

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

SEVENTH Meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on September 23, 2020 as an electronic meeting via Zoom.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(6:04pm – 7:23pm)
Callander, Municipality of	-	Rob Noon	(6:04pm – 7:23pm)
Calvin, Township of	-	Dean Grant	(6:04pm – 7:23pm)
Chisholm, Township of	-	Nunzio Scarfone	(6:04pm – 7:23pm)
East Ferris, Municipality of	-	Pauline Rochefort	(6:04pm – 7:23pm)
Mattawa, Town of	-	Loren Mick	(6:04pm – 7:23pm)
North Bay, City of	-	Dave Mendicino	(6:04pm – 7:23pm)
North Bay, City of	-	Chris Mayne	(6:04pm – 7:23pm)
North Bay, City of	-	Simon Blakeley	(6:04pm – 7:23pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(6:04pm – 7:23pm)
Powassan, Municipality of	-	Dave Britton	(6:04pm – 7:23pm)

MEMBER(S) ABSENT:

Mattawan, Municipality of	-	Michelle Lahaye
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ALSO PRESENT:

Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Supervisor, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Kurtis Romanchuk, Water Resources Engineer
Paula Scott, Director, Planning & Development/Deputy CAO
Rebecca Morrow, Administrative Assistant
Robin Allen, Manager, On-Site Sewage System Program
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. 58-20, Mayne-Blakeley

THAT the agenda be approved as presented.

Carried Unanimously

2. Declaration of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes of August 19, 2020

After discussion the following resolution was presented:

Resolution No. 59-20, Rochefort-Noon

THAT the minutes from the August 19, 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. 60-20, Grant-Scarfone

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses September 14, 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. 61-20, Scarfone-Britton

THAT the Board of Directors receives the Budget Update report at August 31, 2020;

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

Carried Unanimously

7. Septic Staff Designations

Brian Tayler provided an update on staff in the septic program, and introduced Robin Allen. After discussion, the members thanked Brian and Robin and the following resolution was presented:

Resolution No. 62-20, Mick-Belanger

THAT Jillian Fitzmaurice, Building Code Identification Number (BCIN) 102007 is appointed to the position of Inspector with powers and duties of an Inspector as they relate to Part 8 of the Ontario Building Code (OBC);

THAT Ella Bird, Building Code Identification Code Number (BCIN) 46172, is appointed to the position of Senior Inspector with powers and duties of a Chief Building Official as they relate to Part 8 of the Ontario Building Code (OBC), and

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

Carried Unanimously

8. Conservation Ontario's Client Service and Streamlining Initiatives: Policy Development and Mapping update

Paula Scott presented her report to members. After discussion, the members thanked Paula and staff for their work in putting this policy together. After discussion, the following resolution was presented:

Resolution No. 63-20, Mayne-Grant

THAT the Board of Directors approves the Document "**NBMCA's Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses**" for use by staff in administration of the Regulation, and;

THAT the Board of Directors approves the document “**Planning and Development Administrative Procedural Manual**” for use by staff in the administration of the Planning, Regulation and On-Site Sewage System Programs, and;

FURTHER THAT the Board of Directors approves the **Approximate Regulated Area Screening Maps** updates as presented, and

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

Carried Unanimously

Management Team Essential Services Update

9. Conservation Area Capital Progress update

Brian Tayler gave an update to members on Conservation Area Capital. After discussion, the following resolutions were presented:

Resolution No. 64-20, Rochefort-Britton

THAT the Board of Directors receives the Conservation Areas, Land Capital Report dated September 23, 220 for information purposes, and

FURTHER THAT this report is appended to the minutes of this meeting.

Carried Unanimously

Resolution No. 65-20, Belanger-Scarfone

THAT the Members direct staff to place \$10,000.00 into the Land Acquisition Reserve from the 2020 Lands and Property Capital for Conservation Areas and Trails Account.

Carried Unanimously

10. Laurentian Ski Hill Funding Request (LSHSC)

Brian Tayler provided a report to members outlining a request for funding from Laurentian Ski Hill and Snowboarding Club (LSHSC). After discussion, the following resolution was presented:

Resolution No. 66-20, Blakeley-Mayne

THAT the Board of Directors receives the Operating and Capital Reserve Requests from the LSHSC in the amount of \$23,800.00 for expenses relating to wages, utilities, a snow gun, rotary cutter and a safety fence, and an additional \$10,000.00 from Capital Reserves for the purchase of a Pump Skid is approved, and

FURTHER THAT this report is appended to the minutes of this meeting.

Carried Unanimously

11. Essential Services Update

Each member from the Management team provided an update to members. After discussion, the members thanked staff for their update.

12. Water Erosion Control Infrastructure (WECI)

Brian Tayler provided an update to members on the Chippewa Creek WECI project. After discussion the following resolutions were presented. A weighted vote was recorded.

Resolution No. 67-20, Mayne-Britton

THAT the Board of Directors approves a non-matching benefitting levy to the City of North Bay in the amount of \$200,000.00 to assist in funding the replacement of the Chippewa Creek at Oak Street pedestrian bridge.

Municipality	Member	Vote %	Vote
Powassan	Dave Britton	0.10	Yes
Mattawan	Michelle Lahaye	0.15	Absent
Bonfield	Jane Lagassie	8.21	Yes
North Bay	Chris Mayne	16.67	Yes
Mattawa	Loren Mick	2.47	Yes
Papineau/Cameron	Shelley Belanger	1.94	Yes
North Bay	Dave Mendicino	16.67	Yes
Callander	Robb Noon	15.71	Yes
Calvin	Dean Grant	2.98	Yes
Chisholm	Nunzio Scarfone	3.48	Yes
North Bay	Simon Blakeley	16.67	Yes
East Ferris	Pauline Rochefort	14.96	Yes

Carried

Resolution No. 68-20, Belanger-Mayne

THAT the Members approve of a transfer of \$64,972 from deferred revenue for Water and Erosion Control and \$90,000.00 from the Capital Lands and Property into the 2020 Watershed and Erosion Control Program.

Carried Unanimously

Resolution No. 69-20, Lagassie-Noon

THAT the Members approve awarding the Chippewa Creek at Oak Street Water Erosion Control Infrastructure capital project to CSL Group Limited with an upset limit of \$775,000.00 before taxes.

Carried Unanimously

13. Closed Session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No. 70-20, Blakeley-Mayne

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

Carried Unanimously

Resolution No. 71-20, Mick-Noon

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

Carried Unanimously

14. New Business

None declared

15. Adjournment (7:23 p.m.)

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

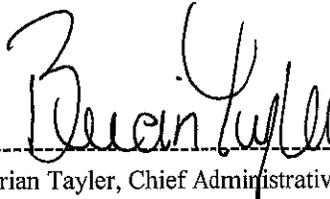
Resolution No. 72-20, Belanger-Grant

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday October 28, 2020 at a location to be determined or at the call of the Chair.

Carried Unanimously



Dave Mendicino, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

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

ORIGIN: Valerie Murphy, Regulations Officer

DATE: September 14, 2020

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

Background:

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

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

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

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

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

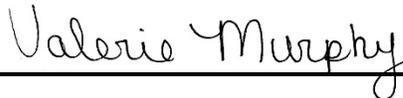
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

Analysis:

17 new permits and 1 permit amendment has 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, three were for the construction of an addition to an existing dwelling and the replacement of existing culverts. Two permits were issued for each of the following activities: the construction of a single family dwelling, the placement of fill material and landscaping. One permit was also issued for each of the following activities: site grading, the construction of a deck, the construction of an accessory structure, the construction of a fence and the development of a community recreation center.

One permit amendment was issued for the construction of a shed and deck on a property.



Valerie Murphy, Regulations Officer

Brian Tayler, CAO-Secretary Treasurer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 14, 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
RCALL-20-09	Tim Falconi	Callander	419 Main Street South	Callander Bay	To construct an addition to an existing dwelling	July 28, 2020	#68-20 August 6, 2020
RNB-20-29	Elsie Butti	North Bay	757 Lakeshore Drive	Lake Nipissing	Grade built up beach sand on beach	July 27, 2020	#69-20 August 6, 2020
RNB-20-31	City of North Bay	North Bay	Municipal road right-of-way Carmichael Drive	Unnamed tributary to Lees Creek	To replace existing wooden box culvert with new culvert	July 27, 2020	#70-20 August 6, 2020
RCHI-20-03	Chisholm Township	Chisholm	Township road right-of-way along Alderdale Road	Unnamed tributaries to Graham Creek and unnamed wetlands	Replacement of 2 culverts in watercourses and ditching work along roadway	August 10, 2020	#71-20 August 13, 2020
REF-20-15	J and P Prentice	East Ferris	560 Nosbonsing Park Road	Lake Nosbonsing	Addition to an existing deck	August 11, 2020	#72-20 August 13, 2020
REF-20-16	K and G Daniels	East Ferris	51 Stepping Stone Lane	Trout Lake, tributary to Trout Lake and wetland	Construction of a new screened in sunroom	August 4, 2020	#73-20 August 13, 2020

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 14, 2020

PERMIT YEAR: 2020

RNB-20-35	Mary Wright	North Bay	973 Premier	Lake Nipissing	Demolish existing dwelling and construct new dwelling	August 10, 2020	#74-20 August 13, 2020
RNB-20-34	John Miller	North Bay	1191 Premier Road	Lake Nipissing	Enclose area under existing upper level deck	August 11, 2020	#75-20 August 13, 2020
RNB-20-36	Erin Wickett-Duff and Kevin Duff – Fairview Park	North Bay	395 Riverbend Road	La Vase River	Stabilize eroding roadway bank within park	August 10, 2020	#76-20 August 13, 2020
RNB-20-37	City of North Bay	North Bay	1099 Lakeshore Drive	La Vase River and unnamed wetland	Construction of new Community Recreations Center	August 25, 2020	#77-20 August 24, 2020
RBO-20-03	Barbara Tayler	Bonfield	354 Grey Rock Lane	Tributary to Lake Talon	Replacement of filling driveway culvert	August 13, 2020	#78-20 August 20, 2020
RCAL-20-02	R and N Amyot	Calvin	Vacant lot Highway 17 East – on Pimisi Lake	Pimisi Lake	Construction of a new sleep cabin	August 10, 2020	#79-20 August 20, 2020
REF-20-17	Heather Leckie	East Ferris	244 Maple Lane	Trout Lake	Reconstruction of a single family dwelling	August 17, 2020	#80-20 August 21, 2020

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 14, 2020

PERMIT YEAR: 2020

RNB-20-38	Nino Delfino	North Bay	540 Peninsula	Trout Lake	To construct a natural stone patio and walkway	August 20, 2020	#81-20 August 26, 2020
RCALL-20-10	T and E Hyatt	Callander	296 Lighthouse Road	Lake Nipissing	To add additional rock to existing erosion protection structure	August 24, 2020	#82-20 September 3, 2020
REF-20-18	Travis Tennant	East Ferris	92 Marina Road	Lake Nosbonsing	To construct a privacy fence	August 26, 2020	#83-20 September 3, 2020
RNB-20-39	Yves Rochon	North Bay	131 West Peninsula	Trout Lake	To install stormwater soak away pits, to place top soil and sod and plant trees	August 31, 2020	#84-20 September 3, 2020
Amendments							
RNB-20-17	Noella Raymond	North Bay	16 Balmoral Cres	Parks Creek PSW	To construct a shed and deck	August 30, 2020	#37-20 Amendment #1 September 3, 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: September 23rd, 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 August 31st, 2020.

Analysis:

At the end of August the overall total revenues are down in comparison to August 2019 only because we have not received the MNRF transfer payment as of August 31st 2020. The overall expenses are down approximately 18% as in comparison to last year. The revenue increase is mostly attributed to the fees collected in the Septic OBC program which are holding at approx. 8.5% above last year. Expenditures are down because of a delay on capital initiatives pending the outcome of the COVID-19 emergency.

Staff have been tracking COVID-19 related expenditures and as of August 31st NBMCA has incurred \$16,500.00. Staff are looking into any Federal or Provincial grants to help reimburse some of these costs.

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

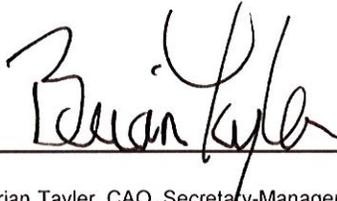
The Mattawa River Canoe Race being cancelled is reflected in the expenses coming in much lower as of the end of July. Registrants and sponsors have agreed to allow NBMCA to defer monies received for next year's Canoe Race. Staff are not noticing much of an impact to the Outreach budget. Staff will keep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

Draft

BALANCE SHEET at August 31, 2020

Unaudited Financial Statements

	August 31, 2020	July 31, 2020
<u>FINANCIAL ASSETS</u>		
Cash	1,508,175.87	1,549,600.75
Accounts Receivable	208,203.50	209,692.50
HST Receivable	18,909.13	14,895.60
	<u>1,735,288.50</u>	<u>1,774,188.85</u>
Total Financial Assets		
<u>LIABILITIES</u>		
Accounts Payable	97,602.82	80,937.20
HST	456.52	182.76
Payroll Liabilities Payable	119,110.14	119,110.14
Accrued Liabilities & Miscellaneous	<u>15,000.00</u>	<u>15,000.00</u>
	232,169.48	215,230.10
<u>Deferred Revenue</u>		
Lands & Properties Capital	184,164.13	184,164.13
Drinking Water Source Protection Program Interest Earned	2,309.25	2,309.25
DIA Technical	39,617.17	39,617.17
NBMCA Watershed Plan	93,910.82	93,910.82
WECl - 2018/2019	<u>64,972.70</u>	<u>64,972.70</u>
	384,974.07	384,974.07
<u>Long Term Debt:</u>		
Bank Loan	600,781.29	602,371.73
City of North Bay Loan - LSHSC	<u>20,000.00</u>	<u>20,000.00</u>
Total Liabilities	620,781.29	622,371.73
	<u>1,237,924.84</u>	<u>1,222,575.90</u>
<u>Non-Financial Assets</u>		

Tangible Capital Assets (note 2)	13,789,599.48	13,782,413.48
Pre-Paid Expenses	<u>13,069.39</u>	<u>13,069.39</u>
	13,802,668.87	13,795,482.87

	<u>14,300,032.53</u>	<u>14,347,095.82</u>
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Accumulated Surplus (note 1)	<u>14,300,032.53</u>	<u>14,347,095.82</u>
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NOTES TO FINANCIAL STATEMENTS

1. Accumulated surplus

Surplus (Deficit)	328,858.05
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	13,789,599.48
Amounts to be recovered from future revenues	<u>-763,384.00</u>
Balance, end of March 2019	<u>14,300,032.53</u>

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REVENUES COMPARISON

2020 to 2019

	Jan -Aug 20 Actuals	Jan -Aug 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
Income					
3100 · Administration	197,352.03	220,343.17	22,991.14	112%	
3500 · Watershed Planning	62,340.50	94,674.85	32,334.35	152%	
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	533,327.50	494,211.09	-39,116.41	93%	
3400 · Section 28 Regulations	33,447.50	34,122.50	675.00	102%	
4200 · Water Quality	4,640.00	4,545.00	-95.00	98%	
5700 · Outreach	20,726.24	44,596.79	23,870.55	215%	
5600 · Interpretive Centre	136,754.50	141,142.74	4,388.24	103%	
7000 · Lands & Properties	86,288.93	89,790.33	3,501.40	104%	
8600 · Capital-Lands & Properties	359,161.00	397,395.00	38,234.00	111%	
9700 · Capital-Central Services	57,149.56	50,300.00	-6,849.56	88%	
9800 · Capital-DIA Technical Project	232,656.01	193,060.00	-39,596.01	83%	
9900 · Capital-NBMCA Integrated Watershd Strategy	295,324.00	312,081.00	16,757.00	106%	
107-00 · Capital - Stewardship & Restoration	15,035.77	17,558.70	2,522.93	117%	
109-00 · Capital-WECI Project 2018/2019	353,414.00	317,573.00	-35,841.00	90%	
112-00 - LSHSC CAPITAL ASSET	65,000.00	64,114.00	-886.00	99%	
114-00 - LSHSC OPERATING RESERVE FUNDS	60,000.00	60,000.00	0.00	100%	
Total Income	2,840,588.56	3,110,161.55	269,572.99	109%	

**EXPENDITURE COMPARISON
2020 to 2019**

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	Jan -Aug 20 Actuals	Jan -Aug 19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
Expense					
3100 · Administration	176,832.75	204,480.25	27,647.50	115.64%	
3500 · Watershed Planning	67,786.31	81,841.14	14,054.83	120.73%	
3600 · Flood Control	106,592.95	223,439.19	116,846.24	209.62%	
3700 · Erosion Control	45,731.80	59,903.62	14,171.82	130.99%	
3800 · Flood Forecasting	65,869.06	77,047.94	11,178.88	116.97%	
3900 · Ice Management	5,231.21	10,752.51	5,521.30	205.55%	
8300 · Capital-Source Water Protection	150,840.02	141,250.23	-9,589.79	93.64%	
3200 · Septics	488,043.96	495,262.46	7,218.50	101.48%	
3400 · Section 28 Regulations	31,482.74	25,839.21	-5,643.53	82.07%	
4200 · Water Quality	190.18	8,146.37	7,956.19	4,283.51%	
5700 · Outreach	9,646.99	39,632.90	29,985.91	410.83%	
5600 · Interpretive Centre	137,512.88	124,597.75	-12,915.13	90.61%	
7000 · Lands & Properties	81,712.18	82,073.59	361.41	100.44%	
8600 · Capital-Lands & Properties	99,608.81	75,086.21	-24,522.60	75.38%	
9700 · Capital-Central Services	18,724.37	21,303.92	2,579.55	113.78%	
9800 · Capital-DIA Technical Project	132,628.01	114,324.67	-18,303.34	86.2%	
9900 · Capital-NBMCA Integrated Watershed Strategy	131,579.77	176,021.63	44,441.86	133.78%	
107-00 · Capital - Stewardship & Restoration	9,093.01	64,054.31	54,961.30	704.44%	
109-00 · Capital-WECI Project 2015/2016	14,737.08	75,590.19	60,853.11	512.93%	
112-00 - LSHSC CAPITAL ASSET	0.00	15,746.26	15,746.26	100.0%	
114-00 - LSHSC OPERATING RESERVE FUNDS	28,000.00	70,500.00	42,500.00	251.79%	
Total Expense	<u>1,801,844.08</u>	<u>2,186,894.35</u>	<u>385,050.27</u>	<u>121.37%</u>	



INCOME STATEMENT for the period of January 1 to August 31, 2020
Unaudited Financial Statements

	Account	August 31, 2020			July 31, 2020		
		Revenue	Expense	Net	Revenue	Expense	Net
Grant Eligible Core Activities							
Administration	31-00	197,592.03	176,832.75	20,519.28	197,071.36	158,016.75	39,054.61
Administration - Amortization Expense			180,894.47	-160,375.19		180,894.47	-141,839.86
Watershed Planning	35-00	62,340.50	67,786.31	-5,445.81	62,340.50	59,951.93	2,388.57
Flood Control	36-00	95,165.00	106,592.95	-11,427.95	95,165.00	91,111.41	4,053.59
Erosion Control	37-00	39,505.00	45,731.80	-6,226.80	39,505.00	39,649.54	-144.54
Flood Forecasting	38-00	67,201.00	65,869.06	1,331.94	67,201.00	58,495.69	8,705.31
Ice Management	39-00	10,321.55	5,231.21	5,090.34	10,321.55	5,231.21	5,090.34
Source Protection Planning			150,840.02	89,938.45		137,390.86	103,387.61
Subtotal	83-00	240,278.47	618,884.10	93,779.45	240,278.47	549,847.99	162,535.49
Conservation Authority Core Activities							
Sepics OBC	32-00	533,327.50	488,043.96	45,283.54	425,837.50	424,988.21	849.29
Regulations and Fisheries	34-00	33,447.50	31,482.74	1,964.76	23,982.50	28,008.59	-4,026.09
Water Quality	42-00	4,640.00	190.18	4,449.82	4,640.00	146.47	4,493.53
Outreach	57-00	20,726.24	9,646.99	11,079.25	20,026.24	8,427.97	11,598.27
Interpretive Centre	56-00	136,754.50	137,512.88	-758.38	123,766.87	121,293.47	2,473.40
Lands and Property Operations			81,712.18	4,576.75		75,087.92	9,785.42
Subtotal	70-00	86,288.93	748,588.93	66,595.74	683,126.45	657,952.63	25,173.82
NBMCA Capital Projects							
Lands and Properties Capital - C/A's/Trails	86-00	359,161.00	99,608.81	259,552.19	359,161.00	126,380.92	233,780.08 TCA Expenses \$30.00
Central Services	97-00	57,149.56	18,724.37	38,425.19	57,149.56	17,138.71	40,010.85
WFCI 2018/2019			14,737.08	338,636.92		22,950.94	330,463.06
Subtotal	109-00	353,414.00	133,070.26	636,654.30	769,724.56	205,580.22	974,727.90

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

ORIGIN: Robin Allen, Manager On-site Sewage System Program

SUBJECT: On-site Sewage System Program Update

Background:

For the information of the Board of Directors, the On-site Sewage System Program has been without a Program Manager since October 2018. Since that time the program has been supported by Management staff. COVID-19 also presented challenges as staff worked remotely. Several program changes have been implemented over the course of two years.

Firstly, the Manager's position was filled on August 24, 2020 by me, Robin Allen. I have worked for the Conservation Authority for 22 years, out of the Parry Sound Office. This move is a very exciting opportunity that I look forward to.

Our newest employee, Jillian Fitzmaurice, began on September 24, 2020 as an Inspector, On-site Sewage Systems in the Parry Sound Office. This is a new contract position for the Parry Sound Office to assist with the increase in volume of applications.

It has also become apparent that it would be beneficial to have two signing officers for Sewage System Permits, for both the North Bay and Parry Sound Offices.

Crystal Barnes is the signing officer for the North Bay Office. Sasha Fredette will pursue the Ministry of Municipal Affairs and Housing (MMAH) General Legal course and exam for Chief Building Official in order to have signing authority for permits.

Robin Allen is the signing officer for the Parry Sound Office. Ella Bird has successfully completed and passed the MMAH General Legal exam for Chief Building Officials.

Analysis:

The Building Code Act under Section 3.1 gives the Conservation Authority the powers to appoint such inspectors as are necessary for the enforcement of the Act.

RECOMMENDED RESOLUTION: That Jillian Fitzmaurice, Building Code Identification Number (BCIN) 102007, is appointed, to the position of Inspector with powers and duties of an Inspector as they relate to Part 8 of the Ontario Building Code (OBC) and,

That Ella Bird, Building Code Identification Number (BCIN) 46172, is appointed, to the position of Senior Inspector with powers and duties of an Inspector as they relate to Part 8 of the Ontario Building Code (OBC)



Robin Allen, Manager, On-site Sewage System Program

Brian Tayler, Secretary Treasurer

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

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

DATE: September 23, 2020

SUBJECT: *Conservation Ontario's Client Service and Streamlining Initiatives*
- Policy Development & Mapping Update

Background:

At the June 24, 2020 Board meeting, staff presented an on-line communication plan for presenting recent Planning & Development initiatives. The following documents and updates are publically available on NBMCA's website:

- NBMCA's Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (<https://www.nbmca.ca/planning-permits/policy-manual-for-administration-of-on-regulation-17706/>),
- NBMCA Planning and Development Administrative Procedural Manual (<https://www.nbmca.ca/planning-permits/planning-development-administrative-procedural-manual/>), and
- The Draft Approximated Regulated Area Mapping Update (https://maps2.camaps.ca/GVH/Index.html?configBase=https://maps2.camaps.ca/Geocortex/Essentials/REST/sites/NBMCA_Public/viewers/NBMCA_Public_VirtualDirectory/Resources/Config/Default).

The social media and consultation period ran from July 3 to August 14, 2020. A summary of the means of communication are found below:



Twitter



NBMCA Website Posting & Comment Forms – July 3, 2020
Media Release – July 6, 2020
Social Media – July 7, 8, 10, 13, August 14, 2020

No comments were received during the commenting period. It should be noted that the documents are living documents that are subject to periodic review and update as new information becomes available.

Analysis:

NBMCA staff present the following Planning & Development initiatives for approval of the Board of Directors:

- ***NBMCA's Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses,***
- ***NBMCA Planning and Development Administrative Procedural Manual,*** and
- ***Updated Approximate Regulated Area Screening Maps***

Upon approval of these initiatives, this will complete NBMCA's checklist of items to be made publicly available as identified by Conservation Ontario for high growth CAs as part of *Conservation Ontario's (COs) Client Service and Streamlining Initiative*.

- ✓ CA-Municipal MOUs or Technical Service Agreements (July 2019)
- ✓ CA Plan Review Advice and Regulation Approvals Policies (September 2020)
- ✓ CA Complete Application Requirements (September 2020)
- ✓ CA Fee Policies and/or Schedules (July 2019)
- ✓ CA Client Service Standards Commitment / Policy (July 2019)
- ✓ Online Screening Maps (July 2020)
- ✓ Annual Report on Review Timelines (Interim Report submitted to CO April 30, 2020)

RECOMMENDED RESOLUTIONS:

That the Board of Directors approves the document "***NBMCA's Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses***" for use by staff in the administration of the Regulation,

That the Board of Directors approves the document "***Planning and Development Administrative Procedural Manual***" for use by staff in the administration of the Planning, Regulation and On-site Sewage System programs, and

That the Board of Directors approves the ***Approximate Regulated Area Screening Maps*** update as presented.



Paula Scott
Director, Planning & Development/Deputy CAO



Brian Tayler, Chief Administrative Officer

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

ORIGIN: Troy Storms, Manager, Lands & Stewardship

DATE: September 23, 2020

SUBJECT: **Conservation Areas, Lands Capital Report**

Background:

The North Bay-Mattawa Conservation Authority (NBMCA) board of directors approves the lands capital as part of the overall conservation authority budget annually.

Allocated funds provide the general public safe access to conservation areas and facilities; maintain safety, upkeep equipment and property belonging to the NBMCA. This equipment and property is also referred to as Tangible Capital Assets. Some examples are: trails, washrooms and roads. These assets typically have a long life span and require inspection and upkeep to limit liability and ensure a positive image for the conservation authority ensuring utmost safety for all.

Annually as part of purchasing policies of the NBMCA, the field operation program oversees the preparation and review of quotations, explores best value for money, ensures innovation and procures capital works to maintain the conservation areas, equipment and infrastructure.

Due to a difficult year with regards to the COVID-19 pandemic, NBMCA field staff were faced with difficulty in obtaining contractors, accessing materials and supplies. As a result the capital plan got off to a slow start and we continue to move forward with many of the capital project anticipated for 2020.

NBMCA field staff have been doing an excellent job maintaining conservation areas doing routine operational tasks to permit the public to visit

Analysis

This fall NBMCA will continue to move forward on the following projects as part of the Conservation Areas Lands Capital program.

NBMCA Capital Projects 2020		
Item	Cost	Notes
Office Sidewalk	13K	Complete
Eau Claire Bridge #2	55K	Pending November
La Vase Bridge Deck	10K	Pending October
LWCA Boardwalk	10K	Deferred to 2021
Kate Pace Paving	37k	Pending October
La Vase Brochure	2.5k	Pending December
Ski Hill Walkway	6.5K	Pending September
Elks Beach	4K	Pending October
Kate Paceway and Kinsman Culverts, etc.	7.5k	Pending November
Office Infrastructure	24K	2 HVAC October
Land Securement	14k	September
Parks Creek Shoreline Restoration	8k	Pending September
Lower Lodge Roof - Shingles	10K	Pending October
Total Proposed	201,500k	
C.A. Capital Budget	216,500k	
Contingency	15,000k	

RECOMMENDED RESOLUTION:

That the Board of Directors receives the report for information purposes, and

Further that the report is to be appended to the minutes of the meeting.

Troy Storms, Manager, Lands & Stewardship

Brian Tayler, CAO/Secretary-Treasurer

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

ORIGIN: CAO, Secretary Treasurer

DATE: September 18, 2020

SUBJECT: Operating and Capital Reserve Requests from the Ski Hill (LSHSC)

Background:

The Conservation Authority holds two reserve accounts for the LSHSC. One is to assist with operational expenses and the other is to help with NBMCA owned capital asset expenses. We have received correspondence requesting \$23,800 from the operating reserve to cover expenses for wages, utilities, software, a snow gun, rotary cutter and a safety net (fence) for ski racing. The safety net was an insurance requirement and was in the order of \$3,000 less than cost if it was purchased in the summer rather than in the fall or winter: the total cost was \$10,000. Their fee revenue is just starting to arrive meaning they are not in a position to meet these expenses.

In addition, I have been advised this week by email the following:

[The] SnowMax machine gave us some trouble at the end of the snowmaking last season. It is 20 years old, about 8 years past its normal life. I talked to SnowMax and they suggest a "P200 Pump Skid" which will sit right beside our existing unit. It will cost around \$8k (plus another thousand for install). This is a pro-active fix for a potential problem that could [mess up] LSH at the wrong time. I [John Strang] hope to have the quote soon. I believe this should be a request to the capital [reserve] as this is an upgrade to [your] current assets.

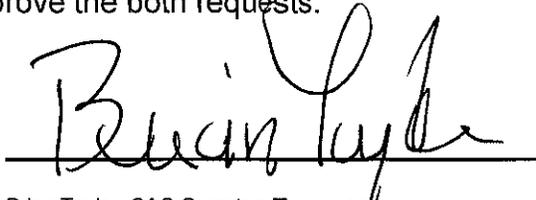
Analysis:

The operating reserve currently has \$46,392.00 in the account meaning the request for operating funds can be accommodated. There is over just over \$232,000 in the capital reserve. Based on John Strang's email approval to pay \$10,000 from the reserve is appropriate.

Please note, the 2019/20 LSHSC audit is not complete and we will see a monthly full financial update until November as required by agreement. I remain fairly confident both will confirm the requests are needed.

Recommendation:

Staff is recommending that the Board approve the both requests.



Brian Tayler, CAO Secretary Treasurer

Brian Tayler, CAO Secretary Treasurer