



**North Bay-Mattawa Conservation Authority
April 28, 2021 6:00pm or
Immediately after the NBMSPA Meeting
VIA ZOOM**

AGENDA

Procedural Matters

1. Approval of the Agenda
2. Delegation(s)
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from March 24, 2021

Written Reports

5. Section 28 Approvals Report (**Appendix #1**)
6. WECl Project at Oak Street North Bay Update (**Appendix #2**)

Presentation

7. Audited Financial Statements –Dean Decaire, BDO (**Appendix #3**)

Verbal Reports

8. Spring Freshet

Other Business

9. New Business
10. Adjournment

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

FOURTH meeting of the North Bay-Mattawa Conservation Authority held at 6:00 p.m. on April 28, 2021 as an electronic meeting via Zoom.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(5:52pm – 6:58pm)
Callander, Municipality of	-	Robb Noon	(5:52pm – 6:58pm)
Chisholm, Township of	-	Nunzio Scarfone	(5:52pm – 6:58pm)
Mattawa, Town of	-	Loren Mick	(5:52pm – 6:58pm)
Mattawan, Municipality of	-	Michelle Lahaye	(5:52pm – 6:58pm)
North Bay, City of	-	Dave Mendicino	(5:52pm – 6:58pm)
North Bay, City of	-	Simon Blakeley	(5:52pm – 6:58pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(5:52pm – 6:58pm)
Powassan, Municipality of	-	Dave Britton	(5:52pm – 6:58pm)

MEMBERS ABSENT:

Calvin, Township of	-	No Appointment
East Ferris, Municipality of	-	Rick Champagne
North Bay, City of	-	Chris Mayne

ALSO PRESENT:

Ann Convery, Accounts payable Clerk
Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Supervisor, Source Water Protection
Dean Decaire, BDO
Kurtis Romanchuk, Water Resources Engineer
Helen Cunningham, Manager, Finance & Human Resources
Paula Scott, Director of Planning and Development/ Deputy CAO
Rebecca Morrow, Administrative Assistant
Shawn Kozmick, GIS Specialist
Sue Buckle, Manager, Communications and Outreach
Teri Brandt, North Bay – Mattawa Source Protection Authority Member
Valerie Murphy, Regulations Officer

1. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 35-21, Lagassie-Scarfone

THAT the agenda be approved as presented.

Carried Unanimously

2. Delegations

No delegations.

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of Previous Minutes of March 24, 2021

After discussion the following resolution was presented:

Resolution No. 36-21, Belanger-Lagassie

THAT the minutes of the meeting held March 24, 2021 are adopted as written.

Carried Unanimously

5. Section 28 Approvals

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

Resolution No. 37-21, Lahaye-Lagassie

THAT the Development, Interference with Wetlands and Alterations to Shorelines and watercourses April 22, 2021 board report is received and appended to the minutes of this meeting.

Carried Unanimously

6. WECI Project at Oak Street North Bay

Kurtis Romanchuk presented a report on the WECI Project at Oak Street North Bay. After discussion, the members thanked Kurtis for his report and the following resolution was presented:

Resolution No. 38-21, Belanger-Scarfone

THAT the report on the Chippewa Creek at Oak Street Channel repair dated April 22, 2021 be received and appended to the minutes of this meeting.

Carried Unanimously

7. Audited Financial Statements

Dean Decaire, BDO presented the draft 2020 Audited Financial Statements. There was some discussion in regard to the deferred Revenue. Members decided that this would be a discussion to have at a later meeting. After further discussion the members thanked Dean for his presentation and the following resolution was presented:

Resolution No. 39-21, Belanger-Lagassie

THAT the audited financial statements for the year 2020 be accepted as presented and;

THAT this report along with the audited financial statements be appended to the minutes of this meeting.

Carried Unanimously

8. Spring Freshet

Kurtis Romanchuk presented an update on the current spring freshet conditions. After discussion, questions and answers the members thanked Kurtis for his presentation.

9. New Business

Simon Blakeley asked about a possible cleanup of Duchesnay Falls. Simon and Sue Buckle were to work together to get in touch with Clean Green and Beautiful North Bay as Duschenay Falls is not one of the NBMCA's Conservation Areas.

Robb Noon informed members that a new Member, Irene Smit from Callander has been appointed to take his place on this Board of Directors. The members thanked Robb for his time on the Board of Directors.

12. Adjournment (6:58 p.m.)

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

Resolution No. 40-21, Scarfone-Belanger

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday May 26, 2021 at in a format to be decided 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: April 22nd, 2021

SUBJECT: Report On Development, Interference with Wetlands, and Alterations to
Shorelines and Watercourses Permits for the members information and
an Interim Reporting on Timelines Update

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

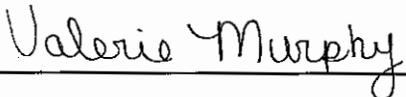
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

Analysis:

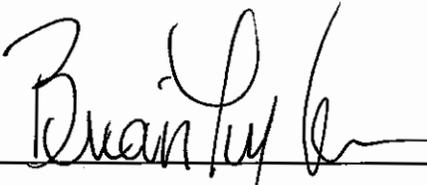
Thirteen new permits and one permit amendment have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table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

Of the newly issued permits, three have been issued each for the construction of decks and new single family dwellings. Two permits were issued for the placement of rip rap for shoreline erosion protection. One permit was also issued for each of the following activities: construct a dock, install a pool, install a fence, site grading and the construction of a water tank for industrial fire suppression.

There was one permit amendment. The amendment was for the transfer of a previously issued permit to a new property owner to complete the approved single family dwelling.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: April 22, 2021

PERMIT YEAR: 2021

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-21-03	Harvey Sefton	East Ferris	130 Woodcliffe Road	Trout Lake	To construct 2 new docks	March 14, 2021	#16-21 March 25, 2021
RNB-21-16	Denis Scanlan	North Bay	1039 Premier	Lake Nipissing	To reconstruct existing lakefront deck	March 29, 2021	#17-21 April 1, 2021
RNB-21-13	Rick Wardell	North Bay	715 Lakeshore Drive	Lake Nipissing	To demolish and reconstruct dwelling. To reconstruct failing retaining wall.	March 23, 2021	#18-21 March 25, 2021
RNB-21-14	Judy Parisien	North Bay	1134 Premier Lot 11	La Vase River and Lake Nipissing	Construct a new single family dwelling	March 23, 2021	#19-21 March 25, 2021
RNB-21-18	Paul Krajc	North Bay	895 Maplegrove	Pinewood Parkway Creek	To install a new pool and deck	April 8, 2021	#20-21 April 15, 2021
RNB-21-19	Randy Scott	North Bay	20 Springdale	Four Mile Lake	To reconstruct an existing deck, in a larger footprint	April 7, 2021	#21-21 April 15, 2021

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: April 22, 2021

PERMIT YEAR: 2021

RNB-21-20	Berry Global Group	North Bay	240 Dupont Road	La Vase River PSW	To construct a new fire water tank	April 8, 2021	#22-21 April 15, 2021
RNB-21-21	Andre Geseron	North Bay	100 Mud Lake Road	Mud Lake and unevaluated wetland	To install a chain-link fence	April 9, 2021	#23-21 April 15, 2021
RNB-21-22	Margaret Ditullio	North Bay	941 Premier	Lake Nipissing	To place rip rap shoreline protection	April 14, 2021	#24-21 April 15, 2021
RNB-21-23	Danielle Laporte and Robert Wigny	North Bay	1101 and 1103 Premier	Lake Nipissing	To place rip rap shoreline protection	April 15, 2021	#25-21 April 15, 2021
RNB-21-24	Jill Viejou and Anthony Giordano	North Bay	131 Campbell Ave	Lake Nipissing	To construct a new deck	April 12, 2021	#26-21 April 22, 2021
REF-21-04	Andre Devost	East Ferris	1118 Highway 94	Unevaluated Wetland	To grade stockpiled fill materials	April 20, 2021	#27-21 April 22, 2021
RCALL-21-02	Troy White for Isaac Fehr	Callander	21 Alexandra Court	Callander Bay	To place fill, construct new dwelling and construct rock revetment	April 21, 2021	#28-21 April 22, 2021
Amendments							

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: April 22, 2021

PERMIT YEAR: 2021

RPA-21-01	Sheldon Crawford	Papineau Cameron	25 Moore's Lane	Boom Lake	Site grading and new single family dwelling	March 29, 2021	#85-20 Amendment #1 April 8, 2021
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North Bay-Mattawa Conservation Authority Annual Reporting on Timelines Interim Report January 1, 2021 to April 22, 2021

The following is a summary of the permit categorization within North Bay-Mattawa Conservation Authority (NBMCA) as well as the summary of the permits issued in the 2021 permitting year from January 1 to April 22 and how they fit into the previous Policy and Procedure Timelines and the new CO Guideline Timelines.

NBMCA considers projects under one of four categories of projects. The categories take into account the size, scope and impacts of the proposal on natural hazards and the landscape. They are: Major, Large, Standard and Small Projects.

Major Projects – Includes activities such as multiple residential units or blocks, institutional and commercial buildings, new infrastructure, major fill activity (greater than 2000m³) and channelization alterations greater than 500m.

Large Projects – New single residential development, replacement infrastructure, foundation reconstructions, fill activity between 500-2000m³.

Standard Projects – Additions, auxiliary buildings or structures less than 1000ft², fill activities 100-500m³, boathouses.

Small Projects - Auxiliary structures less than 20m², fill activity less than 100m³, docks.

For consistency, NBMCA has reviewed the permit categories as outlined in section 2.2 of the Annual Reporting on Timelines Template document and determined how NBMCA categories fit with those in the reporting template.

Generally Major and Large Projects involve significant staff involvement and require more complex technical reviews and supporting reports, such as engineering reports or environmental impact studies. This would fall under the Annual Reporting on Timelines Major applications category.

NBMCA's standard project category generally covers projects with a lower level of risk, not typically within the hazard but within the allowance and impacts to the hazard are small. This would fall under the Annual Reporting on Timelines Minor applications category.

The Small Project category covers activities that are very minor in nature and would have limited impact on the hazard. This would fall under the Annual Reporting on Timelines Routine category.

This explanation outlines how NBMCA will categorize our permits within those outlined in the Annual Reporting on Timelines Template.

January 1 to April 22, 2021

Summary of all Section 28 Permits in Area of Jurisdiction of North Bay-Mattawa Conservation Authority

The following table summarizes all Section 28 permits issued since January 1, 2021 through to April 22, 2021.

Conservation Authority	Number of Permits Issued Within Policy and Procedure timeline			Number of Permits Issued Outside of Policy and Procedure Timeline			Reason for Variance from Policy and Procedure (Optional)		
	Major	Minor		Major	Minor		Major	Minor	
North Bay-Mattawa Conservation Authority	8	22							
Conservation Authority	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
	Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine
	8	5	17						

A total of 28 permits and 2 permit amendments have been issued since January 1, 2021. All permits, as well as amendments have been issued within the CO Guidelines.

Recommended CO Timelines for High Growth CAs

Follow-up from pre-consultation meeting:

Major permit applications: within 14 days of pre-consultation meeting.

Minor permit applications: within 7 days of the pre-consultation meeting.

This will include confirmation of whether the application is considered major or minor, if the application is complete.

Confirmation that the application has been received and deemed complete of incomplete:

Major permit applications: within 21 days of the application being received.

Minor permit applications: within 14 days of the application being received.

Routine permit applications: within 10 days of the application being received.

Completed review and issuance of DIA permit:

Major permit applications: within 28 days of receiving completed application.

Minor permit applications: within 21 days of receiving completed application.

Routine permit applications: within 14 days of receiving completed application.

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

ORIGIN: Kurtis Romanchuk, Water Resources Engineer

DATE: April 22, 2021

SUBJECT: Chippewa Creek at Oak Street Channel Repair Project

Background:

The need for repairs to the channel of Chippewa Creek downstream of Oak Street was first identified through the *Chippewa Creek Erosion Control Study and Inventory*, completed by Water's Edge for NBMCA in 2015. This reach of Chippewa Creek was scored and identified as priority #1 through that study. Following the study, a *Class Environmental Assessment (EA)* was completed for the project by Water's Edge in 2014.

The preferred EA design consists of the removal of the two existing bridges in the area (one old pedestrian bridge, and one old railway bridge owned by the Ontario Northland Transportation Commission (ONTC)), replacement of the failing concrete abutments with a new armour stone wall, and re-grading the banks to improve channel capacity and reduce the upstream flood hazard. The EA was filed for the required 30 day public review period on May 26, 2019 and, as no comments were received, was considered approved as of June 26, 2019. Following the approval of the EA, the design drawings were finalized by Water's Edge and Tender preparations were started with assistance from the City of North Bay.

In July 2019 the Ontario Northland Transportation Commission (ONTC) contacted NBMCA with some concerns about the potential heritage value of their railway bridge. To address those concerns, NBMCA agreed to have Horizon Archaeology (sub-consultant to Water's Edge) complete a Cultural Heritage Evaluation Report (CHER). Ultimately, it was determined through the CHER that the main portion of the ONTC bridge had already been replaced by ONTC in the 70's (photos of the removal were found in ONTC's records), and so the existing structure does not have significant heritage value. The CHER was finalized in December 2019.

ONTC owns a large portion of the land on the north side of the creek in the project area. In October 2019, ONTC contacted NBMCA to discuss property

ownership in the Oak Street area, and informed NBMCA that a Permission to Construct (PTC) agreement would be required in order to carry out the portions of the project on ONTC property. Several meetings with ONTC and NBMCA counsel were required to review the agreement and establish terms that were acceptable to both parties. The agreement was finalized and signed by all parties in August 2020.

In anticipation of the PTC agreement being finalized, the Tender documents were published through Bids & Tenders in July 2020. Three bids were received for the work:

- CSL: \$763,971.50 + tax
- Dominion Construction: \$1,048,307.70 + tax
- Venasse Building Group: \$1,513,849.96 + tax

The contract was awarded to CSL, being the lowest bidder.

Construction was initially intended to occur in the fall of 2020, however while on site CSL identified the proximity of some fiber-optic cables in the work area as being a significant issue. The fiber-optic cables are owned by ONTC, and since the issue was identified ONTC has been working on a plan to re-route the cables outside of the work area. NBMCA, CSL and ONTC held a recent site visit on April 12, 2021, where ONTC described their plan to install new poles and move the cables south of the work area. As per CSL's most recent construction schedule, work is scheduled to start in June 2021, and should be complete by fall 2021.

Analysis:

Several significant issues have delayed this project work over the last two years, however all issues are now either resolved or on their way to being resolved. NBMCA does not anticipate any further issues and hopes to complete construction this year.



Kurtis Romanchuk, Water Resources Engineer



Brian Tayler, CAO, Secretary Treasurer

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

ORIGIN: Chief Administrative Officer, Secretary Treasurer
Supervisor, Finance and Human Resources

DATE: April 22, 2021

SUBJECT: 2020 Audited Financial Statements

Background:

As directed by the province and through various agreements with third parties, the North Bay-Mattawa Conservation Authority retains the service of a qualified independent auditor to prepare audited financial statements for the fiscal year.

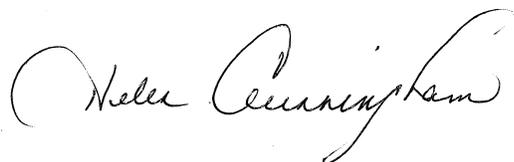
BDO Canada in North Bay has been retained for this service for 2020 and has reviewed the statements with management. The auditor will be at the meeting to review the audit with the Members. When staff receive the audited statements they will be sent to you before the meeting.

Analysis:

As noted in the audit, it is BDO's opinion that these statements reflect fairly the financial position of the Conservation Authority.

Recommendation:

It is staff's recommendation to the Board of Directors that they accept the 2020 Audit prepared by BDO Canada LLP.



Helen Cunningham, Supervisor, Finance and Administration



Brian Tayler, CAO, Secretary Treasurer

**North Bay-Mattawa
Conservation Authority
Financial Statements
For the year ended December 31, 2020**

North Bay-Mattawa Conservation Authority
Financial Statements
For the year ended December 31, 2020

Contents

Independent Auditor's Report	2 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Operations	5
Statement of Change in Net Debt	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 19

Independent Auditor's Report

To the Members of North Bay-Mattawa Conservation Authority

Opinion

We have audited the financial statements of North Bay-Mattawa Conservation Authority (the Authority), which comprise the statement of financial position as at December 31, 2020, the statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2020, and its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
North Bay, Ontario
April 28, 2021

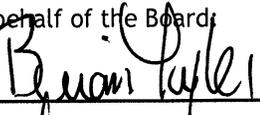
North Bay-Mattawa Conservation Authority Statement of Financial Position

December 31	2020	2019
Financial assets		
Cash and cash equivalents	\$ 1,262,929	\$ 994,699
Accounts receivable (Note 3)	377,465	229,772
Notes receivable (Note 4)	89,556	88,053
	<u>1,729,950</u>	<u>1,312,524</u>
Liabilities		
Accounts payable and accrued liabilities	213,954	176,359
Deferred revenue (Note 5)	1,285,234	1,021,155
Net long-term liabilities (Note 6a)	613,871	644,214
Employee future benefits (Note 7)	183,475	119,170
	<u>2,296,534</u>	<u>1,960,898</u>
Net debt	<u>(566,584)</u>	<u>(648,374)</u>
Non-financial assets		
Tangible capital assets (Note 2)	13,658,130	13,952,490
Prepaid expenses	16,488	13,069
	<u>13,674,618</u>	<u>13,965,559</u>
Accumulated surplus (Note 8)	<u>\$ 13,108,034</u>	<u>\$ 13,317,185</u>

Subsequent Events (Note 14)

Uncertainty due to COVID-19 (Note 15)

On behalf of the Board:

	Director
	Director

North Bay-Mattawa Conservation Authority Statement of Operations

For the year ended December 31	2020 Budget	2020 Actual	2019 Actual
Revenues (Note 12)			
Core - Grant eligible	\$ 899,015	\$ 895,912	\$ 1,035,183
Core - Other	955,773	1,070,924	1,033,122
Core Capital	1,676,136	674,565	906,441
Interpretive Centre	194,715	58,280	58,467
Laurentian Ski Hill Capital	65,000	65,000	64,114
Laurentian Ski Hill Operating	60,000	60,000	60,000
	<u>3,850,639</u>	<u>2,824,681</u>	<u>3,157,327</u>
Expenses (Note 13)			
Core - Grant eligible	899,015	790,650	1,094,978
Core - Other	955,773	915,368	819,348
Core Capital	1,521,337	667,048	839,383
Interpretive Centre	194,715	209,159	181,495
Laurentian Ski Hill Capital	65,000	4,250	25,201
Laurentian Ski Hill Operating	60,000	51,800	70,500
Gain on disposal of tangible capital assets	-	-	(103,335)
Amortization of tangible capital assets	-	395,557	424,252
	<u>3,695,840</u>	<u>3,033,832</u>	<u>3,351,822</u>
Annual surplus (deficit) for the year	154,799	(209,151)	(194,495)
Accumulated surplus, beginning of year		<u>13,317,185</u>	13,511,680
Accumulated surplus, end of year		<u>\$ 13,108,034</u>	<u>\$ 13,317,185</u>

The accompanying notes are an integral part of these financial statements.

North Bay-Mattawa Conservation Authority Statement of Change in Net Debt

For the year ended December 31	2020 Budget	2020 Actual	2019 Actual
Annual surplus (deficit)	\$ 154,799	\$ (209,151)	\$ (194,495)
Acquisition of tangible capital assets	(101,197)	(101,197)	(201,198)
Amortization of tangible capital assets	-	395,557	424,252
Proceeds of disposition of tangible capital assets	-	-	(103,335)
Write-downs of tangible capital assets	-	-	103,335
	<u>53,602</u>	<u>85,209</u>	<u>28,559</u>
Acquisition of prepaid expenses	-	(16,488)	(13,069)
Use of prepaid expenses	-	13,069	12,624
	<u>-</u>	<u>(3,419)</u>	<u>(445)</u>
Change in net debt	53,602	81,790	28,114
Net debt, beginning of year	<u>(648,374)</u>	<u>(648,374)</u>	<u>(676,488)</u>
Net debt, end of year	<u>\$ (594,772)</u>	<u>\$ (566,584)</u>	<u>\$ (648,374)</u>

The accompanying notes are an integral part of these financial statements.

North Bay-Mattawa Conservation Authority Statement of Cash Flows

For the year ended December 31	2020	2019
Cash provided by (used in)		
Operating transactions		
Annual deficit	\$ (209,151)	\$ (194,495)
Items not involving cash		
Amortization of tangible capital assets	395,557	424,251
Gain on disposal of tangible capital assets	-	(103,335)
	<u>186,406</u>	<u>126,421</u>
Changes in non-cash working capital balances		
Accounts receivable	(147,693)	(41,352)
Notes receivable	(1,503)	18,293
Prepaid expenses	(3,419)	(445)
Accounts payable and accrued liabilities	37,595	119,060
Deferred revenue	264,079	248,986
Employee future benefits	64,305	19,493
	<u>399,770</u>	<u>490,456</u>
Capital transactions		
Acquisition of tangible capital assets	(101,197)	(201,198)
Proceeds of disposition of tangible capital assets	-	103,335
	<u>(101,197)</u>	<u>(97,863)</u>
Financing transactions		
Repayment of long-term debt	(30,343)	(29,872)
Increase in cash and cash equivalents during the year	268,230	362,721
Cash and cash equivalents, beginning of year	994,699	631,978
Cash and cash equivalents, end of year	\$ 1,262,929	\$ 994,699

The accompanying notes are an integral part of these financial statements.

North Bay-Mattawa Conservation Authority

Notes to Financial Statements

December 31, 2020

1. Significant Accounting Policies

Nature of the Authority	The Authority manages a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal, and minerals in the North Bay - Mattawa area. The Authority was incorporated under the Conservation Authorities Act of Ontario. The Authority is a registered charitable organization and is exempt from income taxes under the Canadian Income Tax Act.												
Management's Responsibility for the Financial Statements	The financial statements of the Authority are the responsibility of management. They have been prepared in accordance with Canadian public sector accounting standards.												
Cash and Cash Equivalents	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.												
Notes Receivable	The Authority records loans receivable at fair value when the loan is issued. The loan receivable is subsequently measured at the lower of cost and net recoverable value. When the Authority becomes aware that the loan is no longer recoverable, the loan is reduced by the amount of the loss and any loss is included in expenses for the period.												
Tangible Capital Assets	<p>Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:</p> <table><tr><td>Land</td><td>no amortization</td></tr><tr><td>Buildings</td><td>20 to 50 years</td></tr><tr><td>Infrastructure</td><td>5 to 50 years</td></tr><tr><td>Vehicles</td><td>3 to 5 years</td></tr><tr><td>Power equipment</td><td>5 to 20 years</td></tr><tr><td>Equipment</td><td>4 to 10 years</td></tr></table>	Land	no amortization	Buildings	20 to 50 years	Infrastructure	5 to 50 years	Vehicles	3 to 5 years	Power equipment	5 to 20 years	Equipment	4 to 10 years
Land	no amortization												
Buildings	20 to 50 years												
Infrastructure	5 to 50 years												
Vehicles	3 to 5 years												
Power equipment	5 to 20 years												
Equipment	4 to 10 years												

North Bay-Mattawa Conservation Authority

Notes to Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

Employee Future Benefits The Authority offers non-pension post-retirement benefits to employees through non-pension defined benefit plans. The costs associated with these future benefits are actuarially determined using the projected benefits method prorated on service and best estimate assumptions. (See Note 7).

Liabilities for vacations and vested sick leave credits earned but not taken are accrued as earned.

The Authority is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Authority has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles.

The Authority records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

Revenue Recognition Provincial grant revenues are recognized in the year to which the program relates and expenditures are incurred in accordance with the terms and conditions of the respective grants. Municipal operating levies are recognized in the year they are levied to member municipalities and capital or special levies are recognized as funds are utilized on the applicable projects. Other revenues are recognized when they are invoiced and collection is reasonably assured.

Deferred Revenue Certain amounts are received pursuant to agreements including specific levies and may only be used in the conduct of certain programs or in the delivery of specific services. These amounts are deferred when conditions or stipulations have not been met under the terms of these agreements.

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

Use of Estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of financial statements, disclosure of contingent assets and liabilities and the reported amounts of revenues and expenses during the reporting period. The principal estimates used in the preparation of these financial statements are the estimated useful life of tangible capital assets and the estimates involved in employee future benefits. Actual results could differ from management's best estimates as additional information becomes available in the future.

**North Bay-Mattawa Conservation Authority
Notes to Financial Statements**

December 31, 2020

2. Tangible Capital Assets

2020

	Land	Buildings	Infrastructure	Vehicles	Power Equipment	Equipment	Total
Cost, beginning of year	\$ 7,068,887	\$ 3,685,669	\$ 9,052,375	\$ 240,158	\$ 88,410	\$ 564,204	\$ 20,699,703
Additions	-	24,014	65,187	11,996	-	-	101,197
Disposals	-	-	-	-	-	-	-
Cost, end of year	<u>7,068,887</u>	<u>3,709,683</u>	<u>9,117,562</u>	<u>252,154</u>	<u>88,410</u>	<u>564,204</u>	<u>20,800,900</u>
Accumulated amortization, beginning of year	-	1,198,789	4,918,219	120,774	69,617	439,814	6,747,213
Amortization	-	78,062	262,975	31,096	4,320	19,104	395,557
Disposals	-	-	-	-	-	-	-
Accumulated amortization, end of year	<u>-</u>	<u>1,276,851</u>	<u>5,181,194</u>	<u>151,870</u>	<u>73,937</u>	<u>458,918</u>	<u>7,142,770</u>
Net carrying amount, end of year	<u>\$ 7,068,887</u>	<u>\$ 2,432,832</u>	<u>\$ 3,936,368</u>	<u>\$ 100,284</u>	<u>\$ 14,473</u>	<u>\$ 105,286</u>	<u>\$ 13,658,130</u>

**North Bay-Mattawa Conservation Authority
Notes to Financial Statements**

December 31, 2020

2. Tangible Capital Assets (continued)

	2019						
	Land	Buildings	Infrastructure	Vehicles	Power Equipment	Equipment	Total
Cost, beginning of year	\$ 6,977,633	\$ 3,653,967	\$ 9,040,494	\$ 219,489	\$ 82,393	\$ 570,206	\$ 20,544,182
Additions	91,254	31,702	11,881	60,344	6,017	-	201,198
Disposals	-	-	-	(39,675)	-	(6,002)	(45,677)
Cost, end of year	<u>7,068,887</u>	<u>3,685,669</u>	<u>9,052,375</u>	<u>240,158</u>	<u>88,410</u>	<u>564,204</u>	<u>20,699,703</u>
Accumulated amortization, beginning of year	-	1,122,456	4,639,135	120,432	65,825	420,790	6,368,638
Amortization	-	76,333	279,084	40,017	3,792	25,026	424,252
Disposals	-	-	-	(39,675)	-	(6,002)	(45,677)
Accumulated amortization, end of year	-	<u>1,198,789</u>	<u>4,918,219</u>	<u>120,774</u>	<u>69,617</u>	<u>439,814</u>	<u>6,747,213</u>
Net carrying amount, end of year	<u>\$ 7,068,887</u>	<u>\$ 2,486,880</u>	<u>\$ 4,134,156</u>	<u>\$ 119,384</u>	<u>\$ 18,793</u>	<u>\$ 124,390</u>	<u>\$ 13,952,490</u>

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

3. Accounts Receivable

	<u>2020</u>	<u>2019</u>
Sales tax recoverable	\$ 21,399	\$ 24,727
Fees for services and other	<u>356,066</u>	<u>205,045</u>
	<u>\$ 377,465</u>	<u>\$ 229,772</u>

Included in the above is \$223,082 from contributing municipalities.

4. Notes Receivable

	<u>2020</u>	<u>2019</u>
Equipment loan (i)	\$ 30,000	\$ 30,000
Operating loan (ii)	<u>59,556</u>	<u>58,053</u>
	<u>\$ 89,556</u>	<u>\$ 88,053</u>

Notes receivable are due from Laurentian Ski Hill Snowboarding Club with the following terms:

- (i) Equipment loan, interest free with annual principal repayments of \$10,000 commenced May 1, 2013 for 10 years. The receivable is secured by a charge against the equipment purchased with the loan. The receivable was recorded at cost on initial recognition.
- (ii) Operating loan, with annual principal repayments of \$8,293 plus interest of 2.59% to commence May 1, 2017 for 10 years. The receivable is secured by a general security agreement over all assets of Laurentian Ski Hill Snowboarding Club. The receivable was recorded at cost on initial recognition.

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

5. Deferred Revenue

	2020	2019
Balance, beginning of year	\$ 1,021,155	\$ 772,169
Contributions received	1,161,850	1,285,313
Amounts recognized to revenue	(897,771)	(1,036,327)
Balance, end of year	\$ 1,285,234	\$ 1,021,155

Year end balances consist of the following:

	2020	2019
Municipal levies	\$ 1,167,713	\$ 581,576
Provincial grants	117,521	439,579
	\$ 1,285,234	\$ 1,021,155

6. Credit Facility Agreements

a. Long-term Liabilities

	2020	2019
Loan payable to the City of North Bay, repayable in annual installments equal to \$10,000. The loan is interest free and is due May 2022.	\$ 20,000	\$ 30,000
Loan payable - 2.59%, due June 2022, repayable in monthly installments of \$3,001 principal and interest.	593,871	614,214
	\$ 613,871	\$ 644,214

The interest bearing loan payable contains certain debt covenants regarding (i) financial reporting to the lender, (ii) standard covenants regarding the operation of the Authority, (iii) restrictions on further borrowing without the lender's consent, and (iv) debt service coverage. The Authority was in compliance with all covenants as at December 31, 2020. Currently the authority has available to it an unused committed reducing term facility totaling \$126,906 available at fixed or floating rate term loans.

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

6. Credit Facility Agreements (continued)

a. Long-term Liabilities (continued)

Principal repayments estimated over the next two years on these loans are as follows:

2021	\$ 30,894
2022	<u>582,977</u>
	<u>\$ 613,871</u>

b. Line of Credit

The Authority also has a demand operating line of credit with its Canadian chartered bank permitting advances to a maximum of \$300,000 bearing interest at the bank's prime rate plus 0.25%. The balance utilized on this line at year end was \$Nil (2019 - \$Nil).

7. Employee Future Benefits

At December 31, this liability consists of the following:

	<u>2020</u>	<u>2019</u>
Accrued vacation for active employees	\$ 108,687	\$ 50,879
Post-retirement benefits (i)	<u>74,788</u>	<u>68,291</u>
	<u>\$ 183,475</u>	<u>\$ 119,170</u>

(i) These costs are determined in accordance with accepted actuarial practice. The figures presented are from an actuarial valuation report dated December 31, 2019. Selected information about this plan is as follows:

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

7. Employee Future Benefits (continued)

	2020	2019
Accrued benefit liability, beginning of year	\$ 68,291	\$ 56,305
Current service costs	4,723	3,999
Interest cost on obligation	2,114	2,172
Benefit payments	(340)	(767)
Actuarial gain (loss)	-	6,582
	\$ 74,788	\$ 68,291

Included in wages and salaries is a net benefit expense as follows:

	2020	2019
Current service costs	\$ 4,723	\$ 3,999
Interest cost on obligation	2,114	2,172
Benefit payments	(340)	(767)
	\$ 6,497	\$ 5,404

Discount rate used at January 1	3.75%
Discount rate used at December 31	3.00%
Total value of plan assets	\$Nil
Expected average remaining service life of active employees	10.287 years
Health & medical cost inflation trend	6.5% in first year reducing by 0.5% until 4% attained

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

8. Accumulated Surplus

	2020	2019
General (deficit) surplus	\$ (423,337)	\$ (358,585)
Reserve - Septic building permit	312,901	208,118
Reserve - Laurentian Ski Hill Capital	234,490	173,550
Reserve - Laurentian Ski Hill Operating	24,592	16,392
Reserve - Land Acquisition	98,604	88,604
Tangible capital assets	13,658,130	13,952,490
Amounts to be recovered from future revenues	(797,346)	(763,384)
	\$ 13,108,034	\$ 13,317,185

9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to nearly half a million active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total going concern actuarial liabilities of \$113,055 million in respect of benefits accrued for service with actuarial assets at that date of \$109,844 million indicating a going concern actuarial deficit of \$3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Authority to OMERS for 2020 were \$134,970 (2019 - \$131,095).

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

10. Laurentian Ski Hill Snowboarding Club

Effective December 1, 2004 the operation of the business segment known as Jack Pine Hill was transferred by way of legal agreement to the Laurentian Ski Hill Snowboarding Club, a local not-for-profit organization, for proceeds of \$Nil. Under the terms of this agreement the Authority maintains legal title/ownership to a majority of the fixed assets of Jack Pine Hill and will provide the use of these assets to the Laurentian Ski Hill Snowboarding Club at an annual operating fee of \$30,305, plus an annual economic increase. The term of this agreement is to May 31, 2021 at which time the Laurentian Ski Hill Snowboarding Club may renew the agreement with the Authority by giving notice thereof in writing.

11. Segmented Reporting

The Canadian Institute of Chartered Accountants Public Sector Accounting Handbook Section PS 2700, Segment Disclosures, establishes standards on defining and disclosing segments in a government's financial statements. Government organizations that apply these standards are encouraged to provide the disclosures established by this section when their operations are diverse enough to warrant such disclosures.

12. Sources of Revenues

	<u>2020</u>	<u>2019</u>
Municipal levies	\$ 873,983	\$ 1,244,631
Provincial grants	307,879	451,754
Permits and fees	938,585	793,363
Other	703,008	580,205
Donations	1,226	87,374
	<u>\$ 2,824,681</u>	<u>\$ 3,157,327</u>

North Bay-Mattawa Conservation Authority Notes to Financial Statements

December 31, 2020

13. Expenses by Object

	2020	2019
Wages and benefits	\$ 1,872,772	\$ 1,993,798
Program related expenses (i)	426,328	651,491
Consulting and other professional fees	95,640	132,380
Occupancy expenses and utilities (i)	68,021	67,771
Insurance	60,451	52,054
Bank charges and interest on long-term debt	36,267	26,856
Travel	29,275	49,433
Equipment rental and purchases	15,485	18,924
Repairs and maintenance	14,381	13,172
Office	11,434	18,061
Training	6,755	3,214
Promotional expenses	1,466	4,063
Gain on disposal of capital assets	-	(103,335)
Amortization	395,557	423,940
	\$ 3,033,832	\$ 3,351,822

14. Subsequent Events

Subsequent to year end the Authority is expected to close on a property acquisition transaction for \$88,100.

15. Uncertainty due to COVID-19

On March 11, 2020 the World Health Organization announced that the COVID-19 virus was a pandemic. The impact of this virus has been seen throughout the world including Canada. In fiscal year 2020, the Authority saw an increase in permit applications while they are also seeing a lot more interest from residents in southern Ontario, looking to buy property in the north. The Authority did not qualify for any COVID-19 relief funding while the work-force has been able to coordinate the rotation of staff being in the office and also working from home. As the pandemic continues, there could be further impact on the Authority and its major customers, suppliers and other third party business associates that could impact the timing and amounts realized on the Authority's assets and future funding. As of the date of approving these financial statements the impact, however, on the Authority in fiscal 2021 is not known.