subject to subsection (5).
 - (5) An authority shall use the benefit-based apportionment method to apportion the following Category 1 CWA/LSPA operating expenses or capital costs, as reduced under subsection (2), under this section:
 1. A Category 1 CWA/LSPA operating expense or capital cost that is related to a Category 1 CWA/LSPA program or service that, in the authority's opinion, only benefits one or more, but not all, of the municipalities in the source protection area or Lake Simcoe watershed, as the case may be.
 2. A Category 1 CWA/LSPA capital cost that is related to a Category 1 CWA/LSPA program or service that, in the opinion of the authority,
 - i. benefits all of the municipalities the source protection area or Lake Simcoe watershed, as the case may be, and
 - ii. provides one or more of the municipalities with a benefit that is disproportionate to the benefit provided to the other municipalities.

Apportionment Methods for other operating expenses and capital costs

Budget and Apportionment Regulation

Category 2 operating expenses and capital costs

9. When apportioning a Category 2 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in its entirety, to the participating municipality that has entered into a memorandum of understanding or other agreement with the authority under section 21.1.1 of the Act for the authority to provide the Category 2 program or service on the municipality's behalf.

Category 3 operating expenses and capital costs

10. (1) When apportioning a Category 3 operating expense or capital cost, an authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, among the participating municipalities that entered into an agreement described in subsection 21.1.2 (2) of the Act in accordance with that agreement.

(2) Despite subsection (1), if the agreement described in subsection 21.1.2 (2) of the Act does not address how to apportion a Category 3 operating expense or capital cost, the authority shall apportion the reduced operating expense or the reduced capital cost, as the case may be, in the following manner:

1. Subject to subparagraph 2 i, if all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act, by using the MCVA apportionment method.
2. By using the benefit-based apportionment method if,
 - i. all of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act but, in the authority's opinion, one or more participating municipalities obtains a benefit from the related Category 3 program or service that is disproportionate to the benefit obtained by the other participating municipalities, or
 - ii. one or more, but not all, of the participating municipalities within the authority's area of jurisdiction have entered into the agreement described in subsection 21.1.2 (2) of the Act.

General operating expenses and capital costs

11. When apportioning a general operating expense or capital cost, an authority shall use the MCVA apportionment method to apportion the reduced operating expense or capital cost, as the case may be.

PLAN REVIEW AGREEMENT
BETWEEN
THE CORPORATION OF THE CITY OF NORTH BAY
(the Municipality)
AND the
NORTH BAY-MATTAWA CONSERVATION ATUTHORITY
("NBMCA")

Date: 2023

Background and Legislative Context

Under the Planning Act, the Municipality is an approval authority and responsible for making planning decisions that will determine the future of its communities. In accordance with the Act, it is required to provide notice of municipal policy documents and planning and development applications to public commenting bodies, including Conservation Authorities. The Municipality is responsible for ensuring consistency with Provincial Policy Statements released under the Planning Act. Implementation of the Provincial Policy Statement requires extensive experience and expertise.

NBMCA's plan input and review services are governed by three provincial acts:

Conservation Authorities Act

The Conservation Authority reviews circulated policy documents as well as planning and development applications to ensure delegated responsibilities from the province are addressed. Conservation Authorities were delegated natural hazard responsibilities by the Minister of Natural Resources in April 1983. Natural hazard responsibilities include floodplain management, hazardous slopes, Great Lakes shorelines, unstable soils, and erosion which are encompassed by the "Natural Hazards" section of the Provincial Policy Statement (PPS). In this delegated role, the Conservation Authority is responsible for representing the "Provincial Interest" on planning matters where the province is not involved.

Conservation Authorities are involved in the planning process as watershed-based resource management agencies with a mandate (as defined under Section 20 and 21 of the Conservation Authorities Act) to protect and manage the local watershed, including but not limited to natural hazards, and water. Through plan input and review, the Conservation Authority works to ensure that its program interests are addressed. It is also an opportunity to advise municipalities of regulatory responsibilities (e.g., Ontario Regulation 177/06: NBMCA: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).

Clean Water Act

Conservation Authorities administer Source Protection programs, as per the Clean Water Act, under the oversight of the source protection committee and the source protection authority. In administering this program NBMCA will provide advice to source protection municipalities on the review of planning proposals in Vulnerable Areas to ensure Source Protection Plan policies are considered where required.

Building Code Act

NBMCA is prescribed responsibility in the building code for the enforcement of provisions of the Building Code Act and the building code related to sewage systems in the Districts of Nipissing and Parry Sound, as prescribed in the building code.

A Conservation Authority can enter into agreements with municipalities to outline the planning service provided by the Conservation Authority to the Municipality and may charge a fee for such services to recover costs on a user-pay basis. NBMCA'S fees are set out in its Fee Policy & Schedule, which may be updated from time to time following a period of public consultation.

Conservation Authorities are involved in plan input and review of planning applications under the Planning Act in four ways: as an agency with provincially delegated responsibility for the natural hazard policies of

the Provincial Planning Statement (PPS); as a municipal technical advisor, as a public body and as landowners. Under the Conservation Authorities Act (see section 21.1(1) programs and services) Conservation Authorities are required or permitted to provide programs and services as follows:

- * **Category 1:** Mandatory programs and services that are required by regulation.
- * **Category 2:** Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding; and
- * **Category 3:** Such other programs and services as the authority may determine are advisable to further its objects.

1) **THE PURPOSE of this Agreement is to:**

Establish a co-operative arrangement between the Municipality and NBMCA to work together to improve the delivery of the Land Use Plan Review function to residents. The Municipality (Approval Authority) will contract with NBMCA to provide effective and timely plan review and technical clearance support/expertise to assist the municipality in making decisions on planning documents and site-specific planning applications. NBMCA has directly delegated responsibilities from the province with respect to Natural Hazards in reference to Chapter 5.2 of the Provincial Planning Statement 2023 (PPS). As the North Bay-Mattawa Source Protection Authority, NBMCA will review and comment on proposals made under the Planning Act to determine whether they relate to drinking water threats, or potential impacts on drinking water sources. NBMCA has delegated responsibilities under Part 8 (Sewage Systems) of the Ontario Building Code (OBC) and will provide plan review advice with respect to consistency with Part 8 of the OBC.

2) **DEFINITIONS:**

In this document:

“Board Members” or **“Member”** shall mean the individuals appointed to NBMCA’s Board of Directors by the participating municipalities in NBMCA’s area of jurisdiction. Board Members have the responsibilities of Directors of the corporation that is NBMCA.

“Plan Input” - Plan input includes providing input on policies and long-range plans generated by municipalities. The cost of plan input services is covered 100% by the municipal levy and provincial operating grants where comments are provided which pertain to provincial interest under Chapter 5.2 of the Provincial Planning Statement (2023).

“Plan Review” - The review of applications as set out in the Planning Act, identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to watershed natural hazards; the North Bay-Mattawa Source Protection Authority’s (NBMSPA) *Source Protection Plan* and policies; and private on-site sewage systems and specifying and clearing conditions of approval.

“Technical Clearance” - Assessing technical reports submitted by the proponent to determine if the reports satisfy NBMCA conditions through the plan review process and in order to clear the conditions.

“Technical Review” - Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential impacts, identifying the nature and extent of mitigation measures required; recommending modifications to or acceptance of the technical report.

3) ROLES AND RESPONSIBILITIES:

a) General

- i) This Agreement applies to the Municipality and the area under its jurisdiction.
- ii) NBMCA acknowledges that the City of North Bay is the approval authority for Planning Act applications for which technical review is required from NBMCA pursuant to this Plan Review Agreement.
- iii) This Agreement may be amended by mutual agreement in writing from time to time to reflect changes in the programs of parties to this Agreement, or because of changes in provincial policies or as a result of subsequent discussions between the parties hereto.
- iv) The NBMCA and Municipality will share Geographical Information System (GIS) data related to the services provided in compliance with any applicable licensing agreements.
- v) Nothing in the Agreement precludes NBMCA from commenting to the Municipality, and implementing NBMCA's regulatory responsibilities, as they would normally exercise their rights under the Planning Act, the Conservation Authorities Act, Building Code Act, Clean Water Act, Environmental Assessment Act, delegated responsibilities, or other applicable legislation.
- vi) Nothing in this Agreement precludes the Municipality from exercising responsibility under the Municipal Act, Planning Act or any other statutory requirement.
- vii) Nothing in this Agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- viii) Where NBMCA is in conflict between legislated responsibilities and the responsibilities of this Agreement, the Municipality may seek third party opinions.

b) The Municipality commits to:

- i) Request NBMCA's participation in official plan and comprehensive zoning by-law reviews, special zoning studies and related by-laws, land use planning studies, community design plans, master servicing studies, environmental management plans, subwatershed studies and other similar studies as appropriate, based on NBMCA's interests as defined in Schedule 1.

- ii) Circulate to NBMCA the following types of planning applications:
 - (1) Site specific Official Plan amendments
 - (2) Site specific Zoning By-law amendments
 - (3) Plans of subdivision/condominium
 - (4) Community Planning Permit System, if applicable
 - (5) Consents
 - (6) Minor Variances
 - (7) Site Plan Control Agreements
 - (8) Public Road/laneway closures
 - (9) Shore Road Allowance Closures

- iii) Request, with reasonable notice, the participation of NBMCA in pre-consultation meetings, as appropriate.

- iv) Collect fees on behalf of NBMCA for the purpose of this Agreement and remit them to NBMCA on a yearly/monthly basis.

- c) NBMCA commits to:
 - i) Provide the Municipality with *Plan Input* services for municipal land-use planning documents such as the Official Plan, Comprehensive Zoning By-law. The cost of Category 1 plan input services is covered 100% by the municipal levy and provincial operating grants.
 - (1) Category 1 Plan Input:
 - (a) Natural Hazards on behalf of the Ministry of Natural Resources and Forestry (MNRF), delegated to CAs in 1983.

 - (b) NBMCA as a Source Protection Authority and responsibilities under the Clean Water Act.

 - (2) Category 3 Plan Input:
 - (a) Ontario Building Code (OBC), Part 8 Sewage Systems. The cost of this review and service is not covered by municipal levy or provincial operating grants. As the principal authority for enforcement of provisions of the Building Code Act and the OBC, the cost of plan input shall be borne by the program.

 - ii) Provide the Municipality with *Plan Review* services for an application fee as set out in Schedule 3. The Plan Review services are as follows and are detailed in Schedule 1:
 - (1) Category 1 Plan Review services:
 - (a) Natural Hazards. NBMCA will, as per their delegated responsibility from the province, undertake a *technical review* and provide comments as to whether planning applications are consistent with Chapter 5.2 (Natural Hazards) of the Provincial Planning Statement 2023 (PPS).

 - (b) Ontario Regulation 177/06 NBMCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. NBMCA will undertake a

technical review and provide comments as to whether planning applications are consistent with O.Reg. 177/06 and related NBMCA policies.

- (c) Source Protection Authority. NBMCA will undertake a *technical review* and provide comments as to whether planning applications relate to a drinking water threat, or have potential impacts on drinking water sources, as per the *North Bay-Mattawa Source Protection Authority Source Protection Plan*.

(2) Category 3 Plan Review services:

- (a) Ontario Building Code (OBC), Part 8 Sewage Systems. NBMCA will undertake a *technical review* and provide advice to the Municipality as to whether planning applications are consistent with Part 8 of the OBC and related NBMCA policies.
- iii) Make provision for its staff to attend Public Meetings, Local Planning Appeal Tribunal (LPAT) Hearings, Development Application Review Team (DART) meetings and other consultation meetings as required, upon the request of the Municipality, with respect to the plan review services provided pursuant to this Agreement, at no extra cost to the Municipality (i.e., within the annual budget appropriation for the NBMCA's program approved by the Municipality).
- iv) Advise the Municipality of the adequacy of technical studies compared to the Municipality's Official Plan policy requirements and objectives.
- v) Advise on the need for technical reports, the adequacy with reference to relevant guidelines, standards, or related conditions of approval, including but not limited to such studies or plans as:
 - (1) Flooding hazard limit study
 - (2) Erosion hazard limit assessment
 - (3) Lot grading and drainage plans
 - (4) Geotechnical/Slope stability study
 - (5) Hydrogeological assessment
 - (6) Erosion and sediment control
 - (7) Environmental Impact Studies and related natural hazard impacts and mitigation measures
 - (8) Subwatershed studies
 - (9) Wetland water balance report
- vi) Assist with projects, initiatives, and committees that fall outside of this Agreement, but the municipality is seeking NBMCA's technical advice.

4) IMPLEMENTATION:

- a) The Conservation Authority and the Municipality shall mutually agree on timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2.

- b) Where an application is complex, a pre-consultation meeting between the Municipality, NBMCA and applicant and their agents shall take place. Extensions to the agreed-to timelines in Schedule 2, if necessary, should be discussed at the pre-consultation meeting.

5) SERVICE DELIVERY STANDARDS:

- a) Service delivery and workload information summaries are reported on a quarterly basis to the NBMCA *Members* including five-year actuals. The summary includes a brief description of the program, and captures unusual increases, trends, or routine workloads.
- b) The percentage of target timelines that were achieved for all planning type of applications will be monitored and reported quarterly to the NBMCA *Members*.

6) CONSERVATION AUTHORITY FEES:

PLACEHOLDER. It is anticipated that NBMCA's Program Rates, Fees and Policy Review will be undertaken from July-November of 2023 and presented to NBMCA *Members* on November 22, 2023, for implementation in 2024.

The Conservation Authority fees pertaining to planning applications may be referenced here. Ultimately, there should be certainty between the parties that there is value for the service, it is completed in a timely way and the council, CA Board and public have clear expectations around the process. This should be consistent with the implementation section. See the Guideline for CA Fee Administration Policies for further details regarding the charging of fees for these services. The CA Board should establish expectations regarding the cost-recovery target for planning and development services. Any municipal financial support for this program should be discussed through the budgeting process.

See Schedule 3

7) TERM OF THIS AGREEMENT:

- a) The Municipality and NBMCA agree:
 - i) The term of this Agreement shall be for a period of 5 years from the date of execution by the Municipality and the Agreement shall be automatically extended for additional X- year terms, on the same terms and conditions as contained herein at the discretion of the Municipality and NBMCA, until terminated by any of the parties in accordance with subsection 7 b) herein.
 - ii) That the Municipality and NBMCA will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each 5-year term. The Municipality's Planning Department will monitor the Agreement and its expiry.

- b) Any party may terminate this Agreement at any time upon delivering six months written notice of termination, by prepaid registered mail, to all of the other parties, which notice shall be deemed to be received on the third business day from the date of mailing.
- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

The Corporation of the City of North Bay
 200 McIntyre Street East,
 P.O. Box 360,
 North Bay, ON P1B 8H8
Attention: Staff Person

North Bay-Mattawa Conservation Authority
 15 Janey Avenue
 North Bay, Ontario P1C 1N1
Attention: Chitra Gowda

**The CORPORATION OF THE CITY OF
 NORTH BAY**

**The NORTH BAY-MATTAWA CONSERVATION
 AUTHORITY**

Mayor, xx

CHAIR, Dave Britton

Clerk,

CAO, Chitra Gowda

Date:

Date:

SCHEDULE 1

NBMCA Plan Review Services

NBMCA Technical Review and Technical Clearance
Category 1 - Natural Hazards (C5.2 PPS 2023 & O.Reg. 177/06)
Watercourses
Flood Hazards
Erosion Hazards (slope stability and stream erosion)
Erosion and Sediment Control (CA regulatory requirements/natural hazard related functions)
Great Lakes – St. Lawrence River System Shoreline (Lake Nipissing) Hazards (flooding, erosion or dynamic beaches)
Hazardous Sites (Unstable Soils/Bedrock)
Groundwater (CA regulatory requirements/natural hazard related functions)
Wetlands (CA regulatory requirements/natural hazard related functions)
Valleylands (CA regulatory requirements/natural hazard related functions)
Special Policy Areas
Stormwater Quantity
Stormwater Erosion Control
Buffer/Setback to identified Plan Review Component (CA regulatory requirements/natural hazard related functions)
Feature-based Water Balance (CA regulatory requirements/natural hazard related functions)
Category 1 – North Bay-Mattawa Source Protection Authority
NBMCA will provide advice to source protection municipalities on the review of planning proposals in Vulnerable Areas to ensure Source Protection Plan policies are considered where required.
Category 3 - On-site Sewage Systems, Part 8 (OBC)
Proposal meets OBC minimum requirements, applicable law and related NBMCA policies

SCHEDULE 2

Non-Statutory Development Application Review Timelines

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific Official Plan Amendments	Meeting scheduled with all parties and the applicant within x-21 calendar days of request ¹	Municipality to circulate to NBMCA within x-3 business days	NBMCA to provide comments within 45-x (30) calendar days
Site specific Zoning By-law Amendments	Same as above	Municipality to circulate to NBMCA within x-3 business days	NBMCA to provide comments within 30-x (30) calendar days
Draft Plans of Subdivision or Condominium	Same as above	Municipality to circulate NBMCA within x-3 business days	NBMCA to provide comments within 45-x (60) calendar days
Site Plan Control Agreements	Same as above	Municipality to circulate NBMCA within x-3 business days	NBMCA to provide comments within x-14 (10) calendar days unless the local municipality agrees there is a specific issue that requires additional time to resolve (x-45)
Consents and Minor Variances		Municipality to circulate to NBMCA within x-3 business days	NBMCA to provide comments within x-14 (30) calendar days
Road Closures/Shore Road Allowance Closures		Municipality to circulate to NBMCA within x-3 business days	NBMCA to provide comments within x-14 (30) calendar days

¹To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.

SCHEDULE 3**North Bay-Mattawa Conservation Authority Plan Review Fees**

	2023	2024	
Site Specific Official Plan Amendment (OPA)	470.00	TBD	
Site Specific Zoning By-law Amendment (ZBLA)	470.00		
Concurrent OPA and ZBLA			
Minor Variances (Water Bodies)	700.00		
Minor Variances (not on water)			
Consent to Sever	541.00		
Plan of Condominium/Subdivisions	997.00		
Site Plan Control Agreements	137.00		
Road/Laneway Closures	60.00		
Shore Road Allowance Closures	60.00		



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

ORIGIN: Adam Whyte, Supervisor Maintenance, Lands and Stewardship

DATE: June 28, 2023

SUBJECT: **UPDATE** Laurier Woods Boardwalks Replacement:
Request for Proposals Summary and Award Recommendation

Background:

As presented at the May Board Meeting the North Bay-Mattawa Conservation Authority (NBMCA) are co-owners of the Laurier Woods Conservation Area with the Friends of Laurier Woods Inc. Three boardwalks are currently scheduled for replacement, with two of the three being in more urgent need of replacement based on inspections completed in 2021 and 2022.

NBMCA board of directors as well as the Friends of Laurier Woods Inc board of directors both passed resolutions to award the tender for the replacement of boardwalks shown as #1 and #2 to BalPro Construction.

Upon contacting BalPro Construction to advise of the resolution to award their firm the tender NBMCA was advised that BalPro would not be able to complete only boardwalks shown as #1 and #2 for their quoted price as they had budgeted their mobilization and demobilization costs over the three boardwalks combined.

This caused some frustration with NBMCA staff as the RFP was written specifically with separate costing to allow for the scenario in which we could not afford to do all three boardwalks at this time. NBMCA staff requested that BalPro advise what dollar amount would be necessary to facilitate the replacement of only the boardwalks shown as #1 and #2.

BalPro has since confirmed that if only boardwalks shown as #1 and #2 are to be replaced that a price increase of \$12,430.00 would be required to cover their mobilization and demobilization costs.

Analysis:

The Friends of Laurier Woods Inc. (FLW) have advised that they have \$41,353.32 available for this project, gained from fundraising efforts in 2022. NBMCA has allocated \$20,000.00 for this project in our approved Lands and Properties Capital Budget for 2023. This totals to \$61,353.32 and is the budget of the project.

BalPro's original quote for the replacement of boardwalks shown as #1 and #2 was \$56,500.00. With the price increase of \$12,430.00 from BalPro the new total cost for BalPro to replace the boardwalks shown as #1 and #2 comes to \$68,930.00 leaving a budget gap of **\$7,576.68**.

For comparison the next closest bidder, Ed Seguin and Sons price for boardwalks shown as #1 and #2 was \$79833.17.

The Table below outlines the quotes received for boardwalks shown as #1 and #2. Quotes are inclusive of HST and disbursements.

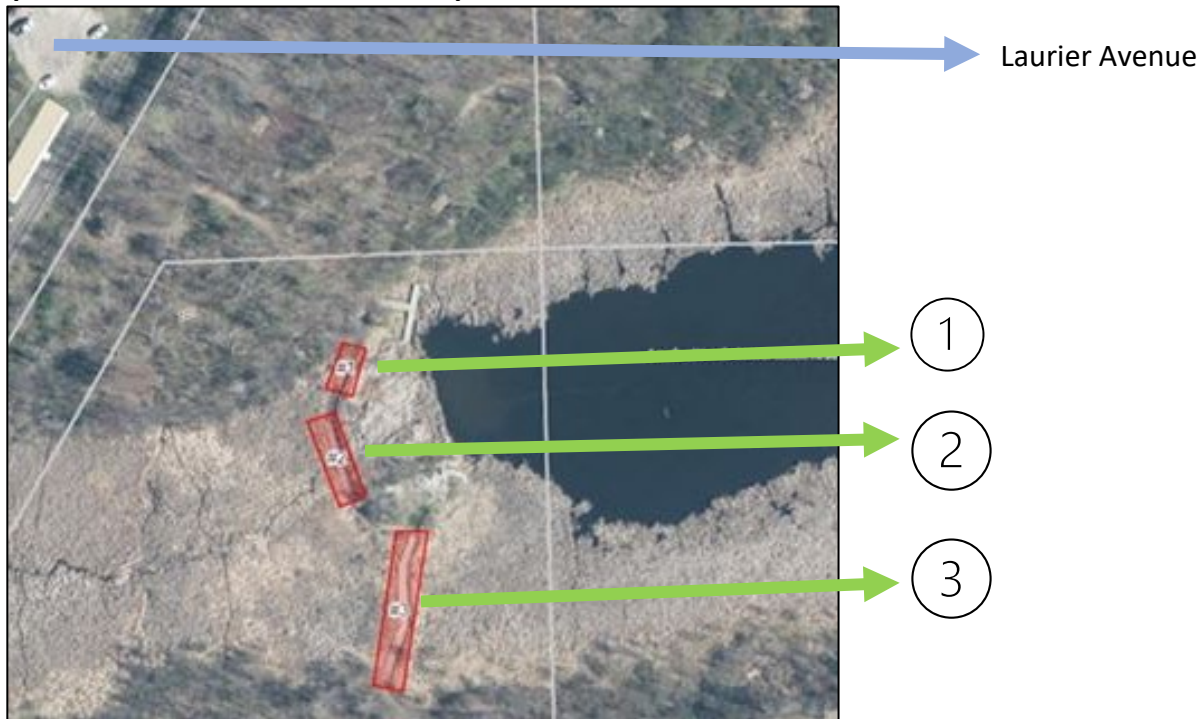
Quote number	Boardwalk 1 Amount	Boardwalk 2 Amount	Total for #1 and #2 combined	Comments
1: BalPro Construction (Brampton)	\$18,000.00	\$38,500.00	\$56,500.00 <u>+12,430.00</u> =\$68,930.00	Lowest bid. Information provided is still acceptable. Budget deficit \$7,576,68
2: Ed Seguin & Sons (North Bay)	\$28,356.49	\$51,476.68	<u>\$79,833.17</u>	Information provided is acceptable
3: Canor Construction (North Bay)	\$45,537.15	\$80,442.02	<u>\$125,979.17</u>	Information provided is acceptable

The Friends of Laurier Woods Inc. have been advised of this situation and do not have any additional funding available to allocate to this project.

Therefore staff are proposing that the additional \$7,576.78 come from the C.A. Capital Account 86-62 as we have received updated quotations for the replacement of 2 boilers and 2 HVAC units and they have come substantially under budget \$9,574.49 for the C.A. Capital Account.

Please see the Map 1 below, boardwalk #1 and #2 will be replaced with the above funding. Boardwalk #3 will be a future replacement.

Map 1: Laurier Woods Boardwalk Replacement



Recommended Resolution:

THAT the Board direct NBMCA staff to award to BalPro Construction for the replacement of the boardwalks shown as #1 and #2 in the map above. Total cost of this project \$68,930.00 inclusive of all taxes.

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

Submitted By

Adam Whyte, Supervisor Maintenance, Lands and Stewardship