

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

**SIXTH Meeting** of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on August 19, 2020 as an electronic meeting via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:30pm – 6:26pm)</b>
<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>	<b>(5:30pm – 6:26pm)</b>
<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(5:30pm – 6:26pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(5:30pm – 6:26pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	<b>(5:30pm – 6:26pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:30pm – 6:26pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:30pm – 6:26pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(5:30pm – 6:26pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:30pm – 6:26pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:30pm – 6:26pm)</b>

**MEMBER(S) ABSENT:**

<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>

**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**Kurtis Romanchuk**, Water Resources Engineer  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Troy Storms**, Supervisor, Field Operations

**1. Approval of the Agenda**

The Chair welcomed everyone to the meeting. After discussion the following resolution was presented:

Resolution No. 50-20, Noon-Belanger

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

**Carried Unanimously**

**2. Declaration of Pecuniary Interest**

None declared.

**3. Adoption of Previous Minutes of June 24, 2020**

After discussion the following resolution was presented:

Resolution No. 51-20, Mayne-Scarfone

**THAT** the minutes from the June 24, 2020 meeting are adopted as presented.

**Carried Unanimously**

**4. Delegations**

None.

**5. Section 28 Approvals**

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

Resolution No. 52-20, Lagassie-Grant

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses August 7, 2020 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**6. Monthly Financial Statement**

Brian Tayler reviewed the Monthly Financial Statements. After discussion, the following resolutions was presented:

Resolution No. 53-20, Mayne-Britton

**THAT** the Budget update report dated July 31, 2020 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**7. Employee Benefits**

Brian Tayler provided a report to members regarding employee benefits. After discussion, the following resolution was presented:

Resolution No. 54-20, Noon-Blakeley

**THAT** the Employee Benefits Report dated August 13, 2020 be received, and;

**THAT** the Board of Directors accepts the recommendations of the report and directs staff to make necessary changes to the existing policy, and;

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

**Carried Unanimously**

**8. Management Team Essential Services Update**

Members of the Management Team provided updates to members on their programs. After discussion, the members thanked staff for their update.

**9. Chippewa Creek Water Erosion Control Repair Tender Update**

Brian Tayler advised the members of the upcoming Chippewa Creek Erosion Control Repair Tender. After discussion, the following resolutions were presented. A recorded vote was requested regarding awarding the Tender:

Resolution No. 55-20, Rochefort-Britton

**THAT** the Board of Directors directs the CAO to award the Chippewa Creek at Oak Street Water Erosion Control Infrastructure project subject to tendering conditions and approved budget amount being met, and an additional 10% provided if needed, and;

**FURTHER THAT** the NBMCA CAO and Chair are authorized to execute documents in relation to awarding the project.

**Recorded Vote Results:**

Dean Grant – Yes  
Chris Mayne – Yes  
Nunzio Scarfone – Yes  
Shelley Belanger – Yes  
Jane Lagassie – Yes  
Simon Blakeley – Yes  
Robb Noon – Yes  
Pauline Rochefort – Yes  
Dave Britton- Yes  
Dave Mendicino - Yes

**Carried Unanimously**

Resolution No. 56-20, Noon-Scarfone

**THAT** the Letter of Intent and Permission to Enter and Construct Agreement with the Ontario Northland Transportation Committee are approved, and;

**FURTHER THAT** North Bay- Mattawa Conservation Authority Officials are directed to execute these documents.

**Carried Unanimously**

**10. New Business**

Dave Britton asked if regular face to face meeting would resume. Chairman Mendicino responded, the September meeting will be held via Zoom. Future meetings are yet to be decided.

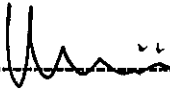
**11. Adjournment (6:26 p.m.)**

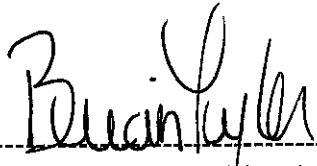
As there was no further new business, the following resolution was presented:

Resolution No. 57-20, Noon-Blakeley

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday September 23, 2020 at a location to be determined or at the call of the Chair.

**Carried Unanimously**

  
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Dave Mendicino, Chair

  
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Brian Tayler, Chief Administrative Officer, Secretary Treasurer

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** August 7, 2020

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

**Background:**

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

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

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

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

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

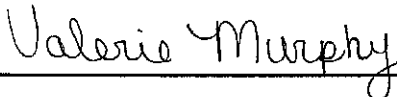
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

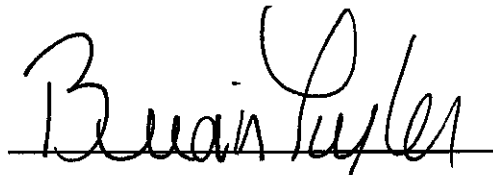
35 new permits and 2 permit amendments have been issued by the Conservation Authority in 2020 since the previously approved minutes as per the policies, procedures and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table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

Of the newly issued permits, eight were issued for the construction of accessory structures, 5 were issued for the construction of docks as well as 5 for the replacement of culverts. Four permits were issued for the placement of fill materials and 4 were issued for the construction of shoreline erosion protection measures. Three new permits were issued for the construction of single-family dwellings and 2 for the construction of fences. One permit was issued for each of the following activities: construction of a subdivision, dredging of the lakebed, an addition to an existing dwelling and grading.

Of the two permit amendments that were issued, one was issued for the installation of a geothermal heating lake loop and one was issued for the placement of rip rap along the abutments of a walking bridge.



Valerie Murphy, Regulations Officer



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Brian Tayler, CAO-Secretary Treasurer

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

FOR NBMCA BOARD INFORMATION ON: August 7, 2020

PERMIT YEAR: 2020

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development Interference with Wetlands and Alterations to Shorelines and Watercourses Permit No./Date of Issuance
<b>RNB-20-18</b>	873342 Ontario Inc. (Kenalex)	North Bay	Trillium Woods subdivision	Parks Creek PSW	Place fill and grade lots in phase III and to construct new single family dwellings in phase III	June 17, 2020	<b>#36-20</b> June 24, 2020
<b>RNB-20-17</b>	Noella Raymond	North Bay	16 Balmoral Cres	Parks Creek PSW	To construct a wooden privacy fence and landscaping	June 8, 2020	<b>#37-20</b> June 18, 2020
<b>RCALL-20-05</b>	Daniel Craig	Callander	510 Pine Creek Cres	Lake Nipissing	To construct a new dock	June 10, 2020	<b>#38-20</b> June 18, 2020
<b>RCHI-20-02</b>	Norman Strongman	Chisholm	240 Greenpoint Road	Wasi Lake	To construct a new single family dwelling	June 17, 2020	<b>#39-20</b> June 18, 2020
<b>RNB-20-16</b>	Dottori/Cou sineau	North Bay	306 Silver Lady Lane	Trout Lake	To construct new accessory structure near lake	June 4, 2020	<b>#40-20</b> June 18, 2020
<b>REF-20-09</b>	Kelly Shulman	East Ferris	2749 Highway 17 East	Unevaluated wetland	To demolish and reconstruct an accessory structure	June 19, 2020	<b>#41-20</b> June 25, 2020



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

FOR NBMCA BOARD INFORMATION ON: August 7, 2020 PERMIT YEAR: 2020

<b>RNB-20-19</b>	Bart Hutson	North Bay	1379 Tower Drive	Doran Creek	To replace a failing driveway culvert	June 20, 2020	<b>#42-20</b> June 25, 2020
<b>RNB-20-21</b>	David Elgie	North Bay	37 Sunset Blvd.	Lake Nipissing	To construct an attached garage	June 23, 2020	<b>#43-20</b> June 25, 2020
<b>RNB-20-15</b>	Nav Bopari	North Bay	Thompson Ave subdivision	Unevaluated wetland	To clear and grub site (Phase I and II), to place fill and prepare foundation for condominium	June 30, 2020	<b>#44-20</b> July 2, 2020
<b>RNB-20-23</b>	F and A Cerilli	North Bay	27 Trillium Drive	Parks Creek PSW	To construct an addition to an existing deck	June 25, 2020	<b>#45-20</b> July 2, 2020
<b>REF-20-11</b>	Michel LeBoeuf	East Ferris	23 Perron Crescent	Lake Nobsong	To place top soil for seeding and construct garden beds	July 2, 2020	<b>#46-20</b> July 2, 2020
<b>RCALL-20-07</b>	Wistawasin g Ltd	Callander	154 Wasi Falls Road	Lake Nipissing	To reconstruct an destroyed crib dock	June 29, 2020	<b>#47-20</b> July 2, 2020
<b>RCAL-20-01</b>	Calvin Township	Calvin	Township Road Right of Ways	Unnamed watercourse	To undertake ditching maintenance and replace a failing culvert at Mt. Pleasant and Peddlers Dr intersection	July 15, 2020	<b>#48-20</b> July 16, 2020
<b>RNB-20-24</b>	Jason Caruso	North Bay	207 West Peninsula	Trout Lake	To construct a dock and create a crushed stone pathway	July 2, 2020	<b>#49-20</b> July 16, 2020

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

**FOR NBMCA BOARD INFORMATION ON:** August 7, 2020

**PERMIT YEAR:** 2020

<b>REF-20-10</b>	Richard Gauthier	East Ferris	Island B Lake Nosbonsing	Lake Nosbonsing	To demolish existing boat house and remove rocks from cribs and place along shoreline	June 29, 2020	<b>#50-20</b> July 16, 2020
<b>RNB-20-22</b>	Stephen Way	North Bay	2661 Northshore Road	Trout Lake	To construct erosion protection along shoreline and construct deck	June 29, 2020	<b>#51-20</b> July 16, 2020
<b>RNB-20-27</b>	MacDowall/ Horton	North Bay	1020 Four Mile Lake Road	Four Mile Lake	To construct access stairs to lake, deck and a dock	July 2, 2020	<b>#52-20</b> July 16, 2020
<b>RNB-20-20</b>	NBMCA	North Bay	Eva Wardlaw Conservation Area	Lake Nipissing	To place large rocks along eroding shoreline for protection	July 3, 2020	<b>#53-20</b> July 16, 2020
<b>RNB-20-26</b>	Truchon/Go ulet	North Bay	Vacant Lot Birchs Road	Unevaluated wetland	To place fill within existing berm	July 15, 2020	<b>#54-20</b> July 16, 2020
<b>RBO-20-01</b>	Bonfield Township	Bonfield	Road right-of-way Line 3 South	Triburaty to Kaibuskong River	To replace failing culvert	July 13, 2020	<b>#55-20</b> July 23, 2020
<b>RNB-20-25</b>	Frank Valenti	North Bay	453 Surrey Drive	North Bay escarpment	To construct a new single family dwelling	July 20, 2020	<b>#56-20</b> July 23, 2020
<b>REF-20-12</b>	G and B Pugh	East Ferris	497 Guillemette Road	Lake Nosbonsing	To construct a dock	July 20, 2020	<b>#57-20</b> July 23, 2020

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

FOR NBMCA BOARD INFORMATION ON: August 7, 2020 PERMIT YEAR: 2020

<b>RNB-20-28</b>	S and B Bailey	North Bay	254 Silver Lady Lane	Trout Lake	To construct a fence	July 13, 2020	<b>#58-20</b> July 23, 2020
<b>REF-20-14</b>	Dan Reynolds	East Ferris	1785 Highway 17 East	La Vase River PSW	To construct a new shed	July 14, 2020	<b>#59-20</b> July 30, 2020
<b>R1-LD-20</b>	MNRF c/o Mattawa and Area Snowmobile Club	Lauder	MacBrian Road	Unnamed watercourse	To replace a failing wooden bridge on snowmobile trail with new culvert	July 23, 2020	<b>#60-20</b> July 30, 2020
<b>RBO-20-02</b>	Bonfield Township	Bonfield	Kaibuskong Park	Lake Nosbonsing	Beach reclamation and placement of sand outside floodplain	July 27, 2020	<b>#61-20</b> July 30, 2020
<b>RNB-20-30</b>	Rosanne McLachlan	North Bay	15 Shore Acres Blvd.	Lake Nipissing	To reconstruct deck in larger footprint	July 27, 2020	<b>#62-20</b> July 30, 2020
<b>RMATT-20-04</b>	J and ML Chevrier	Mattawa	151 Earls Lake Road	Earls Lake	To dredge lake fronting property	July 13, 2020	<b>#63-20</b> July 30, 2020
<b>REF-20-13</b>	Brian and Lindsey Jones	East Ferris	34 Kyle Road	Lake Nosbonsing	To alter existing shoreline protection, to reconstruct existing decks, to construct a new deck and stone pathway	July 22, 2020	<b>#64-20</b> July 30, 2020
<b>RCALL-20-08</b>	Hendrik Kirk	Callander	243 Main St North	Callander Bay	Reconstruct damaged shoreline erosion protection	July 12, 2020	<b>#65-20</b> July 30, 2020

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

**FOR NBMCA BOARD INFORMATION ON:** August 7, 2020 **PERMIT YEAR:** 2020

<b>RNB-20-32</b>	R and B LaPorte	North Bay	3571 Highway 11 North	Chippewa Creek PSW	To reconstruct an existing deck	July 27, 2020	<b>#66-20</b> July 30, 2020
<b>RNB-20-33</b>	John MacNeil	North Bay	Lot 9 Surrey Drive Phase 3	Escarpment	To construct a new single family dwelling, garage and install driveway culvert	July 28, 2020	<b>#67-20</b> July 30, 2020
<b>Amendments</b>							
<b>REF-20-11</b>	Michel LeBoeuf	East Ferris	23 Perron Crescent	Lake Nosbonsing	To dredge for geothermal heat loop	July 13, 2020	<b>#46-20</b> <b>Amendment #1</b> July 16, 2020
<b>RNB-18-47</b>	NBMCA	North Bay	La Vase Portages Conservation Area	Brandy Lake and unnamed wetland	To place additional rip rap on abutment of walking bridge	July 30, 2020	<b>#74-18</b> <b>Amendment #1</b> August 6, 2020

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

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

**DATE:** August 19<sup>th</sup>, 2020

**SUBJECT:** Budget Update

**Background:**

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

As the Board Members were informed at the March meeting, that a careful watch of the budget is warranted, this is an update as revenue and expenses by program as of July 31<sup>st</sup>, 2020.

**Analysis:**

At the end of July the overall total revenues are down in comparison to July 2019 only because we have not received the MNRF transfer payment as of July 31<sup>st</sup> 2020. The overall expenses are down approximately 14% as in comparison to last year. The revenue increase is mostly attributed to the fees collected in the Septic OBC program. Expenditures are down because of a hold on capital initiatives pending the outcome of the COVID-19 emergency.

Application was made again this year through Service Canada for summer students wage subsidy. NBMCA has applied for 3 summer labour positions, a Planning and Water Quality Technician position, and a Septic Administrative position for our Parry Sound office. Since last reporting, NBMCA has been approved of 3 positions for a total of 24 weeks for the three positions.

Management has made internal budget accommodations to allow for the hiring of the three summer labour positions. They were hired on June 1<sup>st</sup>, and the wage subsidy covers from July 13<sup>th</sup> to September 4<sup>th</sup>.

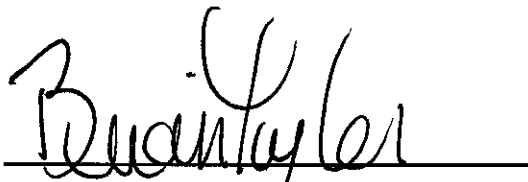
The Mattawa River Canoe Race being cancelled is reflected in the expenses coming in much lower as of the end of July. Registrants and sponsors have agreed to allow NBMCA to defer monies received for next year's Canoe Race. Staff are not noticing much of an impact to the Outreach budget. Staff will keep a careful watch on this budget.

**Recommendation:**

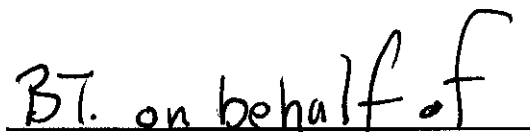
The Chief Administrative Officer is recommending to the Board of Directors that expenditures, between now and the end of the year, be closely monitored.

**RECOMMENDED RESOLUTION:**

**THAT** the Board of Directors receives the Budget Update report at July 31, 2020 be approved and appended to the minutes of this meeting.



Brian Tayler, CAO, Secretary/Manager



Helen Cunningham, Manager, Finance and Human  
Resources

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

SUMMARY

January through June 2020

**DRAFT**

	Budget	Revised Budget	Jan - July 20 Actuals	Variance from Budget	% of Budget	Comments
Income						
3100 · Administration	280,610.00	280,610.00	197,071.36	-83,538.64	70.23%	
3500 · Watershed Planning	109,585.00	109,585.00	62,340.50	-47,244.50	56.89%	
3600 · Flood Control	139,410.00	139,410.00	95,165.00	-44,245.00	68.26%	
3700 · Erosion Control	56,655.00	56,655.00	39,505.00	-17,150.00	69.73%	
3800 · Flood Forecasting	97,896.00	97,896.00	67,201.00	-30,695.00	68.65%	
3900 · Ice Management	9,650.00	9,650.00	10,321.55	671.55	106.96%	
8300 · Capital-Source Water Protection	205,209.00	205,209.00	240,778.47	35,569.47	117.33%	
3200 · Septics	738,450.00	738,450.00	425,837.50	-312,612.50	57.67%	
3400 · Section 28 Regulations	49,209.00	49,209.00	23,982.50	-25,226.50	48.74%	
4200 · Water Quality	13,140.00	13,140.00	4,640.00	-8,500.00	35.31%	
5700 · Outreach	39,950.00	39,950.00	20,026.24	-19,923.76	50.13%	
5600 · Interpretive Centre	194,715.00	194,715.00	123,766.87	-70,948.13	63.56%	
7000 · Lands & Properties	115,024.00	115,024.00	84,873.34	-30,150.66	73.79%	
8600 · Capital-Lands & Properties	359,161.00	359,161.00	359,161.00	0.00	100.0%	
9700 · Capital-Central Services	57,240.00	57,240.00	57,149.56	-90.44	99.84%	
9800 · Capital-DIA Technical Project	232,706.00	232,706.00	232,656.01	-49.99	99.98%	
9900 · Capital-NBMCA Integrated Watershd Strategy	295,324.00	295,324.00	295,324.00	0.00	100.0%	
107-00 · Capital - Stewardship & Restoration	5,612.00	23,492.00	6,985.77	-16,506.23	29.74%	
109-00 · Capital-WECI Project 2018/2019	403,051.00	353,414.00	353,414.00	0.00	100.0%	
<b>Total Income</b>	<b>3,402,597.00</b>	<b>3,370,840.00</b>	<b>2,700,199.67</b>	<b>-702,397.33</b>	<b>80.11%</b>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

SUMMARY

January through June 2020

**DRAFT**

	Budget	Revised Budget	Jan ~July 20 Actuals	Variance from Budget	% of Budget	Comments
Expense						
3100 · Administration	280,610.00	280,610.00	158,016.75	-122,593.25	56.31%	
3500 · Watershed Planning	110,680.00	110,680.00	59,951.93	-50,728.07	54.17%	
3600 · Flood Control	139,410.00	139,410.00	91,111.41	-48,298.59	65.36%	
3700 · Erosion Control	56,655.00	56,655.00	39,649.54	-17,005.46	69.98%	
3800 · Flood Forecasting	97,896.00	97,896.00	58,494.69	-39,401.31	59.75%	
3900 · Ice Management	9,650.00	9,650.00	5,231.21	-4,418.79	54.21%	
8300 · Capital-Source Water Protection	205,209.00	205,209.00	137,390.86	-67,818.14	66.95%	
3200 · Septics	738,450.00	738,450.00	424,988.21	-313,461.79	57.55%	
3400 · Section 28 Regulations	49,209.00	49,209.00	28,008.59	-21,200.41	56.92%	
4200 · Water Quality	13,140.00	13,140.00	146.47	-12,993.53	1.12%	
5700 · Outreach	39,950.00	39,950.00	8,427.97	-31,522.03	21.1%	
5600 · Interpretive Centre	194,715.00	194,715.00	121,293.47	-73,421.53	62.29%	
7000 · Lands & Properties	115,024.00	115,024.00	75,087.92	-39,936.08	65.28%	
8600 · Capital-Lands & Properties	359,161.00	359,161.00	95,372.03	-263,788.97	26.55%	
9700 · Capital-Central Services	57,240.00	57,240.00	17,138.71	-40,101.29	29.94%	
9800 · Capital-DIA Technical Project	232,706.00	232,706.00	126,483.45	-106,222.55	54.35%	
9900 · Capital-NBMCA Integrated Watershed S	303,208.00	303,208.00	110,031.59	-193,176.41	36.29%	
107-00 · Capital - Stewardship & Restoration	5,612.00	23,492.00	6,615.16	-16,876.84	28.16%	
109-00 · Capital-WECI Project 2015/2016	403,051.00	353,414.00	22,950.94	-330,463.06	6.49%	
<b>Total Expense</b>	<b>3,411,576.00</b>	<b>3,379,819.00</b>	<b>1,586,390.90</b>	<b>-1,793,428.10</b>	<b>46.94%</b>	
<b>Net</b>			<b>1,113,808.77</b>			





## Balance Sheet at July 31, 2020

*Draft*

### Unaudited Financial Statements

	July 31, 2020	June 30, 2020
<b><u>FINANCIAL ASSETS</u></b>		
Cash	1,549,600.75	1,636,820.67
Accounts Receivable	209,692.50	198,677.48
HST Receivable	14,895.60	11,530.11
<b>Total Financial Assets</b>	<b>1,774,188.85</b>	<b>1,847,028.26</b>
<b><u>LIABILITIES</u></b>		
Accounts Payable	80,937.20	21,232.61
HST	182.76	3,671.93
Payroll Liabilities Payable	119,110.14	119,110.14
Accrued Liabilities & Miscellaneous	15,000.00	15,000.00
	215,230.10	159,014.68
<b><u>Deferred Revenue</u></b>		
Lands & Properties Capital	184,164.13	184,164.13
Source Protection Interest Earned	2,309.25	2,309.25
DIA Technical	39,617.17	39,617.17
NBMCA Watershed Plan	93,910.82	93,910.82
WECI - 2018/2019	64,972.70	64,972.70
	384,974.07	384,974.07
<b><u>Long Term Debt:</u></b>		
Bank Loan	602,371.73	604,086.75
City of North Bay Loan - LSHSC	20,000.00	20,000.00
<b>Total Liabilities</b>	<b>622,371.73</b>	<b>624,086.75</b>
	<b>1,222,575.90</b>	<b>1,168,075.50</b>
<b><u>Non-Financial Assets</u></b>		
Tangible Capital Assets	13,782,413.48	13,782,413.48
Pre-Paid Expenses	13,069.39	13,069.39
	<b>13,795,482.87</b>	<b>13,795,482.87</b>
<b>Accumulated Surplus (note 1)</b>	<b>14,347,095.82</b>	<b>14,474,435.63</b>

## NOTES TO FINANCIAL STATEMENTS

### 1. Accumulated surplus

Surplus (Deficit)	883,107.34
Septic Building permit reserve	166,413.00
LSHSC Capital Reserve	173,550.00
LSHSC Operating Reserve	16,392.00
LSHSC Land Acquisition Reserve	88,604.00
Tangible Capital Assets	13,782,413.48
To be recovered from future revenues	-763,384.00
Balance, end of March 2019	<b>14,347,095.82</b>



**REVENUES COMPARISON  
2020 to 2019**

Jan -July 20 Actuals	Jan -July 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020
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	Jan -July 20 Actuals	Jan -July 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020
Income				
3100 · Administration	197,071.36	218,675.38	21,604.02	111%
3500 · Watershed Planning	62,340.50	87,534.85	25,194.35	140%
3600 · Flood Control	95,165.00	140,045.01	44,880.01	147%
3700 · Erosion Control	39,505.00	55,880.06	16,375.06	141%
3800 · Flood Forecasting	67,201.00	96,579.04	29,378.04	144%
3900 · Ice Management	10,321.55	14,248.39	3,926.84	138%
8300 · Capital-Source Water Protection	240,778.47	267,900.88	27,122.41	111%
3200 · Septics	425,837.50	387,131.09	-38,706.41	91%
3400 · Section 28 Regulations	23,982.50	27,155.00	3,172.50	113%
4200 · Water Quality	4,640.00	4,545.00	-95.00	98%
5700 · Outreach	20,026.24	42,359.68	22,333.44	212%
5600 · Interpretive Centre	123,766.87	128,356.96	4,590.09	104%
7000 · Lands & Properties	84,873.34	89,571.58	4,698.24	106%
8600 · Capital-Lands & Properties	359,161.00	357,395.00	-1,766.00	100%
9700 · Capital-Central Services	57,149.56	50,300.00	-6,849.56	88%
9800 · Capital-DIA Technical Project	232,656.01	193,060.00	-39,596.01	83%
9900 · Capital-Integrated Watershd Strategy	295,324.00	312,081.00	16,757.00	106%
107-00 · Capital - Stewardship	6,985.77	11,052.45	4,066.68	158%
109-00 · Capital-WECI Project 2018/2019	353,414.00	317,573.00	-35,841.00	90%
<b>Total Income</b>	<b>2,700,199.67</b>	<b>2,801,444.37</b>	<b>101,244.70</b>	<b>104%</b>



**EXPENDITURE COMPARISON**  
**2020 to 2019**

	Jan ~July 20 Actuals	Jan ~July 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020
3100 · Administration	158,016.75	181,300.95	23,284.20	114.74%
3500 · Watershed Planning	59,951.93	67,686.46	7,734.53	112.9%
3600 · Flood Control	91,111.41	193,696.71	102,585.30	212.59%
3700 · Erosion Control	39,649.54	47,578.86	7,929.32	120.0%
3800 · Flood Forecasting	58,494.69	64,699.51	6,204.82	110.61%
3900 · Ice Management	5,231.21	10,752.51	5,521.30	205.55%
8300 · Capital-Source Water Protection	137,390.86	123,072.54	-14,318.32	89.58%
3200 · Septics	424,988.21	414,531.25	-10,456.96	97.54%
3400 · Section 28 Regulations	28,008.59	21,801.13	-6,207.46	77.84%
4200 · Water Quality	146.47	6,006.22	5,859.75	4,100.65%
5700 · Outreach	8,427.97	34,578.14	26,150.17	410.28%
5600 · Interpretive Centre	121,293.47	111,565.79	-9,727.68	91.98%
7000 · Lands & Properties	75,087.92	70,275.33	-4,812.59	93.59%
8600 · Capital-Lands & Properties	95,372.03	67,856.31	-27,515.72	71.15%
9700 · Capital-Central Services	17,138.71	19,092.85	1,954.14	111.4%
9800 · Capital-DIA Technical Project	126,483.45	104,683.19	-21,800.26	82.76%
9900 · Capital-Integrated Watershed Strategy	110,031.59	152,652.64	42,621.05	138.74%
107-00 · Capital - Stewardship & Restoration	6,615.16	47,376.93	40,761.77	716.19%
109-00 · Capital-WECI Project 2015/2016	22,950.94	70,426.48	47,475.54	306.86%
<b>Total Expense</b>	<b>1,586,390.90</b>	<b>1,809,633.80</b>	<b>223,242.90</b>	<b>114.07%</b>

**DRAFT**

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

**ORIGIN:** Chief Administrative Officer  
Secretary Treasurer

**SUBJECT:** Recommended Changes to Employee Benefits

**DATE:** August 13, 2020

**Background:**

North Bay-Mattawa has always had a generous employee benefit plan. The plan hasn't changed much in the 15 years, if at all. Two changes are being recommended as a way to keep the plan current with recent circumstances.

The first recommendation is to extend the current health and life insurance benefits beyond 65 years to 70 years of age. The 65 year old limit was based on a previous legislation requiring employees to retire at that age. This is no longer the case and employees can now work to 70 years.

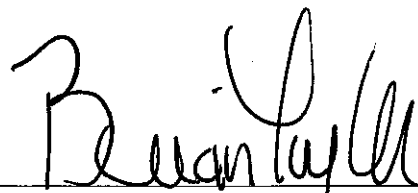
The second recommendation is to expand the bundled mental health benefit to include access to Psychotherapists as professionals qualified to assist staff when they require counseling or treatment. When the plan was originally put in place these professionals were not available or widely known. Many employers are now recognizing the value of the treatment they can provide. Our recent understanding of the importance of maintaining good mental health suggests this would be a positive move by the organization. In addition, a change to the annual maximum limit for a staff member is being recommended. Presently the limit for the bundled health benefit is \$200.00. An increase to \$500.00 for the limit is suggested. Put simply, this adjustment would allow a staff member to have more than one visit annually.

**Analysis:**

The changes being recommended have a minimal financial impact on the organization (\$765.00/year at current staff levels). Keeping the plan current makes sense from an organizational perspective. Keeping employees healthy at home and work is an important value to have at NBMCA.

Attached to this report is a table from our carrier Mosey and Mosey confirming the annual cost of the change if approved by the Members.

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



Brian Tayler, Chief Administrative Officer – Secretary Treasurer

**North Bay Mattawa Conservation Authority  
Plan Design Alternatives for Manulife #32300  
Class 801 (Plan CA) and Class 802 (Plan RC)  
July 8, 2020**

	Single Rate	Family Rate	Single	Family
Current Health Care Monthly Rates (Plan CA):	\$55.89	\$172.43	1	18
Current Health Care Monthly Rates (Plan RC):	\$57.22	\$167.50	0	0

Health Premiums (CA) **\$3,160**  
Health Premiums (RC) **\$0**

Dental Premiums **\$1,888**  
**\$5,048**

Current Dental Care Monthly Rates (Plan CA): **\$34.18**      **\$102.99**      **1**      **18**

Benefit	Option	Plan Design	Adjustment To Current Rates	Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
Health Termination	Current	Plan CA: Benefit termination is age 65 or earlier retirement	\$0.00	0.0%	\$0	\$0
	Option 1	Plan CA: Benefit termination is age 67 or earlier retirement	\$0.00	0.0%	\$0	\$0
	Option 2	Plan CA: Benefit termination is age 68 or earlier retirement	\$0.00	0.0%	\$0	\$0
	Option 3	Plan CA: Benefit termination is age 69 or earlier retirement	\$0.00	0.0%	\$0	\$0
Paramedical	Option 4	Plan CA: Benefit termination is age 70 or earlier retirement	\$0.00	0.0%	\$0	\$0
	Current	Definition of Psychologist				
	Option 1-Plan CA	Plan CA: Add Psychotherapists under the definition of Psychologist for a combined \$200 per calendar year.	\$0.00	0.0%	\$0	\$0
	Option 1-Plan RC	Plan RC: Add Psychotherapists under the definition of Psychologist for a combined \$200 per calendar year.	\$0.00	0.0%	\$0	\$0
Paramedical	Current	Psychologist & Christian Science Practitioners: \$200 per calendar year per practitioner.				
	Option 1-Plan CA	Plan CA: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$300 per calendar year.	\$0.56	+1.0%	\$32	\$384
	Option 1-Plan RC	Plan RC: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$300 per calendar year.	\$0.57	+1.0%	\$0	\$0
	Option 2-Plan CA	Plan CA: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$400 per calendar year.	\$0.84	+1.5%	\$47	\$564
	Option 2-Plan RC	Plan RC: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$400 per calendar year.	\$0.86	+1.5%	\$0	\$0
	Option 3-Plan CA	Plan CA: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$500 per calendar year.	\$1.12	+2.0%	\$53	\$756
	Option 3-Plan RC	Plan RC: Bundle Mental Health Benefit includes Psychologist, Psychotherapists and Christian Science Practitioners for a combined maximum of \$500 per calendar year.	\$1.14	+2.0%	\$0	\$0
	Current	Psychologist & Christian Science Practitioners: \$200 per calendar year per practitioner.				
	Option 1-Plan CA	Plan CA: Remove Christian Science Practitioners: \$200 per calendar year.	\$0.00	0.0%	\$0	\$0
	Option 1-Plan RC	Plan RC: Remove Christian Science Practitioners: \$200 per calendar year.	\$0.00	0.0%	\$0	\$0



Mosey & Mosey