



**North Bay-Mattawa Conservation Authority
Executive Meeting for August 28, 2024
at 10:00 am IN PERSON & MSTeams
Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario
AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from October 11, 2023
5. Correspondence

Business Reports

6. Board Expense and Minimum Levy (**Report #1**)
7. Electronic Meeting attendance (**Report #2**)

Other Business

8. Committee of the Whole
9. New Business
10. Adjournment

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Meeting ID: 282 628 853 439

Passcode: jezXpF

Contact: Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
North Bay-Mattawa Conservation Authority
Email: rebecca.morrow@nbmca.ca

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

FIRST meeting of 2024 for the North Bay-Mattawa Conservation Authority Executive Committee held in person in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario on August 28, 2024 at 10:00 am.

MEMBERS PRESENT:

Calvin, Municipality of	-	Bill Moreton
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Lana Mitchell
Papineau Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

North Bay, City of	-	Chris Mayne
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ALSO PRESENT:

Robin O'Gorman, Interim Chief Administrative Officer, Secretary-Treasurer
Rebecca Morrow, Human Resources Coordinator, Executive Assistant/Deputy CAO
Aaron Loughhead, Manager, Finance

1. Acknowledgement of Indigenous Traditional and Treaty Lands

After calling the meeting to order at 10:15am and welcoming everyone to the meeting, Chair Lahaye read the Acknowledgement of Indigenous Traditional and Treaty Lands.

2. Adoption of the Agenda

After discussion the following resolution was presented:

Resolution No. EXE01-24 Mick-Britton

THAT the agenda is approved as presented.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of the Minutes

After discussion the following resolution was presented:

Resolution No. EXE02-24, Britton-Lahaye

THAT the minutes for the Executive Committee meeting held on October 11, 2024 are adopted as written.

Carried Unanimously

5. Correspondence

None

6. Board Expense and Minimum Levy

Aaron Lougheed presented his report from the September 11, 2024 full Board meeting. After discussion, the members thanked Aaron and the following resolution was presented:

Resolution No. EXE03-24, Mitchell-Mick

THAT members per diem & mileage continues to be covered by NBMCA, and that is to all members.

Carried Unanimously

7. Electronic Meeting attendance

Rebecca Morrow presented her report on Electronic Meeting attendance. After discussion, the members thanked Rebecca and the following resolution was presented:

Resolution No. EXE04-24, Britton-Moreton

THAT the NBMCA Executive Committee recommend to the Full NBMCA Board of Directors that electronic or hybrid electronic/in-person meetings be permitted with exception to meetings where elections are required, or the budget is being presented (except for a declared state of emergency) and

THAT electronic meetings be held in NBMCA's Marc Charron Boardroom,

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

Carried Unanimously

8. New Business

None reported.

9. Adjournment (11:07 a.m.)

Resolution No. EXE05-24, Moreton-Britton

THAT the meeting be adjourned, and the next meeting be held at 3 the call of the Chair.

Carried Unanimously



Michelle Lahaye
Executive Committee Chair



Robin Allen
Interim Chief Administrative Officer,
Secretary Treasurer



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: August 14, 2024

SUBJECT: Board Expenses and Minimum Levy

Background:

With the changes to the Conservation Authorities Act, specifically as they relate to levy apportionment, many Conservation Authorities across Ontario are implementing a Minimum Levy to appropriately apportion Member Expenses. These expenses include Per Diems, Mileage, Honorariums, and miscellaneous costs associated with the function of the Members Meetings.

Analysis:

The primary way in which Conservation Authorities have decided to split these Member related charges is through an equal split of expenses on an annual basis. With respect to NBMCA this would result in the following scenario.

The current cost for the management of the Board of Directors is \$19,000 which includes meeting costs, per diems, mileage, and Chair honorarium. This would be divided between the 12 members representing the 10 municipalities within the NBMCA watershed for a total minimum levy of \$1,583.33. The total minimum levy is then subtracted from the total general levy and the MCVA calculation is used to determine the remainder of the general levy. This ensures that costs associated with any individual member would be the responsibility of the municipality they represent. The minimum levy would then increase by the same percentage as the general levy on an annual basis.

After internal discussions it was determined that a simpler solution to the minimum levy would be to have municipalities cover the expenses of each of their members internally and greatly reduce the amount of levy needed to cover per diems and mileage. This would result in a decreased budget of \$3,600 (\$300/member) to cover Meeting costs (\$1,100) and the Chairs honorarium (\$2,500) which would become the base levy for each municipality with the remainder of the general levy being apportioned through the MCVA method.

RECOMMENDED RESOLUTION:

THAT the Members related Per Diems and Mileage is not covered by the 2025 Budget
AND THAT A Minimum Levy of \$300/Member come into effect January 1, 2025
AND THAT this report be received and appended to the minutes of this meeting.

Submitted by:

Aaron Lougheed, Manager, Finance

Reviewed By:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

TO: North Bay-Mattawa's Conservation Authority's Executive Committee Members

ORIGIN: Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO

DATE: August 28, 2024

SUBJECT: NBMCA Electronic Board Meeting Attendance

Background:

The NBMCA's last update to the Administrative By-Law was approved by resolution number 138-23, dated December 13, 2023. The Meeting Procedures of the latest version of NBMCA's Administrative By-Laws outlines Electronic Meetings and Participation.

Analysis:

NBMCA's current Administrative By-laws allow for the following regarding NBMCA Meetings held electronically:

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

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

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting.

The updated By-Laws were revised taking into consideration the wording from our previous version and the recommendations of the Conservation Authorities Act, Conservation Ontario's Best Management Practices and Administrative By-Law Model document, The Not-for-Profit Corporations Act, and the Municipal Conflict of Interest Act.

Electronic participation will not be allowed at the Annual General Meeting of the Board or at any meeting where the yearly budget is being considered unless a member municipality or part thereof is under a Declared Emergency.

Taking into consideration all of the above noted provisions of our Administrative By-Laws, the technology in NBMCA's natural classroom is not well suited for electronic meetings and needs improvement. NBMCA's Marc Charron's Boardroom has better technology for electronic meetings or hybrid electronic/in person meetings.

There are concerns where closed session of Committee of the Whole items are being discussed during an electronic meeting. Members should ensure that they are in a secure location, and that items discussed during the closed session of Committee of the whole remain confidential.

Recommendation:

Based on current Administrative By-laws, electronic meetings be permitted except for the Annual General meeting or other meetings where elections are required, or the budget is being presented (unless it is a declared

state of emergency). It is also recommended that electronic meetings or hybrid electronic and in-person meetings be held in NBMCA's Marc Charron Boardroom. And that, members attending electronic meetings ensure that they are in a secure location for Closed Committee of the Whole discussions.

RECOMMENDED RESOLUTION:

THAT the NBMCA Executive Committee recommend to the Full NBMCA Board of Directors that electronic or hybrid electronic/in-person meetings be permitted with exception to meetings where elections are required or the budget is being presented (except for a declared state of emergency) and
THAT electronic meetings be held in NBMCA's Marc Charron Boardroom,
AND FUTHER THAT this report be received and appended to the minutes of this meeting.

Submitted By

Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO

Reviewed By

Robin Allen, Interim-Chief Administrative Officer, Secretary Treasurer