

**North Bay-Mattawa Conservation Authority  
Members Meeting for August 13, 2025  
4:00 pm Hybrid meeting - In Person and Zoom  
NBMCA's 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:
  - 4.1 Meeting Minutes of June 11, 2025
5. Correspondence

**Business Reports**

6. Eau Claire Gorge Repair **(Report #1) – Motion Required**
7. Financials – June 2025 Summary **(Report #2) – Motion Required**
8. Verbal Update – Introduction of new employee, Manager, Drinking Water Source Protection
9. Verbal Update – Reserve Policy, Purchasing Policy, and Marketing & Communications Policy
10. Weather Stations **(Report #3) – Motion Required**
11. On-Site Sewage System Permits – January to June 2025 Summary **(Report #4)**
12. O. Reg 41/24: Prohibited Activities, Exemptions and Permits - June & July 2025 Summary **(Report #5)**
13. Mattawa River Canoe Race 2025 Summary **(Report to be provided at the meeting)**

**Other Business**

14. Closed Meeting
  - 14.1 – Adoption of Minutes from Special Members Only Closed Meeting of July 16, 2025
  - 14.2, 14.3, 14.4 – Client privilege including communications necessary for that purpose and personnel matters about identifiable individuals.
15. New Business
16. Adjournment

**Zoom meeting Link**

<https://us06web.zoom.us/j/89002398633?pwd=xKIS2mZM0CtiXWLi3guhy9Jf3tfiGY.1>

Meeting ID: 890 0239 8633

Passcode: 655739

One tap mobile

+17806660144,,89002398633#,,, \*655739# Canada

• +1 647 374 4685 Canada

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



**To:** The Chairperson and Members of the Board of Directors  
North Bay-Mattawa Conservation Authority

**Origin:** Dave Sweet, Manager, Lands and Stewardship

**Date:** July 30, 2025

**Subject:** Eau Claire Gorge Conservation Area

**Background:**

On the night of June 21, 2025, a severe storm came through Northeastern Ontario and the municipality of Calvin impacting Eau Claire Gorge conservation area. I was notified by the township of Calvin that Graham Road main entrance into Eau Claire Gorge has been washed out as well as unsafe. We have put up barricades at the main entrance with signage saying conservation area closed, well as on social media and our websites. This being one of our most popular conservation areas it is detrimental that we were repair Graham Road and reopen this conservation area.



**Recommendation:**

As a management team we have reviewed our Lands and Properties Capital Reserve, as well as anticipated expenditure budgeted for 2025 and anticipate savings of \$35,000. It is the staff's recommendation that additional funds within the reserve be used in the emergency repair of Graham Rd.

We recommend awarding the work to Dodier Contracting, who provided our office with a quote of \$26,600+tax. After discussions with our insurance provider, we will only be responsible to cover the deductible of \$10,000. If approved, we anticipate Eau Claire Gorge to reopen before the end of September.

**Reviewed by:**

Kris Rivard CBO - Manager, OSS  
Aaron Lougheed Manager, Finance

**Dodier Contracting Inc.**

36 Chenier. Rd  
Mattawa On P0H 1V0  
7054752498  
dodiercontracting@outlook.com  
<http://www.dodiercontracting.ca>  
GST/HST Registration No.: 764427951 RT0001

**Estimate****ADDRESS**

North Bay-Mattawa Conservation Authority  
15 Janey Ave  
North Bay ON P1C 1N1

ESTIMATE

1013

DATE

21/07/2025

| DATE          | DESCRIPTION   | TAX     | QTY | RATE      | AMOUNT    |
|---------------|---|---------|-----|-----------|-----------|
|               | Eau Claire Gorge,<br>Culvert replacement<br>and road rehabilitation   | HST 13% | 1   | 24,950.00 | 24,950.00 |
|               | Install a temporary dam to stop creek flow with metre bags filled with sand. Remove when the new culvert is installed.<br>Place & compact a new culvert base of 19mm clear stone 300mm thick.<br>Install a new 36" dia. Steel culvert 9.0m long on the new base.<br>Place D-50 stones ranging from 200-400mm on either side of the culvert.<br>Place & compact in 300mm thick lifts granular B type 2 over the culvert and backfill the washout approx. 1.2m deep x 4.2m wide and ranging 8.0m long to 6.5m long.<br>Place & compact a 150mm lift of granular A over the B type 2 level with the finish grade of the roadway.<br>Install 4" to 8" rip rap at each end of the culvert from top of bank to bottom for erosion prevention.<br>Install granular A on the roadway both sides of the culvert.<br>At the far end of the roadway near the hill and parking lot install new rip rap within the ditches.<br>Supply 100 tons granular A. |         |     |           |           |
|               | Grader  | HST 13% | 1   | 1,650.00  | 1,650.00  |
| SUBTOTAL      |   |         |     |           | 26,600.00 |
| GST/HST @ 13% |   |         |     |           | 3,458.00  |



Canor Construction Inc.  
619 Stanley St  
North Bay, ON P1A 4H9

## Job Estimate

| Date         | Estimate # |
|--------------|------------|
| July 22 2025 | 25-114-1   |

Email: [canor@canor.ca](mailto:canor@canor.ca)

Phone: 705-495-4050 Fax: 705-495-1052

HST: 854992252

| Estimator  | Terms         | Job             |
|------------|---------------|-----------------|
| Ken / Jeff | Valid 30 days | Replace culvert |

| Name/Address   |
|--|
| NBMCA  |
| Dave Sweet   |
| <a href="mailto:dave.sweet@nbmca.ca">dave.sweet@nbmca.ca</a> |

| Description  | Qty | Rate         | Total        |
|--|-----|--------------|--------------|
| <b>Thank you for allowing Canor the opportunity to quote your project</b>  |     |              |              |
| <b>Supply all equipment, labour and materials to;</b>  |     |              |              |
| <b>Scope of work:</b><br>Replace washed out 16" dia. culvert on Graham Rd in Calvin with a new 36" dia. HDPE culvert 9.0m long.  |     |              |              |
| <b>Remove &amp; Replace Culvert:</b><br>We will install a temporary dam to stop flow creek first with metre bags filled with sand . The temporary dam will be removed once new culvert is in.<br>Once flow has stopped supply , place & compact a base of 19mm clear stone 300mm thick.<br>Supply & install a 900mm dia. HDPE culvert 9.0m long on the clear stone.<br>Supply, place & compact a lift of D50 Stones on each side of the culvert 200-400mm thick.<br>supply, place & compact in 300mm thick lifts granular B type 2 over the culvert and backfilling the washout 1.2m deep x 4.2m wide and ranging 8.0m long to 6.5m long.<br>Also supply , place & compact a 150mm lift of granular A over the B type 2 level with the finish grade of the roadway.<br>Supply & place 4" to 8" rip rap at each end of the new culvert from top of bank to bottom for erosion prevention.<br>Install granular A on roadway both sides of culvert. |     |              |              |
| <b>Total for replacing culvert:</b>  | 1   | \$ 30,964.00 |              |
| <b>Additional Road restoration</b><br>At far end of the roadway near hill & parking lot S&I new rip rap in ditches.<br>Supply 105 tonnes ( 5 loads ) of granular A to graded by others.  |     |              |              |
| <b>Total for additional road work:</b>   | 1   | \$ 6,375.00  |              |
| <b>Quote based on: e mail sent July 17 2025 from NBMCA</b>   |     |              |              |
| <b>Notes:</b>  |     |              |              |
| <b>Also included in quote:</b> locates,  |     |              |              |
| <b>Not Included:</b> permits,  |     |              |              |
| <b>Quote</b>   |     |              | \$ 37,339.00 |

We propose hereby to furnish materials and labour - complete and in accordance with the above specifications for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

CANOR IS NOT RESPONSIBLE FOR UNDER GROUND UTILITIES NOT MARKED BY ONTARIO ONE CALL.

### Contractors signature:

### ACCEPTANCE OF ESTIMATE

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

All accounts are subject to 24% per annum on overdue accounts.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subtotal \$ 37,339.00  
HST \$ 4,854.07

**TOTAL \$ 42,193.07**

DEPOSIT MAY BE REQUIRED

July 22, 2025

North Bay-Mattawa Conservation Authority  
15 Janey Avenue  
North Bay, ON P1C 1N1

Attention: Dave Sweet

Re: Replace 900mm Culvert Graham Road / Eau Claire Gorge

Dear Dave,

We are pleased to quote the sum of \$30,900.00 (HST extra) for all necessary labour, material and equipment to install 900mm HDPE culvert ( 9m) as per the following:

- Scope of Work:
- \* Prep existing base at location of removed culvert
  - \* Install crushed stone bedding as required .
  - \* Install new 900mm HDPE Pipe, 9m long
  - \* Backfill and compact pipe and excavation with granular A
  - \* Install rip rap at each end of new culvert
  - \* Regrade areas disturbed
  - \* Apply and grade granular A at damaged areas of Graham Road.
  - \* Removal and disposal of excess material

Trusting you find the above in order.

Ken Jackson  
Kenalex Construction Co Ltd

## **Mirmac Construction / 1000142322 Ontario Inc**

Dave Mirault

Phone: 705-492-3554

Date: July 18, 2025

### **To:**

Client: Eau Claire Gorge

### **Quote for Culvert Installation and Road Work**

Scope of Work:

- Remove old culvert
- Install new culvert to ministry specifications
- Install new 36" diameter x 9.0m long culvert
- Lay 19mm clear stone base
- Install in 300mm thick lifts
- Apply Granular B Type 2 over the culvert
- Finish with A gravel to grade
- Place rip rap around both ends of culvert
- Fix washouts, compacted in lifts
- Install rip rap within the ditches

Total Estimate:

Subtotal: \$34,500.00

HST (13%): \$4,485.00

Total (incl. HST): \$38,985.00



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

**ORIGIN:** Aaron Lougheed, Manager Finance

**DATE:** August 13, 2025

**SUBJECT:** June Financial Update Report

### **ANALYSIS:**

#### Executive Overview

Revenues for the period were over budget by \$251,042 (12%), and expenditures for the period were under budget \$95,549 (4.5%), resulting in a YTD surplus of \$346,591.

Revenues reflect a total year over year reduction of 27% compared to last YTD (January through June 2024) and expenditures are down 25%. The YTD surplus for the same period 2024 was \$527.328

#### Revenue Summary

Total revenue across all conservation authority programs are down \$860,893 (27%) compared to 2024. See below for a summary by program.

|   | 2025 Budget      | Prorated YTD<br>Budget | YTD Actual       | 2024 YTD<br>Actual | Change to<br>LYTD % |
|---|------------------|------------------------|------------------|--------------------|---------------------|
| <b>Income</b>                             |                  |                        |                  |                    |                     |
| 3100 · Corporate Services                 | 1,138,300        | 569,150                | 610,529          | 609,053            | 0%                  |
| 9700 · Corporate Services Capital         | 205,987          | 102,994                | 0                | 0                  | 0%                  |
| 3500 · Planning and Regulations           | 174,480          | 87,240                 | 132,551          | 204,671            | -35%                |
| 3600 · Water Resources Management (WRM)   | 502,068          | 251,034                | 442,068          | 556,318            | -21%                |
| 8300 · Source Water Protection            | 212,002          | 106,001                | 30,000           | 72,773             | -59%                |
| 3200 · On-site Sewage System Program      | 960,365          | 480,183                | 330,961          | 433,597            | -24%                |
| 6100 · Watershed Support Programs         | 37,500           | 18,750                 | 33,071           | 45,103             | -27%                |
| 6200 · Watershed Support Programs Capital | 0                | 0                      | 0                | 0                  | 0%                  |
| 6400 · Watershed Municipal Programs       | 12,000           | 6,000                  | 12,000           | 23,197             | -48%                |
| 7000 · Lands & Properties                 | 508,324          | 254,162                | 498,884          | 503,312            | -1%                 |
| 8600 · Lands & Properties Capital         | 80,000           | 40,000                 | 80,000           | 261,485            | -69%                |
| 109-00 · WRM Capital                      | 217,983          | 108,992                | 17,983           | 252,374            | -93%                |
| 112-00 · LSHSC CAPITAL                    | 65,000           | 32,500                 | 65,000           | 51,564             | 26%                 |
| 114-00 · LSHSC OPERATING                  | 60,000           | 30,000                 | 85,000           | 185,010            | -54%                |
| <b>Total Income</b>                       | <b>4,174,009</b> | <b>2,087,005</b>       | <b>2,338,047</b> | <b>3,198,457</b>   | <b>-27%</b>         |



Decreases in revenues year over year are in line with the 19% reduction in the overall budget for 2025.

Fee based programs such as Planning and Regulations and the On-site Sewage System program have 35% and 24% lower revenue year over year respectively.

Source Water Protection continues to be a concern due to reductions in transfer payments.

### Expenditure Summary

Total expenses across all conservation authority programs are down \$679,673 (25%) compared to 2024. See below for a summary by program:

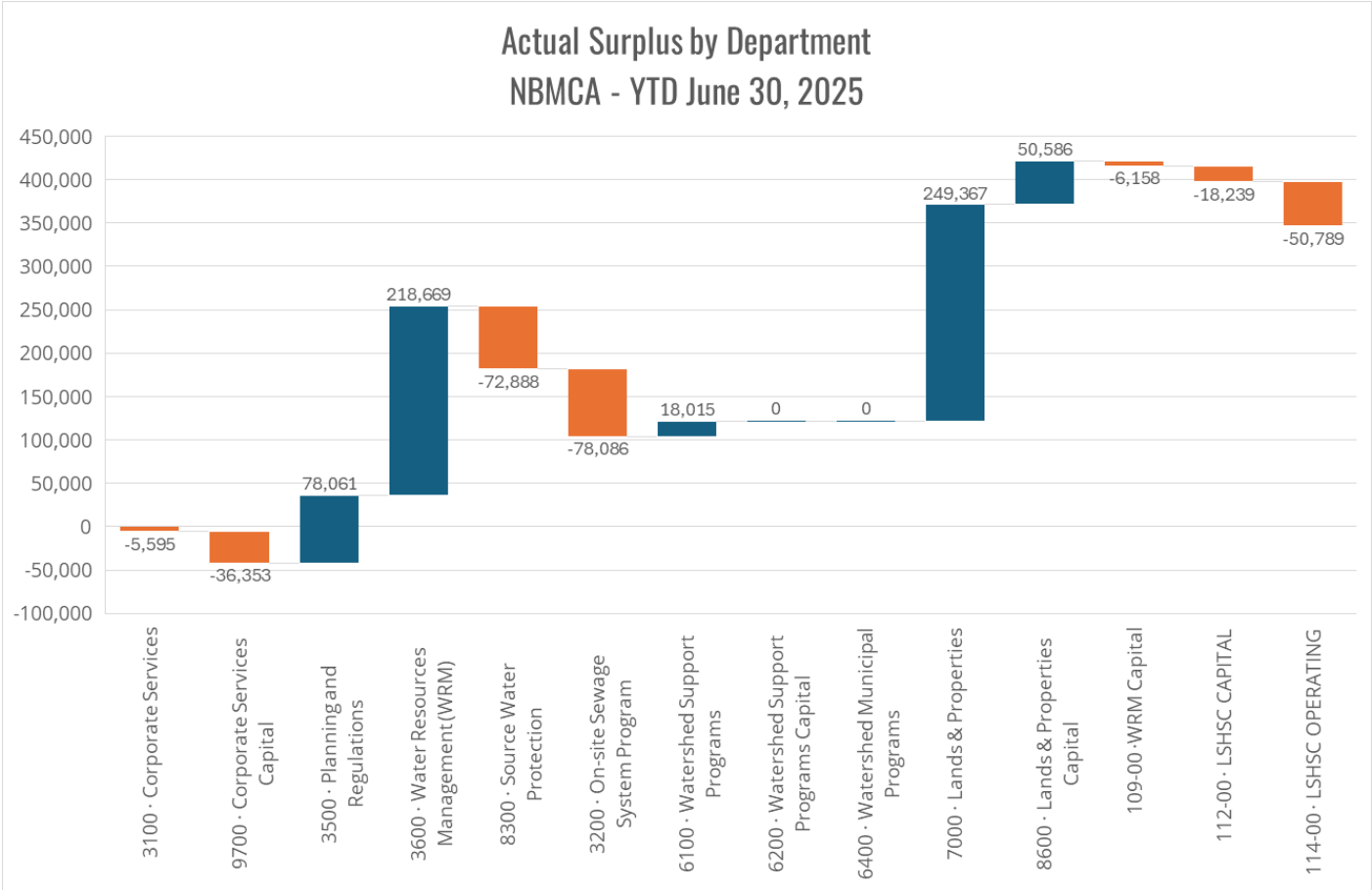
|   | Prorated YTD     |                  |                  | 2024 YTD         | Change to   |
|---|------------------|------------------|------------------|------------------|-------------|
|   | 2025 Budget      | Budget           | YTD Actual       | Actual           | LYTD %      |
| <b>Expense</b>                            |                  |                  |                  |                  |             |
| 3100 · Corporate Services                 | 1,138,300        | 569,150          | 616,124          | 665,296          | -7%         |
| 9700 · Corporate Services Capital         | 205,987          | 102,994          | 36,353           | 5,608            | 548%        |
| 3500 · Planning and Regulations           | 174,480          | 87,240           | 54,490           | 211,948          | -74%        |
| 3600 · Water Resources Management (WRM)   | 502,068          | 251,034          | 223,399          | 340,530          | -34%        |
| 8300 · Source Water Protection            | 212,002          | 106,001          | 102,888          | 73,765           | 39%         |
| 3200 · On-site Sewage System Program      | 960,365          | 480,183          | 409,047          | 512,351          | -20%        |
| 6100 · Watershed Support Programs         | 37,500           | 18,750           | 15,055           | 30,655           | -51%        |
| 6200 · Watershed Support Programs Capital | 0                | 0                | 0                | 0                | 0%          |
| 6400 · Watershed Municipal Programs       | 12,000           | 6,000            | 12,000           | 17,651           | -32%        |
| 7000 · Lands & Properties                 | 508,324          | 254,162          | 249,517          | 265,863          | -6%         |
| 8600 · Lands & Properties Capital         | 80,000           | 40,000           | 29,414           | 238,041          | -88%        |
| 109-00 · WRM Capital                      | 217,983          | 108,992          | 24,141           | 58,245           | -59%        |
| 112-00 · LSHSC CAPITAL                    | 65,000           | 32,500           | 83,239           | 78,665           | 6%          |
| 114-00 · LSHSC OPERATING                  | 60,000           | 30,000           | 135,789          | 172,510          | -21%        |
| <b>Total Expense</b>                      | <b>4,174,009</b> | <b>2,087,005</b> | <b>1,991,456</b> | <b>2,671,129</b> | <b>-25%</b> |

Savings across all programs are attributable to lower than budgeted staff costs.



Surplus Summary

The visualization below highlights large surpluses in both Water Resources Management and Lands & Properties Operations. These surpluses will shrink throughout the year after receiving the bulk of their revenue through levies and transfer payments earlier this year.



**RECOMMENDED RESOLUTION:**  
**THAT** the Members receive the April Financial Report for information and append to the minutes of the meeting.

**REVIEWED BY:**

Dave Sweet Manager Lands and Stewardship  
Kris Rivard CBO-Manager, OSS



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

**ORIGIN:** Aaron Lougheed, Finance Manager

**DATE:** August 13, 2025

**SUBJECT:** Approval of the North Bay-Mattawa Conservation Authority Reserve Policy

**BACKGROUND:**

During the April 9, 2025 meeting of the NBMCA it was discussed that a Reserve Policy should be developed and put in place to guide the current and future creation, use, and closure of any Reserve accounts.

**ANALYSIS:**

Staff took the recommendations of the board, reviewed other Conservation Authority policies, its own financial policies, and the policies of Municipalities to guide in the drafting of the attached Reserve Policy.

**RECOMMENDATION:**

That the Board receive and endorse this policy and append to the minutes of this meeting and/or provide direction to staff on how to move forward with this policy with one of these 3 options:

Option 1: Open Deliberation/Discussion

Option 2: Provide comments or concerns by email by August 27th, 2025

Option 3: Table policy and continue as status quo.

Options 1 and 2 will see a Draft Reserve Policy come back to the Board for approval at the September meeting. Option 3 can be revisited at any time.

**RECOMMENDED RESOLUTION:**

**THAT** the Board endorse the Reserve Policy with immediate effect and implementation.

**Reviewed By**  
**Management Team**

# POLICY



## FINANCE - RESERVE – FI16-07

Approved: Resolution No. X-25      Date:      X, 2025

### A. Purpose Statement

The purpose of the Reserve Policy is to ensure ongoing financial stability by setting aside monies for the long-term fiscal strategy of the Authority and ensuring that those funds will be available when needed.

### B. Policy Objective

1. Maintain Reserves to:
  - Ensure financial stability of the Authority.
  - Segregation of funds for a specific purpose or agreement.
  - To protect against financial impacts of risk and unforeseen events.
  - Provide a funding source for future life cycle replacement of capital assets.
  - Moderate fluctuations of the operating and capital budget.
  - Provide for obligations payable in the future.
  - Provide for future expenditures.
  - Provide internal financing sources.
2. Use Reserves solely for the intended purpose.
3. Manage Reserves in a responsible manner.
4. Prohibit the spending of any Reserve balance below zero.

### C. Scope/Application

1. Section 417 (1) of the *Municipal Act, 2001* specifically allows a Conservation Authority to “provide in its budget for the establishment or maintenance of a reserve fund for any purpose for which it has authority to spend money”.

2. This policy shall be applied fairly and consistently in a manner that maintains the objective, purpose, intent, and meaning of the policy.

## D. Definitions

1. “*Reserve*” means an allocation of accumulated net revenue that does not require the physical segregation of money or assets. Individual reserves do not earn interest on their own. Any earnings derived from investment are reported as general earnings.
2. “*Deferred Revenue*” means revenue that is considered a liability on the Authority’s financial statements, until such time it becomes relevant to current operations.
3. “*Authority*” means The North Bay-Mattawa Conservation Authority.
4. “*Contribution*” means funds added to a Reserve account, for example revenues directly to reserves as included in the annual budget documents or an expense included in the operating budget.
5. “*Commitment*” means approval by the Authority to spend funds up to a specified amount on projects or task, such as capital projects, one-time expenditures, or direct from reserve expenditures.
6. “*Expenditure*” means disbursement of funds associated with a commitment.
7. “*Non-recurring Revenue*” means revenue that is unlikely to occur again in the normal course of business.

## E. Reserve Guidelines

1. Creation
  - (a) The Authority Board, on recommendation of the CAO Secretary-Treasurer and the Manager, Finance, will approve the establishment of new Reserves.
  - (b) The following will be established:
    - purpose and use
    - funding sources and target funding level (if applicable)

## 2. Consolidation/Close

- (a) If the purpose of a Reserve has been accomplished or is no longer necessary, the Authority Board, on the recommendation of the CAO Secretary-Treasurer and the Manager, Finance, will approve the closure or consolidation, and transfer of any remaining funds.

## 3. Contribution, Commitments, and Expenditures

- (a) The Authority Board, as a part of the budget approval process, approves the contributions and commitments from Reserves. If not approved through the budget, a resolution approved by the Board is required, except for contributions such as interest, donations, and net recoveries of prior year events.
- (b) Expenditure is managed by Managers within the Authority Board approved Commitments.
- (c) At times the Ski Hill may need to utilize Operating and/or Capital Reserves in advance of a regular scheduled Authority Board meeting. The CAO, Secretary-Treasurer and Manager, Finance are approved to approve expenditures up to \$10,000, with notice to the Authority Board at the next scheduled meeting.
- (d) At times, additional funds may be required due to uncontrollable factors and needed immediately. The CAO, Secretary-Treasurer and Manager, Finance are authorized to approve Reserve expenditures, with notice to the Authority Board at the next scheduled meeting.
- (e) At times, implementation does not occur as originally planned due to unexpected conditions. Solutions may vary without additional approval if they are aligned with the purpose for which the Commitment was approved. Otherwise, repurposing committed funds requires the approval of the Authority Board.
- (f) Reserves cannot have a balance below zero. If additional funds are required due to uncontrollable factors, and the Reserve balance falls below zero, the expenditure will be allocated through the applicable operating budget with a report to the Authority Board to advise and identify the implications.

#### 4. Lifting of Commitments

- (a) Commitments that are not fully spent at the end of the project will be lifted (removed). Projects that are not initiated within two years of approval will be closed and commitments lifted. Renewing these closed projects must be made through the regular budget process and re-approved by the Authority Board.

#### 5. Interest Allocation

- (a) First, interest on Reserve balances will be calculated and added to the annual budget as general operating income of the Corporate Service or Admin account.
- (b) Second, reserves with balances above \$500,000 at the start of any fiscal year shall have interest calculated on an individual basis and amounts added to the balance annually.

#### 6. Reporting

- (a) The Manager, Finance will prepare the following reports, as a minimum, in relation to Reserves:
  - (i) Annual Audited Financial Statements– for financial reporting purposes, Reserve amounts set aside by legislation, regulation, or agreement (obligatory), are reported as deferred revenue, a liability on the Consolidated Statement of Financial Position. Other Reserves are balances within the accumulated surplus.
  - (ii) Budget Process – includes review of current forecast of revenue and expenditures and adequacy to meet future needs.

#### 7. Adequacy and Targets

- (a) Reserve balances will be monitored on a regular basis and reported on during budget process, or as deemed necessary by the Manager, Finance. When inadequate balances occur, the CAO, Secretary-Treasurer and Manager, Finance will make recommendations to the Authority Board regarding strategies to work toward the target.
- (b) Adequacy will be assessed by reviewing actual balances versus specific targets and reviewing various ratios.

- (c) As warranted, targets will be calculated for Reserves on a case-by-case basis, and the CAO, Secretary-Treasurer and Manager, Finance will make recommendations to the Authority Board. Consideration will be given to the following: purpose of the Reserve, predictability of revenues and volatility of expenditures, certainty of future liability, economic factors (inflation, interest rates, cyclical pressures) and industry/government/accounting standards and best-practices.

## 8. Operating Surplus/Deficit and Non-Recurring Revenues

- (a) Reserves shall receive priority consideration for the distribution of surplus funds and non-recurring revenues.
- (b) Unless extraordinary conditions exist or specified targets are exceeded, any annual operating surplus/deficit from an audited year-end will be transferred as designated in Section F – Authority Approved Reserves.
- (c) If the transfer would result in a negative balance, an alternative will be recommended to the Authority Board, with the use of capital reserves for operational funding being least desirable.

## 9. Reserve Fund Borrowing

- (a) Inter-fund borrowing between reserve and reserve funds is permitted, except for the province mandated Septic/OSS Reserve, with Authority Board approval.
- (b) Interim fund borrowing for the annual Operating and Capital approved budget is permitted when waiting for municipal levies and provincial transfers payments.



## F. Authority Board Approved Reserves

| Reserve                    | Purpose & Use  | Funding Source                                | Target Level                                     |
|----------------------------|--|---|--|
| Lands & Properties Capital | For capital projects related to the lands and properties of the NBMCA  | YE Surplus Lands & Property Capital           | No Set Target                                    |
| Land Acquisition           | For purchase of lands that meet the goals of the organization and/or assist in the meeting of CA Act mandated responsibilities | Proceeds from the disposition of surplus land | No Set Target                                    |
| Water Resources Capital    | For capital projects related to flood/erosion control infrastructure and to assist in the CA Act mandated responsibilities     | YE Surplus Water Resources Management         | No Set Target                                    |
| Septic/OSS                 | To ensure appropriate funding for the OSS program  | YE Surplus Septic/OSS Program                 | Six (6) Months of OSS Program Operating Expenses |
| MRCR                       | For Mattawa River Canoe Race expenditures  | YE Surplus Mattawa River Canoe Race           | One (1) Year of MRCR Operating Expenses          |
| Ski Hill Operating/Capital | For expenditures related to the Ski Hill   | YE Surplus Laurentian Skill Hill              | No Set Target                                    |

## **G. Roles and Responsibilities**

### **1. Authority Board**

- (a) Evaluate and approve the Policy.
- (b) Direct the transfer of funds to and from Reserves through the budget process.
- (c) Direct the transfer of funds to and from Reserves through Resolution outside of the budget process.
- (d) Direct the creation of new Reserves.
- (e) Direct the closure or amalgamation of existing Reserves that are no longer required.

### **2. CAO, Secretary-Treasurer and Manager, Finance**

- (a) Provide recommendations for the establishment, closure, or consolidation of Reserves.
- (b) Provide analysis and recommendations on the adequacy levels of Reserves.
- (c) Provide recommendations on the repurposing of commitments and transfer of funds to and from Reserves.
- (d) Provide recommendations on the borrowing/lending to and from Reserves.
- (e) Manage Reserves in accordance with legislation, Authority Board financing strategies, and approved commitments.
- (f) Provide long range financial planning recommendations to link the capital and asset management plan with a reserve plan (when prepared).

### **3. Managers**

- Manage expenditures within Authority Board-approved commitments.
- Consult with Manager, Finance to determine when Reserves should be created, consolidated or closed.
- Consult Manager, Finance regarding requests to the Authority Board to commit Reserve monies outside of the annual budget process.
- Provide cost and revenue estimates to guide long-term planning and adequacy review.

- Plan for long-term asset management replacement and rehabilitation with consideration for minimizing general levy and user rate increases in conjunction with the remainder of Authority services.



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

**ORIGIN:** Aaron Lougheed, Finance Manager

**DATE:** August 13, 2025

**SUBJECT:** Approval of the North Bay-Mattawa Conservation Authority Purchasing Policy

**BACKGROUND:**

The North Bay Mattawa Conservation Authority currently has three related finance policies.

- Purchasing Policy, last full update was May 2016, increases to limits were approved in May 2022
- Credit Card Policy, last updated was May 2016
- Travel and Expense Policy, last updated in October 2017

**ANALYSIS:**

Upon review of the financial policies and procedures of other comparable Conservation Authorities the NBMCA purchasing policy was updated to reflect the increased cost pressures following a long period of high inflation and to amalgamate the credit card policy and travel and expense policy within the purchasing policy.

**RECOMMENDATION:**

That the Board receive and endorse this policy and append to the minutes of this meeting and/or provide direction to staff on how to move forward with this policy with one of these 3 options:

Option 1: Open Deliberation/Discussion

Option 2: Provide comments or concerns by email by August 27th, 2025

Option 3: Table policy and continue as status quo.

Options 1 and 2 will see a Draft Purchasing Policy come back to the Board for approval at the September meeting. Option 3 can be revisited at any time.

**RECOMMENDED RESOLUTION:**

**THAT** the Board endorse the Purchasing Policy with immediate effect and implementation.

**Reviewed By  
Management Team**

# POLICY



## FINANCE – PURCHASING – FI16-01

Approved: Resolution No. X-25

Date: X, 2025

### A. Purpose Statement

This policy provides a standardized framework for all procurement and purchasing activities to ensure they are:

- Legal and transparent
- Accountable and auditable
- Environmentally and socially responsible
- Cost-effective and competitive

It applies to all purchases made using organizational funds, including contracts for goods, services, and construction.

### B. Policy Objective

1. **Open Competition:** Promote fair and open access to procurement opportunities.
2. **Best Value:** Consider total cost of ownership, not just price (e.g., quality, lifecycle, support).
3. **Ethics & Fairness:** Avoid conflicts of interest and comply with all applicable legislation.
4. **Sustainability:** Prefer goods/services that support environmental stewardship.
5. **Accessibility:** Incorporate accessibility features unless impractical, per AODA.
6. **Occupational Health & Safety:** All contractors required to do work for NBMCA will be required to provide NBMCA with evidence that they comply with the Occupational Health & Safety Legislation and NBMCA Health and Safety Policies.
7. **Co-operative Purchasing:** Where the best interest of NBMCA will be served NBMCA may participate with other governments or their agencies or public authorities in co-operative purchasing ventures or joint contracts.

## C. Definitions

1. **Contract:** A binding agreement between the organization and a supplier to provide goods, services, or construction at agreed terms and prices.
2. **Evaluation Criteria:** The standards or benchmarks used to assess and compare proposals, which may include price, quality, experience, delivery, and sustainability.
3. **Formal Competitive Procurement:** A method open to all qualified suppliers via public advertisement, promoting fairness and transparency.
4. **Goods:** Tangible products including equipment, materials, and supplies.
5. **Informal Procurement:** A less formal purchase method used for low-value or routine purchases, typically requiring minimal documentation.
6. **Proposal:** A submission made in response to a Request for Proposal (RFP), which may be subject to further negotiation.
7. **Purchase Order (PO):** A formal document issued to a supplier confirming the purchase of goods or services under specific terms.
8. **Request for Proposal (RFP):** A document requesting vendors to propose solutions for the provision of complex goods or services, considering both qualitative and quantitative factors.
9. **Services:** Includes all professional, consulting, and contracted work provided to the organization, including construction, repairs, and technical expertise.
10. **Single Source:** A procurement where a specific supplier is selected despite the existence of other potential sources, based on documented justification.
11. **Sole Source:** A procurement where only one supplier can provide the required goods or services.

## D. Procurement Methods and Threshold

Purchases shall be made using one of the following procurement methods, depending on the estimated total value (before taxes) of the goods, services, or construction:

- **Purchases up to \$999:**
  - An informal procurement process may be used.
  - The purchase must be approved by the Program Manager responsible.
  - No Purchase Order (PO) required.

- **Purchases between \$1,000 and \$4,999:**
  - Informal procurement may be used, such as direct vendor contact or written communication.
  - A written rationale must be provided to justify the selection.
  - Approval must be obtained via PO from the Program Manager.
- **Purchases between \$5,000 and \$49,999:**
  - A competitive procurement method should be used using a Quote Sheet.
  - A minimum of three written quotations must be obtained, or a written explanation provided if not feasible.
  - Evaluation should consider cost, quality, and other relevant factors.
  - Sole sourcing or single sourcing must have written justification.
  - The CAO or Secretary-Treasurer must approve the purchase through PO.
- **Purchases between \$50,000 and \$99,999:**
  - A formal competitive procurement process must be followed, such as public tender or open RFP.
  - At least three written proposals are required, unless a valid non-competitive justification is documented.
  - An evaluation matrix or scoring criteria should be used to assess proposals.
- **Construction Contracts of \$100,000 or more:**
  - A public tender process is mandatory.
  - A detailed tender package and evaluation matrix must be prepared.
  - The Board of Directors must approve the contract based on staff recommendation.

In all cases, procurement must be aligned with the approved organizational budget.



## **E. Purchase Orders**

The NBMCA shall implement a purchase order (PO) system as a financial control mechanism for all purchases exceeding \$999, excluding utility payments, employee travel reimbursements, incidental expenses, and payroll expenditures.

### **1. Purchase Order System Administration**

- The purchase order system shall use pre-numbered forms controlled and issued by the Finance Department.
- Centralized purchasing is encouraged for commonly used supplies and services to ensure efficiency and cost-effectiveness.

### **2. Initiation and Approval**

- A purchase order must be prepared and approved before a commitment is made to a supplier.
- Each PO must include:
  - Date of request
  - Name and signature of the requesting employee
  - Project or program name (if applicable)
  - Item description, quantity, estimated cost
  - Proper account coding
- The PO must be approved by:
  - The employee's immediate supervisor, and
  - The Chief Administrative Officer (CAO), or a designated signing authority within approved budget limits.
  - For purchases that exceed the approved budget, prior written authorization from the CAO is required before proceeding.

### **3. Invoice Matching and Payment**

- The Finance Department shall:
  - Match the approved PO with the supplier invoice
  - Review for compliance with policy, budget availability, and account coding
  - Process for payment according to standard financial procedures

### **4. Exceptions and Compliance**

- Any non-compliance with the purchase order procedure may delay payment or result in the expense being deemed unauthorized.
- Frequent non-compliance may be subject to review by the CAO.

## F. Credit Card Use

### 1.1 Purpose

Corporate credit cards are issued to authorized employees of the NBMCA for the efficient procurement of goods and services necessary for conducting organizational business. Their use is governed by strict controls to ensure accountability, compliance, and protection of public funds.

### 1.2 Limits and Conditions of Use

- Each NBMCA-issued VISA corporate credit card shall be subject to a transaction limit for business expenditures.
  - Front Line and Field Staff Shall have cards with limits not exceeding \$2,500
  - Management and Senior Staff shall have cards with limits not exceeding \$5,000
  - The CAO and designates shall have cards with limits not exceeding \$10,000
- Cards may only be used by the named cardholder to whom the card is issued. Usage for online and in-office purchases is permitted, subject to prior approval of the cardholder.
- Credit cards are strictly for **official NBMCA business**. **Personal purchases** are **prohibited** under all circumstances. Credit card transactions will be **monitored by the Manager, Finance** to ensure compliance.
- Violations of this policy may result in:
  - Cancellation of the card
  - Suspension or permanent loss of credit card privileges
  - Payroll deduction for any unauthorized charges
  - Disciplinary action up to and including termination of employment

### 1.3 Cardholder Responsibilities

- **Authorization:** All purchases over \$999 must be supported by a PO, which specifies the method of payment, and must be approved by the cardholder's supervisor.
- **Receipts:** Original receipts must be retained and submitted to the Finance Department with appropriate coding and descriptions of the expense, including relevant program or project information.
- **Security and Maintenance:**
  - Report lost or stolen cards immediately to both the issuing credit card company and the Finance, Manager
  - All maintenance or updates to the card must be coordinated through the Finance Manager and CAO.
  - Prior to leaving employment with the NBMCA, credit card accounts must be reconciled and surrendered.

## **G. Travel and Expenses**

### **1.1 Purpose and Scope**

The purpose of this policy is to ensure that expenses incurred by North Bay-Mattawa Conservation Authority (NBMCA) staff, board members, and volunteers are necessary, reasonable, and represent the best value for the organization.

This policy applies to all employees, members of the Board of Directors, and volunteers who incur expenses while conducting approved NBMCA business. All expenditures must align with this policy's guidelines, and any deviations must be pre-approved by the CAO or an authorized designate.

### **1.2 Budget Authority and Submission**

- Annual travel and expense budgets shall be approved by the Board of Directors as part of the Operating Budget.
- All claims must be submitted using the current, approved NBMCA form titled Claim for Travel and Incidental Expenses.
- Claims must be submitted within four (4) weeks of the date the expense was incurred.
- Forms must:
  - Be signed by the employee submitting the claim.
  - Be reviewed and co-signed by the claimant's supervisor for verification and approval.
  - Be accompanied by original receipts. In cases where receipts are lost or unavailable, a signed explanation may be submitted for consideration but does not guarantee reimbursement.

### **1.3 Travel Guidelines**

- Employees must choose the most economical mode of transportation that also ensures safety and reasonable convenience.
- NBMCA fleet vehicles should be used where available.
- The employee must:
  - Hold a valid driver's license.
  - Be pre-approved for insurance coverage under NBMCA's vehicle policy.
- If a fleet vehicle is unavailable:
  - Employees may rent a vehicle through an approved supplier with preferred rates.
  - Do not purchase additional rental insurance—NBMCA coverage applies.
- Staff may travel with a companion at their own discretion, provided that:
  - No additional cost to NBMCA is incurred (e.g., double occupancy costs)

- Prior approval from the employee's supervisor is obtained if a companion will travel in an NBMCA fleet vehicle.

#### **1.4 Accommodations and Accessibility**

- Any additional expenses required to accommodate an employee's disability will be reimbursed, provided:
  - Prior approval is obtained from a supervisor or manager
  - The expense is necessary and documented.
  - Supporting documentation may be required to ensure compliance with accessibility standards.
- Lodging should be reasonably priced and appropriate for the business purpose and duration of the stay.
- Accommodations must:
  - Be near the location of the event (conference, meeting, etc.).
  - Be justifiable and defensible under public scrutiny.
  - Not be selected based on loyalty/reward programs.
  - Utilize government rates or negotiated group discounts when available.

#### **1.5 Meal Reimbursement**

- Maximum combined breakfast, lunch and dinner Per Diem Meal Allowance is \$100.
- Detailed receipts (including itemization and tax breakdown) are required for reimbursement.
- Meals included in a conference package or hotel rate cannot be claimed.
- Alcoholic beverages are not reimbursable and must be deducted from submitted receipts.
- Reimbursement is only provided for meals where travel or meetings extend over a mealtime or where meals are required to conduct official business.

#### **1.6 Incidental Expenses**

- Reimbursable incidentals include:
  - Gratuities (reasonable)
  - Public transit, taxis, ride-shares
  - Parking
- Non-reimbursable items include:
  - Alcohol
  - Mini-bar purchases
  - In-room movies or Personal Entertainment



**To:** The Chairperson and Members of the Board of Directors  
North Bay-Mattawa Conservation Authority

**Origin:** Paula Loranger, Community Relations Coordinator

**Date:** July 31, 2025

**Subject:** Marketing & Communications Approval Policy

**Background:**

A draft marketing and communications approval policy was presented to the Board on March 10, 2025, and May 14, 2025. Maintaining consistent messaging across all channels strengthens the brand's voice, enhancing its recognition and credibility with the audience. Staff will be provided with branded templates, AODA compliance guidelines, logo usage standards, and other relevant documentation.

**Analysis:**

The board reviewed the policy and requested that its approval be deferred. No comments or suggestions have been submitted since the May meeting.

**Recommendation:**

That the Board receive and endorse this policy and append to the minutes of this meeting. And/or provide direction to staff on how to move forward with this policy with one of these 3 options:

Option 1: Open Deliberation/Discussion

Option 2: Provide comments or concerns by email by August 27<sup>th</sup>, 2025

Option 3: Table policy and continue as status quo.

Options 1 and 2 will see a Draft Marketing & Communications Approval Policy come back to the Board for approval at the September meeting.

Option 3 can be revisited at any time.

**Recommended Resolution:**

That this Communications and Marketing Policy be an approved Communication policy that guides the work of the Communications Department and staff to ensure that all materials are developed and executed in a quality, compliant, consistent and coordinated manner to maintain a strong brand and positive reputation.

**Reviewed by:**

Kris Rivard, CBO – Manager, OSS

Dave Sweet, Manager, Lands and Stewardship

Aaron Lougheed, Manager, Finance

# Marketing & Communications Approval Policy



## Intent

The purpose of this policy is to establish a clear and effective process for reviewing and approving marketing and communication materials. North Bay Mattawa Conservation Authority (NBMCA) communications want to ensure that all materials are developed and executed in a quality, compliant, consistent, and coordinated manner to:

- maintain a strong brand (brand standards to be given) and positive reputation;
- ensure materials are compliant with internal and external policies and legislation, such as code of conduct, social media policy and Accessibility for Ontarians with Disabilities Act (AODA); and
- ensure NBMCA is utilizing media resources effectively and efficiently.

## Definitions

**Communications:** information exchanges in any form (i.e., verbal, written, audio) produced to officially represent NBMCA.

**Marketing materials:** any type of material used to promote NBMCA to external audiences, including branded print and digital materials related to advertising, promotional items, graphic design, media relations, emergency communications, website changes, presentations to an external audience.

**Branding:** all materials must be appropriately branded, including name, logo, color scheme, typography, tone and voice, as well as graphics and imagery, brand standards will be developed.

**Media:** professional or citizen journalists representing either themselves or a news media organization.



## Scope

This policy applies to all NBMCA activities targeting external audiences, including any communication or marketing efforts undertaken by staff, students, volunteers, or third-party vendors acting on behalf of NBMCA. This includes outreach to clients, partners, stakeholders, and the public. If possible, two weeks notice should be given for Marketing and Communications materials.

Exemptions:

- Internal communications (e.g., internal memos/activities).
- Permits and communications related solely to the internal functioning of NBMCA.

## 1. Roles and responsibilities

### 1.1 Communications and Outreach

Communications Department, under the Chief Administrative Officer (CAO), Secretary-Treasurer, is to have pre-distribution review and approval of all external general communication materials, including but not limited to:

- Social media posts and campaigns
- Signage
- Marketing materials
- Program applications
- Presentations to the public (template to be provided)
- Presentations/Reports to the Board of Directors (only new presentations/reports needing branding and AODA compliance)
- Media releases/advertisements
- RFP, RFQ, tenders (template to be provided)
- Email signature (sample to be provided)
- Clothing

a) Will review and make necessary revisions within 48 hours of receipt or as agreed upon.

b) Is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain brand integrity and

stay true to brand guidelines, and accessibility standards.

- c) Acts as Social Media Coordinator, and offers guidance, support, and oversight of all social media accounts.
- d) Acts as the Accessibility Officer and is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain AODA compliance and accessibility from a broader perspective. AODA tips and tricks will be provided to all staff to get their document started.

It is highly recommended that materials be sent in the earliest stage of completion to allow time for necessary changes prior to circulation. Please ensure that a budget is approved by your Manager for any materials that may have a fee associated.

## 1.2 Executive Assistant/HR Coordinator

NBMCA's Executive Assistant/HR Coordinator, under the management of CAO/ Secretary-Treasurer, has technical review and final approval of certain external corporate communications, including but not limited to:

- Job postings
- Reports to the Board of Directors
- Presentations to the Board of Directors

Will review and make necessary revisions within 48 hours of receipt or as agreed upon.

## 2. Policy Statements

### 2.1 General

All campaigns related to departmental goals are to be approved by the Department Manager and receive joint technical approval by the Comms. Department before final approval by the CAO/Secretary-Treasurer.

## 2.2 Advertising

The content of any advertising must be approved by the Department Manager, CAO/Secretary-Treasurer and Communications Department.

## 2.3 Communications to media

- a) Departments are to provide content (verbiage and images) for their media releases as well as an accompanying Frequently Asked Questions document (if necessary) to the Communications Department for composition/review.
- b) All media releases and media advisories will receive technical review and be sent to the media by the Communications Department with approval from the CAO/ Secretary-Treasurer.
- c) Designated contacts will be listed as the point of contact on the media release, and if contacted by the media may engage directly (if approved by CAO/Secretary-Treasurer); however, if any other staff are contacted by the media, they must notify the designated contact and the CAO/Secretary-Treasurer before commenting.
- d) Preferably, the Community Relations Coordinator will be listed as a second point of contact on all media releases.
- e) The Community Relations Coordinator will be available as needed for guidance in responding to any media inquiry.

## 2.4 Presentations to the public

- a) Departments are to compose their own content for presentations. A template will be provided for use. The Communications Department will review the presentation for brand, format and AODA requirements.
- b) If there are no suitable images available to the department, the Communications Department may source updated or stock

photography to support the presentation.

- c) The Communications Department may adjust the content to maintain an appropriate reading level score for the intended audience.
- d) Depending on the content and the audience, presentations may have final technical review and approval by the CAO.

## 2.5 Request for proposal (RFP), request for quotation (RFQ), tender notices

- a) All RFP, RFQ and tender documents are to use the templates available to staff, or a custom template provided directly to them by the Communications Department.
- b) All RFP, RFQ and tender documents, unless exempt via approval by the CAO/Secretary-Treasurer, are to have technical edit/approval by the Community Relations Coordinator, acting as Accessibility Officer.

## 2.6 Job Postings

- a) All job postings are to use the current format available to staff, document available from the Human Resources Coordinator.
- b) Departments are to provide content for their job postings; however, all job postings must be approved by the CAO/Secretary-Treasurer and Human Resources Coordinator.
- c) Once approved the job posting is to be shared with the Community Relations Coordinator for posting on website, Conservation Ontario and social media, the Human Resources Coordinator will be responsible for other posting location such as Indeed.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on:

Policy amended on:



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

**ORIGIN:** Angela Mills, Water Resources Specialist

**DATE:** August 13, 2025

**SUBJECT:** Flood Forecast and Warning Network Proposal

**Background:**

The Flood Forecast and Warning program and the Ontario Low Water Response program rely on a network of sensors across the jurisdiction to understand the current conditions and risks for forecasted precipitation to cause flooding. These sensors may report precipitation (or rain) or river and lake water level data. Precipitation is highly spatially variable. In short distances, the total amount of rain that is observed can be drastically different. These networks are limited in our area, impeding our ability to effectively issue flood and low water messages.

**Analysis:**

The existing precipitation gauges we can use is very limited. We rely on the Environment Canada site at the Jack Garland Airport, but it only provides data to midnight on the previous day. NAV Canada also has a gauge here with the same data availability. It seems to severely under-report precipitation through the winter. NBMCA has a rain gauge in Feronia that has only recently been equipped with telemetry, however, there is a significant lag in data uploading to the WISKI database (potentially 12 hours), and has only recently been reliably transmitting data. There is a rain gauge at the Water Survey of Canada gauge at the Wasi River near Astorville, however obstructions (trees and equipment) reduce the reliability of any data from this site. Staff learned in late July that the MNR operates and maintains a gauge near Kiosk, with reliable dataset since 2016. There might be a precipitation gauge on the roof of the fire hall at Marshall Avenue in North Bay, but we do not have access to this dataset.

Personal Weather Stations are economic technologies (about \$300 per station, plus any posts for installation) that could be installed in partnership with local municipalities, allowing for both NBMCA's Flood Forecast and Warning Program and local municipal partners to know what the rainfall reports have been in their vicinity. They would require power for the indoor console and connect to wi-fi to communicate data in near-real time (updating every minute).

The network of hydrometric stations measuring water level and/or flow in local lakes and rivers has more stations. Water Survey of Canada operates six stations here: Chippewa Creek, La Vase River, Wasi River, Lake Nipissing, Mattawa River below Bouillon Lake and Ottawa River at Mattawa. Of these, only the first three have flow data available (required for low water response program; however, a relationship is being built for the Mattawa River site). The MNR operates and maintains three gauge

stations on the upstream side of the Turtle Lake, Lake Nosbonsing, and Lake Talon dams. Hurdman Dam is privately operated, but OPG maintains a water level gauge on the Chant Plein Lake side as well as gauges around the Otto Holden Dam on the Ottawa River. Flow is not available for these sites as flow is a combination of lake water level and stop-log settings.

While infrastructure-intensive hydrometric stations such as those Water Survey of Canada uses could be quite expensive (\$10,000s), there are less expensive technologies that could be used to fill in gaps in the network. Other Conservation Authorities use AquaSwift sensors that cost about \$350 with annual cellular transmissions of \$360 per station and data is incorporated into their WISKI databases.

**Recommendation:**

Partner with municipalities to install Personal Weather Stations at municipal offices or works yards to create a network of rain gauges. Municipal staff would have access to the indoor console, NBMCA staff would have access to connect remotely via mobile app, and the data would also be uploaded to Weather Underground, a website that is publicly accessible, so any resident or staff member could see current conditions in real-time.

Actual installation sites subject to change, but are proposed as:

1. NBMCA office
2. City of North Bay Waste Water Treatment Plant
3. Municipality of Callander
4. Municipality of Powassan
5. Phelps Fire Brigade
6. East Ferris Community Centre in Astorville
7. East Ferris Municipal office as a potential comparison to the All-weather station being installed in Corbeil Conservation Area
8. Township of Bonfield
9. Municipality of Calvin
10. Town of Mattawa
11. Municipality of Mattawan
12. Township of Papineau-Cameron\*

Given the close proximity of the Township of Papineau Cameron's office to that of the Town of Mattawa, it would be preferable to install a rain gauge further south. This could be a station that uses satellite transmissions to not rely on wi-fi or cellular networks. There are two such gauges in storage, but would require a \$10-\$12,000 telemetry system.

Additionally, install two stream depth sensors and staff gauges to monitor water levels in flood-prone areas that don't already have hydrometric monitoring. These locations are Wasi River at Beach Rd (upstream of Wasi Lake) and the La Vase River at Corbeil. Pending the success of these sites, additional ones could be added in the future.



**Submitted by:**

Angela Mills, Water Resources Specialist

**Reviewed By:**



**To:** The Chairperson and Members of the Board of Directors  
North Bay-Mattawa Conservation Authority

**Origin:** Kristopher Rivard, CBO, Manager, OSS

**Date:** August 13, 2025

**Subject:** Report No. OSS-2025-08-13  
On-Site Sewage System Program – January to June 2025

**Background:**

Below is a summary of the OSS Program for 2021, 2022, 2023, and 2024.

|                                     | 2021 | 2022 | 2023 | 2024 |
|-------------------------------------|------|------|------|------|
| Permits Received                    | 1119 | 910  | 770  | 711  |
| Complaints / Concerns Addressed     | 24   | 12   | 19   | 47   |
| Legal Inquiries                     | 355  | 383  | 235  | 335  |
| Expansion/Renovation Files Reviewed | 175  | 158  | 177  | 148  |
| Inspections (First)                 | 1087 | 880  | 775  | 693  |
| Inspections (Second)                | 880  | 815  | 768  | 678  |
| Inspections (Third)                 | 819  | 854  | 996  | 798  |
| Inspections (Mandatory Maintenance) | 202  | 110  | 96   | 104  |

**Analysis:**

Below is a summary of the permits issued from January to June 2025.

|                                     | Q1 | Q2  | Q3 | Q4 | Total |
|-------------------------------------|----|-----|----|----|-------|
| Permits Received                    | 33 | 243 |    |    | 276   |
| Complaints / Concerns Addressed     | 1  | 5   |    |    | 6+15  |
| Legal Inquiries                     | 40 | 117 |    |    | 157   |
| Expansion/Renovation Files Reviewed | 28 | 53  |    |    | 81    |
| Inspections (First)                 | 30 | 209 |    |    | 239   |
| Inspections (Second)                | 10 | 123 |    |    | 133   |
| Inspections (Third)                 | 68 | 189 |    |    | 257   |
| Inspections (Mandatory Maintenance) | 0  | 0   | 8* |    | 8*    |

Discussion on 2025 numbers so far.

**Recommendation:**

**That** the Board members receive for information only Board Report No. OSS-2025-08-13 On-Site Sewage System Permits – January to June 2025 Summary.

**Reviewed By:**

Dave Sweet, Manager, Lands and Stewardship  
Aaron Lougheed, Manager, Finance



**To:** The Chairperson and Members of the Board of Directors  
North Bay-Mattawa Conservation Authority

**Origin:** Hannah Wolfram, Planning & Development Officer

**Date:** August 13, 2025

**Subject:** Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits

**Background:**

Below is a summary of the permits issued for 2022, 2023, 2024 and year-to-date permits in 2025.

| S28            | Data |      |      |    |    |    |       |      |    |          |    |             |
|----------------|------|------|------|----|----|----|-------|------|----|----------|----|-------------|
|                | 2022 | 2023 | 2024 |    |    |    |       | 2025 |    |          |    |             |
|                |      |      | Q1   | Q2 | Q3 | Q4 | TOTAL | Q1   | Q2 | Q3 (YTD) | Q4 | TOTAL (YTD) |
| Permits Issued | 120  | 99   | 18   | 18 | 35 | 3  | 74    | 18   | 19 | 7        |    | 44          |

**Analysis:**

Seventeen (17) new permits have been issued by the NBMCA since the previous Board report, as follows:

| Municipality | Regulated Feature           | Nature of Work  | 2025 Date Deemed Complete | 2025 Date Issued |
|--------------|-----------------------------|-----------------|---------------------------|------------------|
| NORTH BAY    | Trout Lake shoreline        | Deck            | 06-03                     | 06-03            |
| EAST FERRIS  | Lake Nosbonsing shoreline   | Dock            | 06-17                     | 06-19            |
| NORTH BAY    | Trout Lake shoreline        | Landscaping     | 06-03                     | 06-05            |
| EAST FERRIS  | Lake Nosbonsing shoreline   | Municipal Works | 06-17                     | 06-19            |
| BONFIELD     | Wetland                     | Deck            | 06-04                     | 06-13            |
| NORTH BAY    | Lake Nipissing shoreline    | Sunroom         | 06-10                     | 06-13            |
| CHISHOLM     | Wasi Lake shoreline         | Shoreline works | 06-16                     | 06-27            |
| BONFIELD     | Kaibuskong River Floodplain | Dwelling        | 06-13                     | 06-13            |

|                  |                          |  |       |       |
|------------------|--------------------------|--|-------|-------|
| PAPINEAU-CAMERON | Lower Mattawa River      | Landscaping                                | 06-17 | 06-20 |
| NORTH BAY        | Trout Lake shoreline     | Shoreline works                            | 06-20 | 06-25 |
| BONFIELD         |                          | Sunny side 51                              | 07-03 | 07-04 |
| NORTH BAY        | Parks Creek Floodplain   | Removal of basement entrance               | 07-04 | 07-07 |
| NORTH BAY        | Parks Creek Floodplain   | Deck                                       | 07-22 | 07-23 |
| EAST FERRIS      | Trout Lake shoreline     | Dock                                       | 07-15 | 07-23 |
| NORTH BAY        | Trout Lake shoreline     | Dock and demolition of existing structures | 07-21 | 07-30 |
| NORTH BAY        | Trout Lake shoreline     | Shoreline works                            | 07-23 | 07-29 |
| NORTH BAY        | Lake Nipissing shoreline | Home addition                              | 07-31 | 07-31 |

All permits were issued within the legislated timelines.

**Financial Implication:**

There are no financial or budget implications resulting from the information presented in this report.

**Recommendation:**

**That** the Board members receive for information only the Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits.

**Submitted By:**

Hannah Wolfram, Planning & Development Officer

**Reviewed By:**

**North Bay-Mattawa Conservation Authority  
Members Meeting for June 11, 2025  
4:30 pm Hybrid meeting – In person and via Zoom  
NBMCA's 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 May 14, 2025
5. Delegations
6. Correspondence

**Business Reports**

7. Monthly Report on O. Reg 41/24: Prohibited Activities, Exemptions and Permits **(Report #1)**
8. Lands & Stewardship Semi Annual Update **(Report #2)**
9. Communications & Events Semi Annual Update **(Report #3)**
10. Public Service Body Rebate Update **(Report #4)**
11. Request for Capital Reserve Funds from Laurentian Ski Hill **(Report #5)**
12. March 2025 Profit and Loss YTD Comparison **(Report #6)**
13. April Monthly Financial Report **(Report #7)**
14. Proposed Board Report Update Schedule for 2025 **(Report #8)**
15. Provincial Funding Reporting 2025 Due Dates **(Report #9)**
16. Administrative By-Laws **(Report #10)**

**Other Business**

17. Committee of the Whole to discuss advice that is subject to solicitor-client privilege and personnel matters
18. New Business
19. Adjournment

Topic: NBMSPA & NBMCA Board of Directors meetings

Time: Jun 11, 2025 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85321129591?pwd=c5buNVK3A5GlCs9oDbE8lE4swJdpbN.1>

Meeting ID: 853 2112 9591

Passcode: 660376

One tap mobile

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North Bay-Mattawa Conservation Authority

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

**SIXTH** meeting of the North Bay-Mattawa Conservation Authority held at as a hybrid meeting 4:30 p.m. on June 11, 2025, in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario and via zoom.

**MEMBERS PRESENT:**

|                               |   |                    |
|-------------------------------|---|--------------------|
| Bonfield, Township of         | - | Steve Featherstone |
| Callander, Municipality of    | - | Grant McMartin     |
| Chisholm, Township of         | - | Nunzio Scarfone    |
| Calvin, Township of           | - | Bill Moreton       |
| East Ferris, Municipality of  | - | Lauren Rooyakkers  |
| North Bay, City of            | - | Peter Chirico      |
| North Bay, City of            | - | Lana Mitchell      |
| Papineau-Cameron, Township of | - | Shelley Belanger   |
| Powassan, Municipality of     | - | Dave Britton       |

**MEMBER(S) ABSENT:**

|                           |   |                 |
|---------------------------|---|-----------------|
| Mattawan, Municipality of | - | Michelle Lahaye |
| Mattawa, Town of          | - | Loren Mick      |
| North Bay, City of        | - | Chris Mayne     |

**ALSO PRESENT:**

Carolyn Rodgers, P.Eng, CAO, Secretary-Treasurer  
 Aaron Lougheed, Manager, Finance  
 Dave Sweet, Manager, Lands & Stewardship  
 Paula Loranger, Community Relations Coordinator  
 Hannah Wolfram, Planning and Regulations Officer  
 Shawn Kozmick, GIS Specialist  
 Githan Kattera, Engineering and Development Officer  
 Angela Mills, Water Resources Specialist  
 Jennifer Hamilton-McCharles, Member of Media

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

The meeting was called to order at 4:30 pm, and afterwards Dave Britton read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

The following resolution was presented:

Resolution No. 57-25, Moreton-Belanger

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

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None declared.

**4. Adoption of Previous Minutes of May 14, 2025**

The following resolution was presented:

Resolution No. 58-25, Britton-Scarfone

**THAT** the Minutes of the May 14, 2024, meeting be approved.

**Carried Unanimously**

**5. Delegations**

None received.

**6. Correspondence**

Correspondence to the members was received about an identifiable person and was discussed in 'closed session'.

**7. Monthly Report on O.Reg 41/24: Prohibited Activities, Exemptions and Permits**

Hannah Wolfman presented the report. The members indicated they liked the new format and thanked Ms. Wolfman for the information.

**8. Lands & Stewardship Semi Annual Update**

Dave Sweet presented the report and after discussion the Board thanked Mr. Sweet for the information.

**9. Communication & Events Semi Annual Update**

Paula Loranger presented the report and the Board thanked Ms. Loranger for the information.

**10. Public Service Body Rebate Update**

Aaron Longheed presented the report. After discussion, the members thanked Mr. Longheed and the following resolution was made:

Resolution No. 59-25, Belanger-Moreton

**THAT** the Members approve the CAO Carolyn Rodgers to communicate with the CRA on its behalf

and update the representatives of the Authority.

**AND THAT** Lana Mitchell be authorized as a signing authority on the RBC chequing account to transfer funds and close the account after the funds are received.

**Carried Unanimously**

**11. Request for Capital Reserve Funds from Laurentian Ski Hill**

Aaron Longheed presented the report. After discussion, the members thanked Mr. Lougheed, and the following resolution was made:

Resolution No. 60-25, Chirico-Britton

**THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$3,831 from the NBMCA's Ski Hill Capital Reserve.

**Carried Unanimously**

**12. March 2025 Profit and Loss YTD Comparison**

Aaron Longheed presented the report, and the members thanked Mr. Lougheed for the information.

**13. April Monthly Financial Report**

Aaron Longheed presented the report. The members indicated they liked the new format, and the following resolution was presented:

Resolution No. 61-25, Chirico-Moreton

**THAT** the Members receive the April Financial Report for information and append to the minutes of the meeting.

**Carried Unanimously**

**14. Proposed Board Report Update Schedule for 2025**

Carolyn Rodgers presented the report. After discussion, the members thanked Ms. Rodgers, and the following resolution was presented:

Resolution No. 62-25, Belanger-Scarfone

**THAT** the Board approves the proposed Board Update Schedules provided as part of the report as amended.

Report Amendment: Add OSS Q1 and Q2 report at the August Board Meeting.

**Carried Unanimously**



**15. Provincial Funding Reporting**

Carolyn Rodgers presented the report, and the members thanked Mrs. Rodgers for the information.

**16. Administrative By-laws**

The members voted unanimously to defer the report.

**17. Committee of the Whole to discuss advice that is subject to solicitor-client privilege and personnel matters.**

Resolution No. 63-25, Chirico-Britton

**THAT** the meeting moves into a closed session of “Committee of the Whole” to discuss advice that is subject to solicitor-client privilege and personal matters and Board correspondence that identifies an employee.

**Carried Unanimously**

Resolution No. 64-25, Scarfone-Rooyakkers

**THAT** the meeting moves out of a closed session of “Committee of the Whole” and back into an open meeting.

**Carried Unanimously**

**18. New Business**

Resolution No. 65-25, Chirico-Rooyakkers

**THAT** the CAO provides the deferred Board Reports (Reserve Policy & Marketing and Communications Policy) at the August meeting. The CAO to provide an updated Purchasing Policy at the August meeting as well.

**19. Adjournment**

Resolution No. 66-25, Britton-Chirico

**THAT** the meeting be adjourned at 6:46pm, and the next meeting be held at 4:00 pm Wednesday August 13, 2025, or at the call of the Chair.

**Carried Unanimously**

-----  
Lana Mitchell, Vice Chair

-----  
CAO, Secretary-Treasurer

**To:**

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

**Origin:**

Hannah Wolfram, Regulations Officer

**Date:**

June 11, 2025

**Subject:**

Monthly Report on O. Reg. 41/24: Prohibited Activities, Exemptions and  
Permits Issued

**Background:**

Below is a summary of the permits issued for 2022, 2023, 2024 and year-to-date permits in 2025.

| S28                   | Data       |           |      |    |    |    |           |      |     |    |    |             |
|-----------------------|------------|-----------|------|----|----|----|-----------|------|-----|----|----|-------------|
|                       | 2022       | 2023      | 2024 |    |    |    |           | 2025 |     |    |    |             |
|                       |            |           | Q1   | Q2 | Q3 | Q4 | TOTAL     | Q1   | Q2* | Q3 | Q4 | TOTAL (YTD) |
| <b>Permits Issued</b> | <b>120</b> | <b>99</b> | 18   | 18 | 35 | 3  | <b>74</b> | 12   | 14  |    |    | <b>26</b>   |

\* As of May 30, 2025

**Analysis:**

Four (4) new permits have been issued by the Conservation Authority since the previous Board report of May 14, 2025, as follows:

| File No.      | Municipality | Regulated Feature | Nature of Work                  | Date Received  | Date Issued    |
|---------------|--------------|-------------------|---------------------------------|----------------|----------------|
| 041RCL25-024P | Callander    | Lake Nipissing    | 55 m <sup>2</sup> dock          | April 29, 2025 | April 30, 2025 |
| 040RNB25-025P | North Bay    | Lake Nipissing    | Demolition of existing dwelling | April 30, 2025 | May 28, 2025   |
| 044RNB25-026P | North Bay    | Trout Lake        | Waterfront deck                 | May 6, 2025    | May 6, 2025    |

| File No.      | Municipality | Regulated Feature | Nature of Work                | Date Received | Date Issued |
|---------------|--------------|-------------------|-------------------------------|---------------|-------------|
| 046RNB25-028P | North Bay    | Armstrong Creek   | Emergency culvert replacement | May 8, 2025   | May 9, 2025 |

All permits were issued within the legislated timelines.

**Financial Implication:**

There are no financial or budget implications resulting from the information presented in this report.

**Recommendation:**

**That** the Board members receive for information only the Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits.

**Submitted By:**

Hannah Wolfram, Regulations Officer

**Reviewed By:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer

**To:**

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

**Origin:**

Dave Sweet, Manager, Lands & Stewardship

**Date:**

June 11, 2025

**Subject:**

Lands & Stewardship Semi-Annual Update

**Background:**

The 2025 Budget included the following Lands & Stewardship new projects.

**Lands**

- Eau Clair Gorge Conservation Area - Repair the road including the culverts & new signage.
- Mattawa Island Conservation Area - Repair the parking lot, beach volleyball courts and washroom facilities.
- Powassan Mountain Conservation Area - New Bear Bins.

The 2025 Budget also included the following maintenance/asset replacement projects.

**Facilities – 15 Janey Ave**

- Building Automation System (BAS) – Assessment to be done to determine what is needed to commission the BAS. New rooftop units were installed in 2023/24 without the BAS being commissioned.
- Boiler System – Repair and commission. The new system was installed in 2023 and without commissioning.
- Hot Water Tank – Replace. The system has not been working since 2018.
- Solar Panel – Repair. The system has not been working since early 2025.

## Vehicle

- Replace the 2016 Chevy Silverado 1500.

## Analysis:

Below is a status update on the 2025 land & stewardship new and maintenance/asset replacement projects.

## Land

### Eau Claire Gorge Conservation Area – Road & Culvert Repair - **Completed**

- This project was completed in partnership with the Township of Calvin. The NBMCA funded the material costs, and the Township provided the labour.



Road Repair

### Eau Claire Gorge Conservation Area – New Signage – **Ordered – Install July**

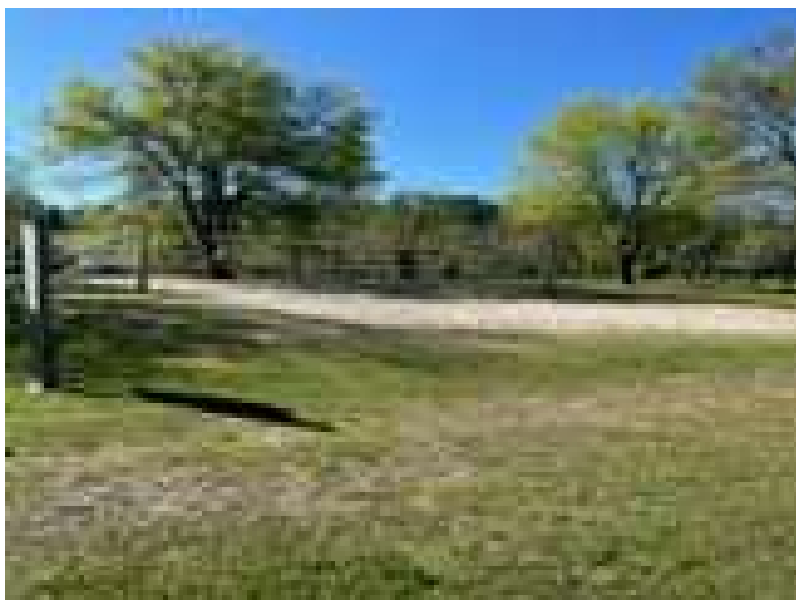


Mattawa Island Conservation Area – Parking Lot, Beach Volleyball Courts, Washroom Facilities - **Completed**

- Completed in collaboration with NBMCA and Town of Mattawa staff.



Parking Lot



Beach Volleyball Courts



Washroom - Before



Washroom - After



Washroom – Opened. They have been closed for the past 3 years.

Powassan Mountain Conservation Area - New Bear Bins – Completed



#### Facilities – 15 Janey Ave

Building Automation System Assessment – Scheduled for June 17

Boiler System – Scheduled for June 17

Hot Water Tank - Completed

Solar Panel Repair – Pending Chair/Vice-Chair Approval (as of June 4)

#### Vehicle

Replace the 2016 Chevy Silverado 1500 - Completed

- Procured using North Bay Hydro contract with MacMaster, Orangeville. Savings of approximately \$14,000.

#### **Financial Implication:**

There are no financial or budgetary implications as a result of this report as all projects were Board approved as part of the 2025 Budget.



**Recommendation:**

**THAT** the members receive for information the Lands & Stewardship semi-annual update.

**Submitted By:**

Dave Sweet, Manager, Lands & Stewardship

**Reviewed By:**

Carolyn Rodgers, P.Eng, CAO/Secretary-Treasurer

**To:**

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

**Origin:**

Paula Loranger, Community Relations Coordinator

**Date:**

June 11, 2025

**Subject:**

Communications & Events Semi-Annual Update

**Background:**

NBMCA participates in several events throughout the year to provide in-person education to the watershed community on the services provided by the Authority.

**Analysis:**

Community Events Attended:

North Bay Home & Garden Expo – February 21-23

- Over 600 visitors stopped by the booth over the 3 days. Main topic of discussions was On-site Sewage System Program, Conservation Areas, Development and Water Quality Sampling.



## East Ferris Tradeshow – May 24

- Over 150 visitors stopped by the booth. Main topic of discussion was Conservation Areas and Planning & Development.



## Oak Street (at Kinsmen Trail) Tree Planting – May 20

- A total of Twelve (12) trees, eight (8) apple and four (4) plum, were planted. Trees were purchased from Northern Food Forest (Calvin Twp.) with donation funding.



#### Partnership with Clean, Green, Beautiful North Bay (CGB)

- NBMCA received funding for a one (1) year internship from the Northern Ontario Heritage Fund. The position will provide education and community outreach for both organizations. Sierra Wilson started in April and will be with NBMCA until April 2026.

#### Upcoming Events:

- June 7 – Welcome to Spring in North Bay event at Laurier Woods Conservation Area hosted by the City of North Bay.
- June 14 – Mattawa River Canoe Race hosted by NBMCA. Over \$18,000 has been raised so far for the event.
- June 18 – Sunrise Ceremony led by North Bay Indigenous Friendship Centre, held at Miskwaadesi Amphitheatre.
- July 16 – Collaborative clean-up with Community Living on Chippewa Creek.
- July 23 – North Bay Centennial Festival at the Waterfront.
- August 16 – Louise de Kilirine Nature Festival

#### **Financial Implication:**

There are no financial or budgetary implications as a result of this report.

#### **Recommendation:**

**THAT** the members receive for information the Communication & Events semi-annual update.

#### **Submitted by:**

Paula Loranger, Community Relations Coordinator

#### **Reviewed by:**

Carolyn Rodgers, P.Eng, CAO, Secretary Treasurer

**To:**

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

**Origin:**

Aaron Lougheed, Manager Finance

**Date:**

June 11, 2025

**Subject:**

Public Service Body Rebate Update

**Background:**

Public Service Body Rebates (Rebates) for the periods covering 2024 have been filed and an anticipated return of \$136,979 will be deposited to the NBMCA's RBC chequing account within two months of filing along with any earned interest.

CRA Representative:

Unfortunately, the Rebates needed to be filed by paper and not thru the business account within the CRA portal. Current staff do not have access to the portal and it is unknown who the "owners" and "representatives" of the account are.

To assign a new representative to the business account the Board of Directors must name the representative by Resolution and provide CRA with a written notification on NBMCA letterhead. The written notification, Resolution, signed Meeting Minutes and AUT01 Access Form are to be mailed to the CRA office. The AUT01 Access Form will authorize the representative to communicate on the NBMCA's behalf with the CRA, and then authorize further representation to file rebates online and update the direct deposit information for the Authority.

RBC Checking Account:

The current direct deposit account for the Rebates is an RBC Chequing account that's previous sole purpose was for the receipt of funds from the CRA. The signing authorities on this account have not been updated in more than two years and only Dave Britton remains a part of the organization. It is recommended an additional Board member be added to the account to allow more than one person to access the account. It is also recommended this account be closed once the

2024 Rebates have been received and then deposited into the Authorities interest bearing chequing account.

**Financial Implication:**

There are no financial or budgetary considerations as a result of this report.

**Recommendation:**

It is recommended that the board authorize a representative to communicate with the CRA to update the owners and representatives of the organization. This will prevent further delays in receiving rebates and allow the authority to update its direct deposit information on the CRA portal.

It is also recommended that the board selects one additional new signing authority for the RBC bank account in order to transfer funds and ultimately close this account once the direct deposit information on the CRA portal is updated.

**Recommended Resolution:**

**THAT** the Members approve \_\_\_\_\_ to communicate with the CRA on its behalf and update the representatives of the Authority.

**AND THAT** \_\_\_\_\_ be authorized as a signing authority on the RBC chequing account in order to transfer funds and close the account.

**Submitted and Reviewed By:**

Aaron Lougheed, Manager, Finance

**Submitted and Reviewed By:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer

**To:**

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

**Origin:**

Aaron Lougheed, Manager Finance

**Date:**

June 11, 2025

**Subject:**

Request for Capital Reserve Funds from Laurentian Ski Hill

**Background:**

The Laurentian Ski Hill Snowboarding Club ("Ski Hill") operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Ski Hill. One is to assist with Ski Hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

The agreement between NBMCA and the Ski Hill is such that requests for funding from the reserve accounts requires NBMCA approval.

At the November 2024 meeting, the Board approved \$63,700 for a new compressor funded from the NBMCA's Ski Hill capital reserve.

**Analysis:**

The Ski Hill is requesting the Board's approval for the below capital reserve expenditures:

- An additional \$670.00 for the new compressor approved at the November 2024 Board meeting, for a total cost of \$64,370.
- \$3,161.00 for chair lift line tour and inspect sheaves and towers. (Quote Attached).



**Financial Implication:**

As shown below the Ski Club is requesting a total of \$3,831 be funded from the capital reserve and leaving a remaining balance of \$73,264.

**NBMCA's Ski Hill Capital Reserve**

| Description   | Amount   |
|---|----------|
| Capital Reserve   | \$77,095 |
| Request from the Ski Hill for reimbursement of Capital Costs (net of HST)       | \$3,831  |
| Estimated balance remaining on completion of the above transaction (net of HST) | \$73,264 |

**Recommendation:**

Staff recommend that the NBMCA Board approve the Ski Hill's request for \$3,831 from the NBMCA's Ski Hill capital reserve for the purpose of paying invoices related to the repair and maintenance of the NBMCA owned assets.

**Recommended Resolution:**

**THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$3,831 from the NBMCA's Ski Hill Capital Reserve.

**Submitted and Reviewed By:**

Aaron Lougheed, Manager, Finance

**Submitted and Reviewed By:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer





Leitner-Poma Canada Inc.

74 Welham Rd.  
Barrie, Ont.  
L4N 8Y4

SALES ORDER: 25 - 096

TO: Laurentian Ski Club

Att: Duncan Cornthwaite

SALES ORDER DATE May 02 2025

TERMS See Below

F.O.B. Barrie

SHIP VIA To be Determined

ADDRESS CORRESPONDENCE TO:

Same

Quote is Valid for 30 Days

| QTY  | UNIT  | DESCRIPTION  | UNIT PRICE                                  | AMOUNT           |
|--|---|--|---|------------------|
| 1  |   | Poma Tech. to do line tour and inspect sheaves and towers.   | \$1,580.50                                  | \$3,161.00       |
|  | <b>Note</b>                                 | Not included are any parts need for repairs.   |   |                  |
|  | <b>Engineering Submission and Equipment</b> | Engineering required to verify tension, loading and clearances<br>Provincial Authority submission package for a Major Alteration<br><br>Load test supervision & final inspection will be billed at a hourly rate.<br>Technicians: \$132.50<br>Engineer: \$176.50<br>Travel & expenses will be billed at our standard service rates<br>Authority Fees by Customers<br><br>A complete dossier of all pertinent information and certificates will be provided.<br><br><b>NOTE:</b> Subject to tariffs or tariff-related supplier price increases<br><b>NOTE:</b> Labor is an estimate;\$1586.50.00 per 10 hr day will be added or credited depending on the number of days to complete.<br>work will not begin until a PO & downpayment is received.<br><b>NOTE:</b> Items may arise out of authority inspection that are not covered by the quote. |   |                  |
|  |   | subtotal   |   | \$3,161.00       |
| Items that are quoted to the Customer remain the property of the Vendor until the account is paid in full.<br>Interest charges will apply after 30 days @ 1.5% per month |   |  | SHIPPING<br>Will be billed at Cost<br>OTHER |                  |
| Terms: 100% on Completion of job   |   |  | Applicable taxes not included               | TOTAL \$3,161.00 |

Glen Tinkler GM *Glen Tinkler*  
APPROVED BY (Leitner Poma)

May 02 2025  
DATE

Customer PO#

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

**ORIGIN:** Aaron Lougheed, Manager, Finance

**DATE:** May 14, 2025

**SUBJECT:** Profit and Loss YTD Comparison

**BACKGROUND:**

The profit and loss year-to-date comparison for March 2025 is present with monthly totals, YTD amounts, budget 2025, and YTD figures for 2024 for the board's review.

As levied amounts for 2024 are now included in the 2024 YTD comparisons are strong comparison between this year and last is now presented in the report. Revenues are similar to 65% or last year at this time with expenses at similar to 42%. Notable causes of these discrepancies in revenue include the timing of administrative transfers between the programs and a lower overall budget compared to 2024. On the expenses side, there have been savings in wages and benefits as well as transfer costs between programs due to timing.

Revenues and expenses are being monitored closely as the Authority moves forward into its busy season.

**RECOMMENDED RESOLUTIONS:**

**THAT** the Profit and Loss YTD comparison be accepted for information by the members of the Board of Directors and appended to the minutes of this meeting.

**Prepared by Aaron Lougheed, Manager, Finance**

**Reviewed by Carolyn, Rodgers CAO and Secretary Treasurer**

# NORTH BAY-MATTAWA CONSERVATION AUTHORITY

## Profit & Loss YTD Comparison

For the Period Ending March 31

|   | Mar 2025       | YTD              | Budget           | 2024 YTD         |
|---|----------------|------------------|------------------|------------------|
| <b>Income</b>                             |                |                  |                  |                  |
| 3100 · Corporate Services                 | 8,546          | 242,424          | 1,138,300        | 376,904          |
| 9700 · Corporate Services Capital         | 0              | 0                | 205,987          | 0                |
| 3500 · Planning and Regulations           | 6,954          | 120,695          | 174,480          | 190,847          |
| 3600 · Water Resources Management (WRM)   | 0              | 442,068          | 502,068          | 531,287          |
| 8300 · Source Water Protection            | 30,000         | 30,000           | 212,002          | 0                |
| 3200 · On-site Sewage System Program      | 27,300         | 59,600           | 960,365          | 139,925          |
| 6100 · Watershed Support Programs         | 16,678         | 18,456           | 37,500           | 31,149           |
| 6200 · Watershed Support Programs Capital | 0              | 0                | 0                | 0                |
| 6400 · Watershed Municipal Programs       | 0              | 12,000           | 12,000           | 23,197           |
| 7000 · Lands & Properties                 | 1,522          | 472,889          | 508,324          | 476,968          |
| 8600 · Lands & Properties Capital         | 0              | 80,000           | 80,000           | 261,485          |
| 109-00 · WRM Capital                      | 0              | 17,983           | 217,983          | 245,000          |
| 112-00 · LSHSC CAPITAL                    | 0              | 65,000           | 65,000           | 51,564           |
| 114-00 · LSHSC OPERATING                  | 0              | 60,000           | 60,000           | 179,252          |
| <b>Total Income</b>                       | <b>91,000</b>  | <b>1,621,115</b> | <b>4,174,009</b> | <b>2,507,578</b> |
| <b>Expense</b>                            |                |                  |                  |                  |
| 3100 · Corporate Services                 | 80,895         | 230,720          | 1,138,300        | 324,998          |
| 9700 · Corporate Services Capital         | 1,108          | 4,234            | 205,987          | 1,927            |
| 3500 · Planning and Regulations           | 9,248          | 26,383           | 174,480          | 80,174           |
| 3600 · Water Resources Management (WRM)   | 15,700         | 63,205           | 502,068          | 195,981          |
| 8300 · Source Water Protection            | 5,808          | 28,945           | 212,002          | 38,075           |
| 3200 · On-site Sewage System Program      | 34,106         | 113,208          | 960,365          | 260,731          |
| 6100 · Watershed Support Programs         | 611            | 1,950            | 37,500           | 5,774            |
| 6200 · Watershed Support Programs Capital | 0              | 0                | 0                | 0                |
| 6400 · Watershed Municipal Programs       | 0              | 0                | 12,000           | 5,661            |
| 7000 · Lands & Properties                 | 13,210         | 55,434           | 508,324          | 132,991          |
| 8600 · Lands & Properties Capital         | 1,108          | 3,338            | 80,000           | 12,896           |
| 109-00 · WRM Capital                      | 2,082          | 8,302            | 217,983          | 55,043           |
| 112-00 · LSHSC CAPITAL                    | 13,818         | 13,818           | 65,000           | 78,665           |
| 114-00 · LSHSC OPERATING                  | 0              | 0                | 60,000           | 100,502          |
| <b>Total Expense</b>                      | <b>177,694</b> | <b>549,537</b>   | <b>4,174,009</b> | <b>1,293,419</b> |
| <b>Net Ordinary Income</b>                | <b>-86,694</b> | <b>1,071,578</b> | <b>0</b>         | <b>1,214,160</b> |

# NORTH BAY-MATTAWA CONSERVATION AUTHORITY

## Profit & Loss YTD Comparison

For the Period Ending April 30



|   | Prorated YTD     |                  |                  | 2024 YTD         | Change to   |                |
|---|------------------|------------------|------------------|------------------|-------------|----------------|
|   | 2025 Budget      | Budget           | YTD Actual       | Actual           | LYTD %      | Apr-25         |
| <b>Income</b>                             |                  |                  |                  |                  |             |                |
| 3100 · Corporate Services                 | 1,138,300        | 379,433          | 287,798          | 391,565          | -27%        | 45,374         |
| 9700 · Corporate Services Capital         | 205,987          | 68,662           | 0                | 0                | 0%          | 0              |
| 3500 · Planning and Regulations           | 174,480          | 58,160           | 122,970          | 199,911          | -38%        | 2,275          |
| 3600 · Water Resources Management (WRM)   | 502,068          | 167,356          | 442,068          | 531,287          | -17%        | 0              |
| 8300 · Source Water Protection            | 212,002          | 70,667           | 30,000           | 0                | 0%          | 30,000         |
| 3200 · On-site Sewage System Program      | 960,365          | 320,122          | 109,525          | 236,885          | -54%        | 49,925         |
| 6100 · Watershed Support Programs         | 37,500           | 12,500           | 23,495           | 35,465           | -34%        | 5,039          |
| 6200 · Watershed Support Programs Capital | 0                | 0                | 0                | 0                | 0%          | 0              |
| 6400 · Watershed Municipal Programs       | 12,000           | 4,000            | 12,000           | 23,197           | -48%        | 0              |
| 7000 · Lands & Properties                 | 508,324          | 169,441          | 494,279          | 500,268          | -1%         | 21,389         |
| 8600 · Lands & Properties Capital         | 80,000           | 26,667           | 80,000           | 261,485          | -69%        | 0              |
| 109-00 · WRM Capital                      | 217,983          | 72,661           | 17,983           | 252,374          | -93%        | 0              |
| 112-00 · LSHSC CAPITAL                    | 65,000           | 21,667           | 65,000           | 51,564           | 26%         | 0              |
| 114-00 · LSHSC OPERATING                  | 60,000           | 20,000           | 85,000           | 185,010          | -54%        | 25,000         |
| <b>Total Income</b>                       | <b>4,174,009</b> | <b>1,391,336</b> | <b>1,770,118</b> | <b>2,669,011</b> | <b>-34%</b> | <b>179,002</b> |
| <b>Expense</b>                            |                  |                  |                  |                  |             |                |
| 3100 · Corporate Services                 | 1,138,300        | 379,433          | 349,369          | 400,480          | -13%        | 76,015         |
| 9700 · Corporate Services Capital         | 205,987          | 68,662           | 6,510            | 2,514            | 159%        | 2,276          |
| 3500 · Planning and Regulations           | 174,480          | 58,160           | 34,958           | 127,371          | -73%        | 8,574          |
| 3600 · Water Resources Management (WRM)   | 502,068          | 167,356          | 103,996          | 222,467          | -53%        | 19,026         |
| 8300 · Source Water Protection            | 212,002          | 70,667           | 61,192           | 48,458           | 26%         | 20,280         |
| 3200 · On-site Sewage System Program      | 960,365          | 320,122          | 159,030          | 309,923          | -49%        | 45,822         |
| 6100 · Watershed Support Programs         | 37,500           | 12,500           | 4,129            | 11,133           | -63%        | 2,178          |
| 6200 · Watershed Support Programs Capital | 0                | 0                | 0                | 0                | 0%          | 0              |
| 6400 · Watershed Municipal Programs       | 12,000           | 4,000            | 0                | 5,661            | -100%       | 0              |
| 7000 · Lands & Properties                 | 508,324          | 169,441          | 98,370           | 157,983          | -38%        | 29,260         |
| 8600 · Lands & Properties Capital         | 80,000           | 26,667           | 5,325            | 14,751           | -64%        | 1,987          |
| 109-00 · WRM Capital                      | 217,983          | 72,661           | 10,192           | 55,705           | -82%        | 1,889          |
| 112-00 · LSHSC CAPITAL                    | 65,000           | 21,667           | 83,239           | 78,665           | 6%          | 13,818         |
| 114-00 · LSHSC OPERATING                  | 60,000           | 20,000           | 60,000           | 166,260          | -64%        | 0              |
| <b>Total Expense</b>                      | <b>4,174,009</b> | <b>1,391,336</b> | <b>976,310</b>   | <b>1,601,371</b> | <b>-39%</b> | <b>221,125</b> |
| <b>Net Ordinary Income</b>                | <b>0</b>         | <b>0</b>         | <b>793,808</b>   | <b>1,067,640</b> | <b>-26%</b> | <b>-42,123</b> |

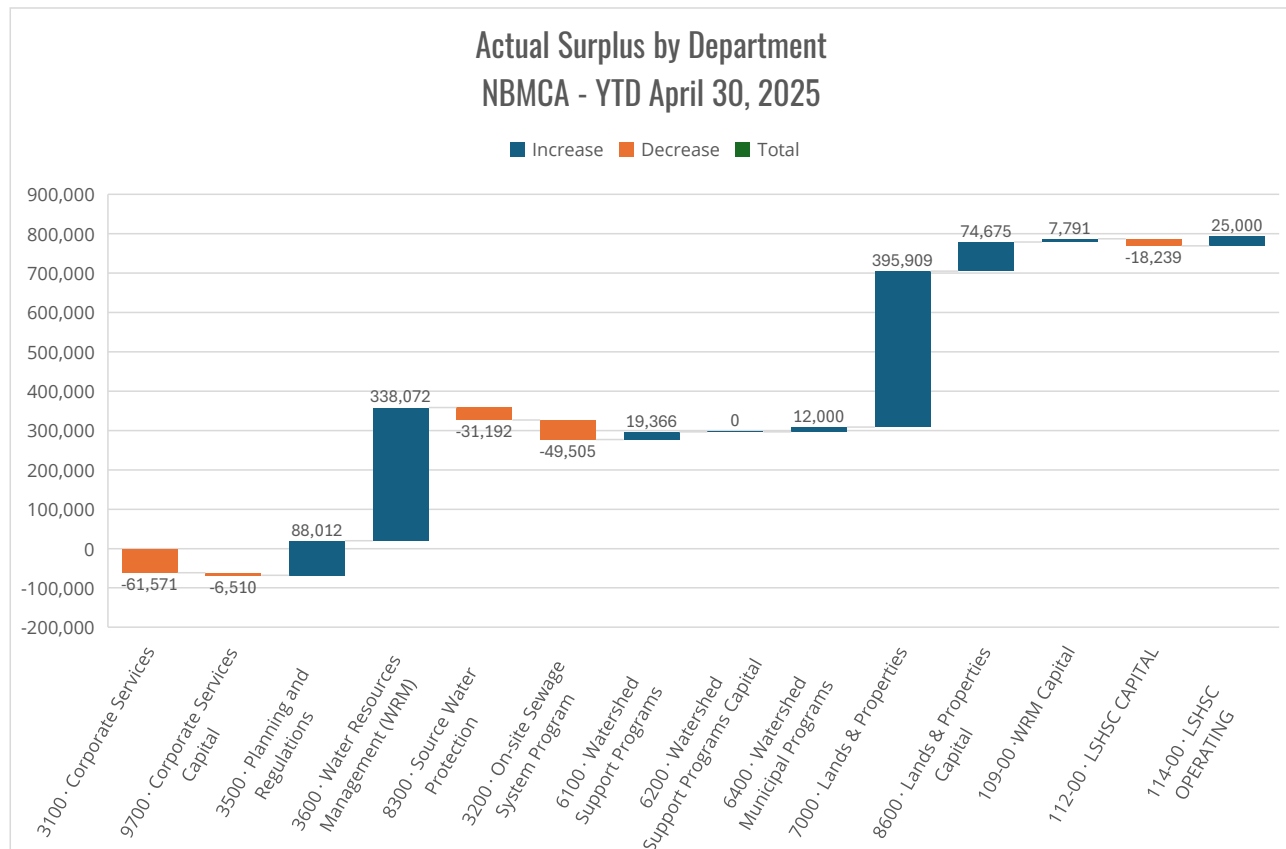
## NORTH BAY-MATTAWA CONSERVATION AUTHORITY

### Profit & Loss YTD Comparison

For the Period Ending April 30



| Department                                | YTD Actual<br>Revenue | YTD Actual<br>Expenses | YTD Actual<br>Surplus |
|---|-----------------------|------------------------|-----------------------|
| 3100 · Corporate Services                 | 287,798               | 349,369                | -61,571               |
| 9700 · Corporate Services Capital         | 0                     | 6,510                  | -6,510                |
| 3500 · Planning and Regulations           | 122,970               | 34,958                 | 88,012                |
| 3600 · Water Resources Management (WRM)   | 442,068               | 103,996                | 338,072               |
| 8300 · Source Water Protection            | 30,000                | 61,192                 | -31,192               |
| 3200 · On-site Sewage System Program      | 109,525               | 159,030                | -49,505               |
| 6100 · Watershed Support Programs         | 23,495                | 4,129                  | 19,366                |
| 6200 · Watershed Support Programs Capital | 0                     | 0                      | 0                     |
| 6400 · Watershed Municipal Programs       | 12,000                | 0                      | 12,000                |
| 7000 · Lands & Properties                 | 494,279               | 98,370                 | 395,909               |
| 8600 · Lands & Properties Capital         | 80,000                | 5,325                  | 74,675                |
| 109-00 · WRM Capital                      | 17,983                | 10,192                 | 7,791                 |
| 112-00 · LSHSC CAPITAL                    | 65,000                | 83,239                 | -18,239               |
| 114-00 · LSHSC OPERATING                  | 85,000                | 60,000                 | 25,000                |
| <b>Total</b>                              | <b>1,770,118</b>      | <b>976,310</b>         | <b>793,808</b>        |



**To:**

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

**Origin:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer

**Date:**

June 11, 2025

**Subject:**

Proposed Board Update Schedule for 2025

**Background:**

The following Board updates have been presented to the Board between January 2025 to June 2025.

February 12

- Section 28 – January Summary
- OSS Program – 2024 Year End

March 10

- Section 28 – February Summary
- IWM Semi-Annual Report – Flood Forecast & Warning, Ontario Low Water Response, Stream Sampling, Lake Sampling and Groundwater Monitoring

April 9

- Section 28 – March Summary

May 14

- Section 28 – April Summary

The following reports are being presented at this evening's Board meeting:

- Section 28 – May Summary
- Lands & Stewardship Semi-Annual Update
- Communication & Events Semi-Annual Update

**Analysis:**

Staff are proposing the following reports be presented to the Board for the remainder of 2025 and beginning of 2026:

August 11

- Section 28 – June & July Summary (*NEW Every 2 months*)
- Planning - Quarter 1 & Quarter 2 Summary

September 10

- None; *Budget 2026 Presentation*

October 8

- Section 28 – August & September Summary; *Budget 2026 Approval*

November 12

- OSS Program Quarter 3 Summary (*NEW Quarterly*)
- Planning Quarter 3 Summary (*NEW Quarterly*)
- IWM Semi-Annual Report – Flood Forecast & Warning, Ontario Low Water Response, Stream Sampling, Lake Sampling and Groundwater Monitoring

December 10

- Section 28 – October & November Summary
- Land, Facilities & Vehicle Semi-Annual Update
- Communication & Events Semi-Annual Update

January 2026

- Section 28 – December 2025 Summary & 2025 Annual Summary
- OSS Program Quarter 4 Summary & 2025 Annual Summary
- Planning Quarter 4 Summary & 2025 Annual Summary

**Financial Implication:**

There are no financial or budgetary implications as a result of this report.

**Recommended Resolution:**

**That** the Board approve the proposed Board Update Schedule provided as part of this report.

**Submitted and Reviewed By:**

Carolyn Rodgers, P. Eng, CAO/Secretary Treasurer

**To:**

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

**Origin:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer  
Aaron Lougheed, Manager, Finance

**Date:**

June 11, 2025

**Subject:**

Provincial Funding Reporting 2025 Due Dates

**Background:**

At the May 23, 2025, meeting, the Executive Committee directed the CAO/Secretary-Treasurer to provide a Board report with the provincial funding reporting due dates for 2025.

**Analysis:**

Below is a summary of the 2025 provincial funding reporting due dates.

**Section 39**

- Submitted April 30<sup>th</sup>; Due April 30<sup>th</sup>
- Next due date is October 31<sup>st</sup>

**DWSP**

- Submitted January 31<sup>st</sup>; Due January 31<sup>st</sup>
- Submitted May 30<sup>th</sup>; Due May 30<sup>th</sup>
- Next due date is October 3<sup>rd</sup>

**FHIMP**

- Application for funding submitted May 16<sup>th</sup>; waiting for approval.

**WECI**

- No funding requested for 2025.



**Financial Implication:**

There are no financial or budgetary implications as a result of this report.

**Recommendation:**

**That** the Board members receive for information the Provincial Funding Reporting Deadline report.

**Submitted and Reviewed By:**

Carolyn Rodgers, P. Eng, CAO/Secretary-Treasurer