

**North Bay-Mattawa Conservation Authority  
Members Meeting for  
April 27, 2022 at 6:00pm  
or immediately following the  
NBMSPA meeting  
VIA ZOOM**

## **AGENDA**

### **Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Delegation(s)
4. Declaration of Pecuniary Interest
5. Adoption of Previous Minutes from March 23, 2022

### **Presentations & Discussions**

6. 50<sup>th</sup> Anniversary Report and Presentation (**Appendix #1**)
7. Audited Financial Statements (**sent separately on April 26th**)
8. Watershed Conditions update
9. Covid Policy

### **Written Reports**

10. Section 28 Approvals & Interim Report on Timelines (**Appendix #2**)
11. Observation Tower Construction 2022 (**Appendix #3**)

### **Other Business**

12. New Business
13. Adjournment

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

**FOURTH** meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on April 27, 2022 as an electronic meeting via Zoom.

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:29pm – 6:50pm)</b>
<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>	<b>(5:29pm – 6:50pm)</b>
<b>Calvin, Township of</b>	-	<b>Sandy Cross</b>	<b>(5:29pm – 6:50pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(5:29pm – 6:50pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(5:29pm – 6:50pm)</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>	<b>(5:29pm – 6:50pm)</b>
<b>North Bay, City of</b>	-	<b>Ed Valenti</b>	<b>(5:29pm – 6:45pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:38pm – 6:50pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:29pm – 6:50pm)</b>

**MEMBERS ABSENT:**

<b>East Ferris, Municipality of</b>	-	<b>Rick Champagne</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>

**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**David Ellingwood**, Manager, Source Water Protection  
**Dean Decaire**, BDO  
**Harriett Madigan**, Clean, Green, Beautiful North Bay  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Kurtis Romanchuk**, Water Resources Engineer  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Troy Storms**, Manager, Lands & Stewardship  
**Valerie Murphy**, Regulations Officer

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

The Chair read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

The Chair extended regrets on behalf of Rick Champagne, Chris Mayne and Dave Mendicino. After discussion the following resolution was presented:

Resolution No. 34-22, Lahaye-Mick

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

**Carried Unanimously**

**3. Delegations**

No delegations.

**4. Declaration of Pecuniary Interest**

None declared.

**5. Adoption of Previous Minutes of March 23, 2022**

After discussion the following resolution was presented:

Resolution No. 35-22, Smit-Mick

**THAT** the minutes of the meeting held March 23, 2022 are adopted as written.

**Carried Unanimously**

**6. 50<sup>th</sup> Anniversary Report**

Sue Buckle presented the 50<sup>th</sup> Anniversary Report, after which Sue invited Members Michelle Lahaye and Shelley Belanger to make a presentation on Harriett Madigan and her involvement with Clean, Green, Beautiful North Bay. After Members were finished with their presentations Harriett thanked members for their presentation and recognition, and additionally thanked the NBMCA for their support. After discussion the following resolution was presented:

Resolution No. 36-22, Belanger-Lagassie

**THAT** in celebration of NBMCA's 50<sup>th</sup> Anniversary, the Members acknowledge the contributions of Harriett Madigan and "Women Living Fit Inside Out" and extends its appreciation for their ongoing efforts in protection, and improvement of the environment and our watershed as a NBMCA Watershed Hero, and;

**THAT** the report dated April 27, 2022 be received and appended to the minutes of this meeting.

**Carried Unanimously**

## **7. Audited Financial Statements**

Dean Decaire of BDO presented the draft 2021 audited financial statements to members. After discussion, the members thanked Dean for his presentation and the following resolution was presented:

Resolution No. 37-22, Valenti-Smit

**THAT** the audited financial statements for the year 2021 be accepted as presented, and;

**THAT** the audited financial statements be appended to the minutes of this meeting.

**Carried Unanimously**

## **8. Watershed Conditions update**

Kurtis Romanchuk presented members with an update on local watershed conditions. After the presentation, members thanked Kurtis for the presentation.

## **9. Covid Policy**

Brian Tayler discussed with members changes to the current covid 19 policies. Brian explained that the office is set to reopen to the public by appointment only, and that staff are gradually returning to work in the office. After discussion, the members thanked Brian for the update and the following resolution was presented:

Resolution No. 38-22, Scarfone-Lagassie

**THAT** the use of the NBMCA Vaccination Policy be discontinued and put aside for future use if required.

**Carried Unanimously**

## **10. Section 28 Approvals**

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

Resolution No. 39-22, Belanger-Smit

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses and Interim Report on Timelines April 20, 2022 members report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**11. Observation Tower Construction 2022**

Troy Storms presented to members on the repairs required for the Observation Tower. After discussion the members thanked Troy for his report and presentation and the following resolution was presented:

Resolution No. 40-22, Smit-Mick

**THAT** the Board of Directors receives the NBMCA Observation Tower Remediation Project Report dated April 19, 2022, and;

**THAT** the Members authorizes staff to award the contract to the lowest bidder, Venasse Building Group and begin the repairs to the Observation Tower in May 2022 and;

**THAT** an additional \$46,576.73 be moved from the Lands and Property Capital deferred revenue account to fund the project and;

**FURTHER THAT** the NBMCA develop an administrative/Interpretive Centre Reserve account to assist with future building expenses that may arise.

**Carried Unanimously**

**12. New Business**

No new business was discussed.

**13. Adjournment (7:41 p.m.)**

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

Resolution No. 41-22, Belanger-Smit

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday May 25, 2022 in a format to be decided or at the call of the Chair.

**Carried Unanimously**



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Dave Britton, Chair



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Brian Tayler, Chief Administrative Officer, Secretary Treasurer

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

**ORIGIN:** Sue Buckle, Manager, Communications and Outreach

**DATE:** April 27, 2022 Board Meeting

**SUBJECT:**



**Background:**

On June 21, 1972, Ontario Lieutenant Governor William Ross Macdonald approved an Order-in-Council, creating the North Bay-Mattawa Conservation Authority at the recommendation of the Minister of Natural Resources and request of local municipalities. 2022 marks the 50<sup>th</sup> Anniversary of NBMCA.

The 50th Anniversary is an opportunity to profile the value of NBMCA programs and services to our member municipalities, communities and the environment over the past 50 years. It is the goal of the anniversary activities to foster appreciation for our natural environment for future generations through the wise use of the natural resources in our watershed.

A 50th Anniversary Committee was created comprised of Board appointed Members Shelley Belanger, Jane Lagassie, and Michelle Lahaye, with staff including CAO Brian Tayler, Manager of Communications and Outreach Sue Buckle, and Community Relations Coordinator Paula Loranger. A plan was developed by the Committee which is overseeing its implementation.

**Analysis:**

**50<sup>th</sup> Anniversary Kick-Off Media Event – April 22 Earth Day**

Local media joined Board members, staff and invited guests on April 22 to announce the 50<sup>th</sup> Anniversary activities. Community Relations Coordinator Paula Loranger emcee with presentations scheduled by Board Chair Dave Britton, North Bay Mayor Al McDonald and 50<sup>th</sup> Anniversary Committee Members Shelley Belanger, Jane Lagassie, and Michelle Lahaye.

**“Shout Out” to Environmental Heroes**

This year, NBMCA is sending a “shout out” to environmental heroes throughout the watershed. Who is an environmental hero? A youth, adult, educator, organization, or business which has contributed to the preservation, protection, improvement of the environment in our watershed. At the end of year, NBMCA will present an award to one hero in each of the 5 categories as the 2022 Environmental Hero of the Year.

NBMCA’s newest Environmental Hero is Hariett Madigan, her name submitted by Vice Chair Dave Mendicino. Called by her vision for a kind community which cares for the environment and each other, Hariett has founded numerous volunteer organizations and inspired countless volunteers, organizations and businesses to collaborate and undertake environmental stewardship actions. Heritage Gardeners,

Nipissing Botanical Gardens, Clean Green Beautiful North Bay are a few of the community-based environmental organizations Hariett has help create and lead. She has always been a keen and avid partner and collaborator with NBMCA in our outreach and stewardship initiatives. Hariett will be invited to attend the April 27 Board meeting when the members will acknowledge her contribution. Board members are invited to spread the word and invite their residents to submit names of Unsung Watershed Heroes in their communities. Information will be posted on NBMCA’s social media channels. A promotion package will be sent to are municipalities in the coming week.

### **Website and Social Media**

On April 22, 2022, [www.nbmca.ca/50thAnniversary&Events](http://www.nbmca.ca/50thAnniversary&Events) page went live to provide watershed residents with information regarding the 50<sup>th</sup> Anniversary initiatives.

Starting May 1<sup>st</sup>, NBMCA will post weekly historic tidbits on #flashback Thursday, regarding NBMCA’s 50 years.

### **50<sup>th</sup> Anniversary Calendar**

**May 15, 2022** – “Watershed Images” Photograph Contest Opens.

**June 1, 2022** – NBMCA History Notes to be posted on [www.nbmca.ca](http://www.nbmca.ca).

**June 16, 2022** – Open House for CAO Brian Tayler in honour of his retirement. NBMCA Natural Classroom. (Thursday) 1:30 to 3pm.

**June 21, 2022** – Official 50<sup>th</sup> Anniversary Date when NBMCA was established by Provincial Order in Council

**July 23, 2022** – 45<sup>th</sup> Mattawa River Canoe Race ([www.mattawarivercanoerace.ca](http://www.mattawarivercanoerace.ca))

**September 30, 2022** – National Day of Truth and Reconciliation – Official Opening Miskwaadesi

**December 1, 2022** – Environmental Champions Award Announcement / Watershed Images Competition Announcement

### **Recommendation**

That the Board receive and accept the Report and append it, together with the 50<sup>th</sup> Anniversary Committee members introduction of Hariett Madigan to the minutes of this meeting.

### **RECOMMENDED RESOLUTION:**

In celebration of NBMCA’s 50<sup>th</sup> anniversary, the Members acknowledge the contributions of Hariett Madigan to the protection, preservation and improvement of the environment and our watershed as an NBMCA Watershed Hero.



Sue Buckle  
Manager, Communications & Outreach



Brian Tayler  
CAO / Secretary-Treasurer

**North Bay-Mattawa  
Conservation Authority  
Financial Statements  
For the year ended December 31, 2021**

**North Bay-Mattawa Conservation Authority**  
**Financial Statements**  
For the year ended December 31, 2021

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## Independent Auditor's Report

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

### Opinion

We have audited the financial statements of the North Bay-Mattawa Conservation Authority (the Authority), which comprise the statement of financial position as at December 31, 2021, the statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2021, and its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

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

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

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

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



## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

*BDO Canada LLP*

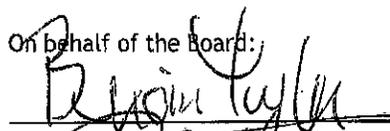
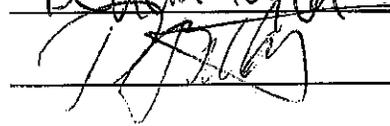
Chartered Professional Accountants, Licensed Public Accountants  
North Bay, Ontario  
June 3, 2022

**North Bay-Mattawa Conservation Authority  
Statement of Financial Position**

December 31	2021	2020
<b>Financial assets</b>		
Cash and cash equivalents	\$ 1,908,506	\$ 1,262,929
Accounts receivable (Note 3)	181,829	377,465
Notes receivable (Note 4)	20,733	89,556
	<b>2,111,068</b>	<b>1,729,950</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	263,061	213,954
Deferred revenue (Note 5)	1,432,258	1,285,234
Net long-term liabilities (Note 6a)	582,994	613,871
Employee future benefits (Note 7)	245,560	183,475
	<b>2,523,873</b>	<b>2,296,534</b>
<b>Net debt</b>	<b>(412,805)</b>	<b>(566,584)</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 2)	13,511,976	13,658,130
Prepaid expenses	18,174	16,488
	<b>13,530,150</b>	<b>13,674,618</b>
<b>Accumulated surplus (Note 9)</b>	<b>\$13,117,345</b>	<b>\$ 13,108,034</b>

**Global Pandemic Impacts (Note 15)**

On behalf of the Board:

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

## North Bay-Mattawa Conservation Authority Statement of Operations

For the year ended December 31	2021 Budget	2021 Actual	2020 Actual
<b>Revenues (Note 13)</b>			
Core - Grant eligible	\$ 912,524	\$ 920,660	\$ 895,912
Core - Other	1,070,851	1,387,813	1,070,924
Core Capital	2,031,217	980,395	674,565
Interpretive Centre	198,050	52,592	58,280
Laurentian Ski Hill Capital	65,000	65,000	65,000
Laurentian Ski Hill Operating	60,000	60,000	60,000
	<u>4,337,642</u>	<u>3,466,460</u>	<u>2,824,681</u>
<b>Expenses (Note 14)</b>			
Core - Grant eligible	912,524	833,795	790,650
Core - Other	1,070,851	1,057,855	915,368
Core Capital	2,031,217	970,485	667,048
Interpretive Centre	198,050	182,694	209,159
Laurentian Ski Hill Capital	65,000	1,447	4,250
Laurentian Ski Hill Operating	60,000	-	51,800
Gain on disposal of tangible capital assets	-	(6,272)	-
Amortization of tangible capital assets	-	417,145	395,557
	<u>4,337,642</u>	<u>3,457,149</u>	<u>3,033,832</u>
<b>Annual surplus (deficit) for the year</b>	-	9,311	(209,151)
<b>Accumulated surplus, beginning of year</b>		<u>13,108,034</u>	<u>13,317,185</u>
<b>Accumulated surplus, end of year</b>		<u>\$13,117,345</u>	<u>\$ 13,108,034</u>

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

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

For the year ended December 31	2021 Budget	2021 Actual	2020 Actual
Annual surplus (deficit)	\$ -	\$ 9,311	\$ (209,151)
Acquisition of tangible capital assets	-	(270,991)	(101,197)
Amortization of tangible capital assets	-	417,145	395,557
Gain on disposition of tangible capital assets	-	(6,272)	-
Proceeds of disposition of tangible capital assets	-	6,272	-
	-	155,465	85,209
Acquisition of prepaid expenses	-	(18,174)	(16,488)
Use of prepaid expenses	-	16,488	13,069
	-	(1,686)	(3,419)
<b>Change in net debt</b>	-	153,779	81,790
Net debt, beginning of year	(566,584)	(566,584)	(648,374)
<b>Net debt, end of year</b>	<b>\$ (566,584)</b>	<b>\$ (412,805)</b>	<b>\$ (566,584)</b>

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

## North Bay-Mattawa Conservation Authority Statement of Cash Flows

For the year ended December 31	2021	2020
<b>Cash provided by (used in)</b>		
<b>Operating transactions</b>		
Annual surplus (deficit)	\$ 9,311	\$ (209,151)
Items not involving cash		
Amortization of tangible capital assets	417,145	395,557
Gain on disposal of tangible capital assets	(6,272)	-
	<u>420,184</u>	<u>186,406</u>
Changes in non-cash working capital balances		
Accounts receivable	195,636	(147,693)
Notes receivable	68,823	(1,503)
Prepaid expenses	(1,686)	(3,419)
Accounts payable and accrued liabilities	49,107	37,595
Deferred revenue	147,024	264,079
Employee future benefits	62,085	64,305
	<u>941,173</u>	<u>399,770</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(270,991)	(101,197)
Proceeds of disposition of tangible capital assets	6,272	-
	<u>(264,719)</u>	<u>(101,197)</u>
<b>Financing transactions</b>		
Repayment of long-term debt	(30,877)	(30,343)
<b>Increase in cash and cash equivalents during the year</b>	<b>645,577</b>	<b>268,230</b>
Cash and cash equivalents, beginning of year	<u>1,262,929</u>	<u>994,699</u>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 1,908,506</b>	<b>\$ 1,262,929</b>

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

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# North Bay-Mattawa Conservation Authority

## Notes to Financial Statements

**December 31, 2021**

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### 1. Significant Accounting Policies

**Nature of the Authority** The Authority manages a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal, and minerals in the North Bay - Mattawa area. The Authority was incorporated under the Conservation Authorities Act of Ontario. The Authority is a registered charitable organization and is exempt from income taxes under the Canadian Income Tax Act.

**Management's Responsibility for the Financial Statements** The financial statements of the Authority are the responsibility of management. They have been prepared in accordance with Canadian public sector accounting standards.

**Cash and Cash Equivalents** Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

**Notes Receivable** The Authority records loans receivable at fair value when the loan is issued. The loan receivable is subsequently measured at the lower of cost and net recoverable value. When the Authority becomes aware that the loan is no longer recoverable, the loan is reduced by the amount of the loss and any loss is included in expenses for the period.

**Tangible Capital Assets** Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land	no amortization
Buildings	20 to 50 years
Infrastructure	5 to 50 years
Vehicles	3 to 5 years
Power equipment	5 to 20 years
Equipment	4 to 10 years

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# North Bay-Mattawa Conservation Authority

## Notes to Financial Statements

December 31, 2021

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### 1. Significant Accounting Policies (continued)

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

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

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

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

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

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

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

December 31, 2021

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1. **Significant Accounting Policies** (continued)

**Use of Estimates**

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

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

December 31, 2021

2. Tangible Capital Assets

2021

	Land	Buildings	Infrastructure	Vehicles	Power Equipment	Equipment	Total
Cost, beginning of year	\$ 7,068,887	\$ 3,709,683	\$ 9,117,562	\$ 252,154	\$ 88,410	\$ 564,204	\$ 20,800,900
Additions	103,561	-	65,464	61,251	-	40,715	270,991
Disposals	-	-	-	(17,013)	-	-	(17,013)
Cost, end of year	<u>7,172,448</u>	<u>3,709,683</u>	<u>9,183,026</u>	<u>296,392</u>	<u>88,410</u>	<u>604,919</u>	<u>21,054,878</u>
Accumulated amortization, beginning of year	-	1,276,851	5,181,195	151,870	73,936	458,918	7,142,770
Amortization	-	78,062	284,840	31,076	4,046	19,121	417,145
Disposals	-	-	-	(17,013)	-	-	(17,013)
Accumulated amortization, end of year	-	<u>1,354,913</u>	<u>5,466,035</u>	<u>165,933</u>	<u>77,982</u>	<u>478,039</u>	<u>7,542,902</u>
Net carrying amount, end of year	<u>\$ 7,172,448</u>	<u>\$ 2,354,770</u>	<u>\$ 3,716,991</u>	<u>\$ 130,459</u>	<u>\$ 10,428</u>	<u>\$ 126,880</u>	<u>\$ 13,511,976</u>

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

December 31, 2021

2. Tangible Capital Assets (continued)

2020

	Land	Buildings	Infrastructure	Vehicles	Power Equipment	Equipment	Total
Cost, beginning of year	\$ 7,068,887	\$ 3,685,669	\$ 9,052,375	\$ 240,158	\$ 88,410	\$ 564,204	\$ 20,699,703
Additions	-	24,014	65,187	11,996	-	-	101,197
Cost, end of year	<u>7,068,887</u>	<u>3,709,683</u>	<u>9,117,562</u>	<u>252,154</u>	<u>88,410</u>	<u>564,204</u>	<u>20,800,900</u>
Accumulated amortization, beginning of year	-	1,198,789	4,918,220	120,774	69,616	439,814	6,747,213
Amortization	-	78,062	262,975	31,096	4,320	19,104	395,557
Accumulated amortization, end of year	-	<u>1,276,851</u>	<u>5,181,195</u>	<u>151,870</u>	<u>73,936</u>	<u>458,918</u>	<u>7,142,770</u>
Net carrying amount, end of year	<u>\$ 7,068,887</u>	<u>\$ 2,432,832</u>	<u>\$ 3,936,367</u>	<u>\$ 100,284</u>	<u>\$ 14,474</u>	<u>\$ 105,286</u>	<u>\$ 13,658,130</u>

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

December 31, 2021

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### 3. Accounts Receivable

	2021	2020
Sales tax recoverable	\$ 45,263	\$ 21,399
Fees for services and other	145,560	356,066
Allowance for doubtful accounts	(8,994)	-
	\$ 181,829	\$ 377,465

Included in the above is \$23,899 (2020 - \$223,082) from contributing municipalities.

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### 4. Notes Receivable

	2021	2020
Equipment loan (i)	\$ -	\$ 30,000
Operating loan (ii)	20,733	59,556
	\$ 20,733	\$ 89,556

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

- (i) Equipment loan, interest free with annual principal repayments of \$10,000 commenced May 1, 2013 for 10 years. The receivable is secured by a charge against the equipment purchased with the loan. The equipment loan was received in full in fiscal 2021 ahead of its schedule repayment terms.
- (ii) Operating loan, with annual principal repayments of \$8,293 plus interest of 2.59% to commence May 1, 2017. Due to some additional payments in 2021, the loan is expected to be paid in full by 2024. The receivable is secured by a general security agreement over all assets of Laurentian Ski Hill Snowboarding Club.

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

**December 31, 2021**

**5. Deferred Revenue**

	2021	2020
Balance, beginning of year	\$ 1,285,234	\$ 1,021,155
Contributions received	1,333,460	1,161,850
Amounts recognized to revenue	(1,186,436)	(897,771)
<b>Balance, end of year</b>	<b>\$ 1,432,258</b>	<b>\$ 1,285,234</b>

Year end balances consist of the following:

	2021	2020
Municipal levies	\$ 1,182,105	\$ 1,167,713
Provincial grants	250,153	117,521
	<b>\$ 1,432,258</b>	<b>\$ 1,285,234</b>

**6. Credit Facility Agreements**

**a. Long-term Liabilities**

	2021	2020
Loan payable to the City of North Bay, repayable in annual installments equal to \$10,000. The loan is interest free and is due May 2022.	\$ 10,000	\$ 20,000
Loan payable - 2.59%, due June 2022, repayable in monthly installments of \$3,001 principal and interest.	572,994	593,871
	<b>\$ 582,994</b>	<b>\$ 613,871</b>

The interest bearing loan payable contains certain debt covenants regarding (i) financial reporting to the lender, (ii) standard covenants regarding the operation of the Authority, (iii) restrictions on further borrowing without the lender's consent, and (iv) debt service coverage. The Authority was in compliance with all covenants as at December 31, 2021. Currently the authority has available to it an unused committed reducing term facility totaling \$147,783 available at fixed or floating rate term loans.

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

December 31, 2021

### 6. Credit Facility Agreements (continued)

#### a. Long-term Liabilities (continued)

Debt payments that become due over the next twelve months are as follows:

2022	\$	582,994
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#### b. Line of Credit

The Authority also has a demand operating line of credit with its Canadian chartered bank permitting advances to a maximum of \$300,000 bearing interest at the bank's prime rate plus 0.25%. The balance utilized on this line at year end was \$Nil (2020 - \$Nil).

### 7. Employee Future Benefits

At December 31, this liability consists of the following:

	2021	2020
Accrued vacation for active employees	\$ 164,519	\$ 108,687
Post-retirement benefits (i)	81,041	74,788
	\$ 245,560	\$ 183,475

(i) These costs are determined in accordance with accepted actuarial practice. The figures presented are from an actuarial valuation report dated December 31, 2021. Selected information about this plan is as follows:

	2021	2020
Accrued benefit liability, beginning of year	\$ 74,788	\$ 68,291
Current service costs	4,865	4,723
Interest cost on obligation	2,317	2,114
Benefit payments	-	(340)
Actuarial gain (loss)	(929)	-
Accrued benefit liability, end of year	\$ 81,041	\$ 74,788

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

**December 31, 2021**

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### 7. Employee Future Benefits (continued)

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

	2021	2020
Current service costs	\$ 4,865	\$ 4,723
Interest cost on obligation	2,317	2,114
Benefit payments	-	(340)
Actuarial gain (loss)	(929)	-
	\$ 6,253	\$ 6,497
Discount rate used at January 1	3.00%	
Discount rate used at December 31	3.00%	
Total value of plan assets	\$Nil	
Expected average remaining service life of active employees	11 years	
Health & medical cost inflation trend	6.5% in first year reducing by 0.5% until 4% attained	

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### 8. Net Change in Non-cash Working Capital Balances

The net change in non-cash working capital balances consists of:

	2021	2020
Accounts receivable	\$ 195,636	\$ (147,693)
Note receivable	68,823	(1,503)
Prepaid expenses	(1,686)	(3,419)
Accounts payable and accrued liabilities	49,107	37,595
Deferred revenue	147,024	264,079
	\$ 458,904	\$ 149,059

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

**December 31, 2021**

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### 9. Accumulated Surplus

	2021	2020
General (deficit) surplus	\$ (686,777)	\$ (423,337)
Reserve - Septic building permit	629,461	312,901
Reserve - Laurentian Ski Hill Capital	298,043	234,490
Reserve - Laurentian Ski Hill Operating	84,592	24,592
Reserve - Land Acquisition	108,604	98,604
Tangible capital assets	13,511,976	13,658,130
Amounts to be recovered from future revenues	(828,554)	(797,346)
	\$13,117,345	\$ 13,108,034

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### 10. Pension Agreements

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

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total going concern actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating a going concern actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Authority to OMERS for 2021 were \$136,466 (2020 - \$134,970).

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

December 31, 2021

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### 11. Laurentian Ski Hill Snowboarding Club

Effective December 1, 2004 the operation of the business segment known as Jack Pine Hill was transferred by way of legal agreement to the Laurentian Ski Hill Snowboarding Club, a local not-for-profit organization, for proceeds of \$Nil. Under the terms of this agreement the Authority maintains legal title/ownership to a majority of the fixed assets of Jack Pine Hill and will provide the use of these assets to the Laurentian Ski Hill Snowboarding Club at an annual operating fee of \$30,305, plus an annual economic increase. The term of this agreement is to August 23, 2023 at which time the Laurentian Ski Hill Snowboarding Club may renew the agreement with the Authority by giving notice thereof in writing.

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### 12. Segmented Reporting

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

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### 13. Sources of Revenues

	2021	2020
Municipal levies	\$ 1,059,694	\$ 873,983
Provincial grants	344,310	307,879
Permits and fees	1,279,104	938,585
Other	779,642	703,008
Donations	3,710	1,226
	<u>\$ 3,466,460</u>	<u>\$ 2,824,681</u>

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

**December 31, 2021**

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**14. Expenses by Object**

	<u>2021</u>	<u>2020</u>
Wages and benefits	\$ 2,021,444	\$ 1,872,772
Program related expenses	740,527	426,328
Insurance	71,277	60,451
Occupancy expenses and utilities	68,330	68,021
Bank charges and interest on long-term debt	44,710	36,267
Travel	36,782	29,275
Consulting and other professional fees	16,053	95,640
Equipment rental and purchases	15,780	15,485
Office	15,164	11,434
Repairs and maintenance	11,742	14,381
Training	4,146	6,755
Promotional expenses	321	1,466
Gain on disposal of capital assets	(6,272)	-
Amortization	417,145	395,557
	<u>\$ 3,457,149</u>	<u>\$ 3,033,832</u>

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**15. Global Pandemic Impacts**

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

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** April 20, 2022

**SUBJECT:** Report on Development, Interference with Wetlands, and Alterations to  
Shorelines and Watercourses Permits and Interim Report on Reporting on  
Timelines

**Background:**

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

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

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

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

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

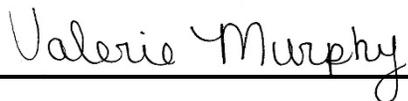
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

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

Of the newly issued permits, three were issued for the maintenance or repair of infrastructure and the construction of a single-family dwelling. Two permits were issued for the construction of an addition to an existing structure and the construction of in-ground pools. One permit was issued for each of the following activities: site grading, landscaping, construction of an accessory structure, demolition of a structure, construction of a dock and construction of dwellings within a subdivision.

The permit amendment was for the inclusion of the excavation of a trench to install services to an existing dwelling.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

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

FOR NBMCA BOARD INFORMATION ON: April 20, 2022

PERMIT YEAR: 2022

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
<b>RNB-22-08</b>	Daniel Chen for TC Energy	North Bay	Meter Station end of Ski Club Road	Armstrong Creek	Maintenance and upgrading to building and infrastructure within fenced area	March 23, 2022	<b>#11-22</b> March 24, 2022
<b>RNB-22-09</b>	Mike Ward North Bay Mountain Biking Association	North Bay	Private lot at the end of Tower Drive	Tributary to Doran Creek	To construct formal biking trail and water crossing	March 23, 2022	<b>#12-22</b> March 31, 2022
<b>REF-22-03</b>	Cory Wilson Complete Landscaping	East Ferris	249 Mirimishi Road	Trout Lake	To reconstruct existing retaining walls and patio	March 24, 2022	<b>#13-22</b> March 31, 2022
<b>RCHI-22-03</b>	Clint Legault	Chisholm	526 River Road	Unevaluated wetland	To place fill and construct single family dwelling	April 1, 2022	<b>#14-22</b> April 7, 2022
<b>RBN-22-12</b>	Enbridge	North Bay	Tower Drive	Tributary to Doran Creek	To install new pipeline infrastructure	March 28, 2022	<b>#15-22</b> April 7, 2022
<b>RNB-22-07</b>	City of North Bay	North Bay	Trout Lake Road (between Mountainview and Lees Road)	Wetland, Armstrong Creek and Trout Lake	To complete road rehabilitation works	March 30, 2022	<b>#16-22</b> April 7, 2022

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

FOR NBMCA BOARD INFORMATION ON: April 20, 2022

PERMIT YEAR: 2022

<b>RPA-22-01</b>	Nathan Rainville	Papineau-Cameron	371 Neault Road	Lac Chant Plein	To enclose deck and construct new deck	March 31, 2022	<b>#17-22</b> April 7, 2022
<b>RBO-22-01</b>	Robb Noon	Bonfield	46 Portage View Road	Lake Talon	To reconstruct damaged cottage	March 23, 2022	<b>#18-22</b> April 7, 2022
<b>RNB-22-13</b>	Spencer Brear	North Bay	35 Marshall Park Drive	Parks Creek	To construct a new garage	April 5, 2022	<b>#19-22</b> April 7, 2022
<b>RNB-22-14</b>	Jeanie Boissonneau It	North Bay	1155 Premier	Lake Nipissing	To construct an addition to an existing garage	April 7, 2022	<b>#20-22</b> April 14, 2022
<b>RNB-22-10</b>	Morgan and Steve McLeod	North Bay	9 Chateau Ridge	Johnson Creek	To construct a new single-family dwelling and porch	April 8, 2022	<b>#21-22</b> April 14, 2022
<b>RCALL-22-04</b>	April Raftis	Callander	375 Birchgrove Drive East	Unevaluated wetland and watercourse	To construct an in-ground pool	April 11, 2022	<b>#22-22</b> April 14, 2022
<b>RCALL-22-03</b>	Christine Corbeil	Callander	505 Main St South	Callander Bay	To construct an in-ground pool	April 7, 2022	<b>#23-22</b> April 14, 2022
<b>RNB-22-11</b>	Bay Builders	North Bay	Lots 10-15 Phase 3 Kenreta	Escarpment	To prepare lots and construct new single-family dwellings	April 8, 2022	<b>#24-22</b> April 14, 2022

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

FOR NBMCA BOARD INFORMATION ON: April 20, 2022

PERMIT YEAR: 2022

<b>RCALL-22-05</b>	Tim Falconi	Callander	379 Main Street South	Callander Bay	To demolish existing dwelling	April 12, 2022	<b>#25-22</b> April 20, 2022
<b>REF-22-04</b>	Rebecca and Ryan Hickey	East Ferris	463 Nosbonsing Park Road	Lake Nosbonsing	To construct a boardwalk to access lake	April 12, 2022	<b>#26-22</b> April 20, 2022
<b>Amendments</b>							
<b>RMATT-21-02</b>	Roger Ternan	Mattawa	276 Timmins Street	Mattawa River	To excavate trench for water and sewer services	April 18, 2022	<b>#54-21</b> <b>Amendment #1</b> April 20, 2022

## **North Bay-Mattawa Conservation Authority Annual Reporting on Timelines Interim Report January 1, 2022 to April 20, 2022**

The following is a summary of the permit categorization within North Bay-Mattawa Conservation Authority (NBMCA) as well as the summary of the permits issued in the 2022 permitting year from January 1 to April 20 and how they fit into the previous Policy and Procedure Timelines and the new CO Guideline Timelines.

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

**Major Projects** – Includes activities such as multiple residential units or blocks, institutional and commercial buildings, new infrastructure, major fill activity (greater than 2000m<sup>3</sup>) and channelization alterations greater than 500m.

**Large Projects** – New single residential development, replacement infrastructure, foundation reconstructions, fill activity between 500-2000m<sup>3</sup>.

**Standard Projects** – Additions, auxiliary buildings or structures less than 1000ft<sup>2</sup>, fill activities 100-500m<sup>3</sup>, boathouses.

**Small Projects** - Auxiliary structures less than 20m<sup>2</sup>, fill activity less than 100m<sup>3</sup>, docks.

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

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

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

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

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

**January 1 to April 22, 2022**

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

The following table summarizes all Section 28 permits issued since January 1, 2022 through to April 20, 2022.

Conservation Authority	Number of Permits Issued Within Policy and Procedure timeline			Number of Permits Issued Outside of Policy and Procedure Timeline			Reason for Variance from Policy and Procedure (Optional)		
	Major	Minor		Major	Minor		Major	Minor	
North Bay-Mattawa Conservation Authority	4	22		0	0				
	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
	Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine
	4	8	14	0	0	0			

A total of 26 permits and 1 permit amendment have been issued since January 1, 2022. All permits, as well as amendments have been issued within the CO Guidelines.

**Recommended CO Timelines for High Growth CAs**

**Follow-up from pre-consultation meeting:**

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

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

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

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

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

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

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

**Completed review and issuance of DIA permit:**

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

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

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

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

**ORIGIN:** Troy Storms, Manager, Lands & Stewardship

**DATE:** April 19, 2022

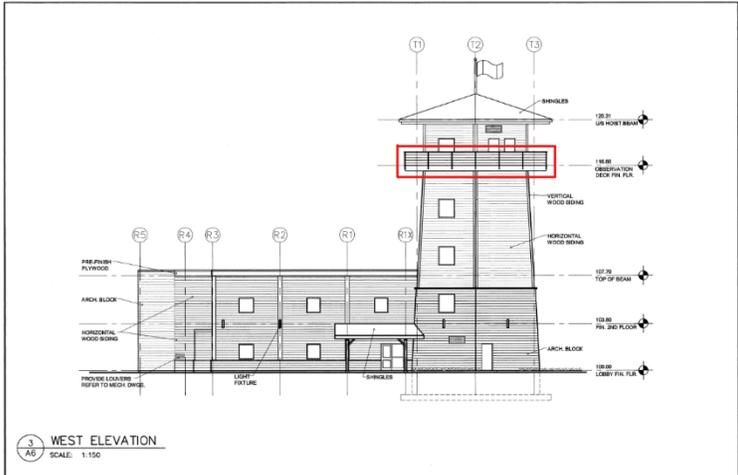
**SUBJECT:** NBMCA Observation Tower Remediation Project

**Background:**

The Observation Tower is a unique feature that rises 65 feet and is part of the NBMCA administrative facility. The tower deck boasts 365 outdoor open air walk experience, allowing visitors and clients to enjoy the regional geographical surroundings. The tower also serves as an opportunity for education and outreach for NBMCA, as well as a communications hub for Bell cellular services. This tower is a source of revenue for NBMCA annually.

During the summer 2021, NBMCA staff undertook a capital works repair to the Observation Tower. Siding and fascia boards were removed to replace deteriorating fascia boards that were visible from the ground level.

Upon removal of the existing fascia boards and exposing the underdeck and structure, it was identified that the support steel sheathing pan had partially deteriorated causing structural integrity issues on the deck itself. Moisture was leaking through the top of the deck at the juncture of the railings and steel coping. This compromised the integrity of the concrete deck resulting in the need to take immediate action. The work area is outlined in red on the sketch below.



**Analysis:**

NBMCA and contractor agreed to obtain an Engineer to review the structural conditions of the deck. Upon inspection it was determined that the integrity of the underside of the tower deck had been compromised due to moisture and corrosion. NBMCA was then issued an order by the Building Official to remedy the unsafe building and close the observation deck until the situation has been rectified through engineering and construction.

NBMCA reached out and obtained A2S consulting engineering, an experienced firm to assist with remediation, including ensuring construction drawings and specifications are adequate, procurement of tender and project support.

A2S created a tender package for contractors to provide quotes to NBMCA documents included prescriptions and specifications for remediation of the Observation deck along with specific pricing.

NBMCA and construction firms attended an on-site meeting to review the scope of work and remediation specifications prior to bid submissions. NBMCA and A2S retained two (2) quotes from local contractors. See table below:

Base Bid and Schedule Summary	Venasse	Kenalex
<b>TOTAL BASE BID (Excluding HST)</b>	<b>\$350,000.00</b>	<b>\$566,400.00</b>

On the basis of low bid, we recommend the contract be awarded to Venasse Building Group. While higher than anticipated, we expect that construction pricing will only increase over the next few years as a result of inflation. Additionally, as the Observation Tower Deck is currently under an 'Order to Remedy Unsafe Building' this work should not be deferred any further.

The bid to remediate the structure encompasses the following:

- 1) Overall safety of the entire project.
- 2) Contractor to accommodate visitor/client entry for day-to-day business of the Conservation Authority and Laurentian Ski Hill and Snowboard Club.
- 3) All Removals (Concrete decking and deteriorating steel pan)
- 4) New steel supports added to the underside
- 5) New concrete and waterproof membrane.
- 6) New fascia and railing.

Construction period: 20 Weeks.  
Completion date: October 2022.

Staff have reviewed options of phasing this project over two years to limit the pressures on the existing capital budget. However, this is not a preferred option due to the work location and safety.

To complete the project in a single phase (within budget year), NBMCA will exhaust the C.A. Lands and Properties capital for Conservation Areas / Trails. Therefore, It is recommended that; NBMCA develop an Administrative Facility Reserve fund to relieve budget pressure on future C.A. Lands/Trails Capital budget.

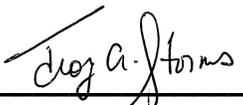
**2022 Budget Breakdown**

Lands and Properties Capital for Conservation Areas:	\$342,895.00
Deferred Revenue:	<u>\$ 36,500.00</u>
Total Available	<b>\$379,395.00</b>
NBMCA Lands & Stewardship commitments in 2022	\$ 23,235.00
Cost of observation tower project is (Taxes in):	<u>\$356,160.00</u>
Remainder of C.A. Lands and Properties capital for 2022 is:	<b>\$ 0.00</b>

**Resolution:**

That the Board of Directors receives the report and authorizes staff to award the contract to the lowest bidder, Venasse Building Group and begin the repairs to the Observation Tower May 2022,and

Further that the NBMCA develop administrative/Interruptive Centre Reserve account to assist with future building expenses that may arise.

  
\_\_\_\_\_  
Troy Storms, Manager lands & Stewardship

  
\_\_\_\_\_  
Brian Tayler, CAO, Secretary Treasurer