

**North Bay-Mattawa Conservation Authority
Members Meeting for October 8, 2025
at 4:30 pm 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. Declaration of Conflicts of Interest
3. Approval of the Agenda
4. Adoption of Previous Minutes from September 10, 2025
5. Correspondence
6. Delegations
 - 6.1 Glen Langlois

Business Reports

7. Section 28 Permits **(Report #1)**
8. Monthly Financials **(Report #2)**
9. Auditor recommendation **(Report #3)**

Other Business

10. In Camera
 - 9.1 Adoption of Minutes from Closed Meeting of September 10, 2025 and the Special Members Only Closed Meeting of September 17, 2025
 - 9.2, 9.3, 9.4, Client privilege including communications necessary for that purpose and personnel matters about identifiable individuals.
11. New Business
12. Adjournment

Topic: NBMSPA & NBMCA Board meeting Zoom Meeting Details

<https://us06web.zoom.us/j/86139077796?pwd=GnUawF344ataE1vNjJlS1es9nPeZWZ.1>

Meeting ID: 861 3907 7796 Passcode: 241729

One tap mobile +17789072071,,86139077796#,,,,*241729# Canada

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

NINTH meeting of the North Bay-Mattawa Conservation Authority held at as a hybrid meeting 4:30 p.m. on October 8, 2025, in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario and via Zoom.

MEMBER(S) PRESENT:

Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Lauren Rooyakkers
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
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ALSO PRESENT:

Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
 Aaron Loughheed, Manager, Finance
 Hannah Wolfram, Planning and Regulations Officer
 Angela Mills, Water Resources Specialist
 Liza Vandermeer, Manager, Drinking Water Source Protection
 Kris Rivard, Manager, Chief Building Official, Manager On-Site Sewage Systems
 Githan Kattera, Engineering and Development Officer
 Jeff Turl, Member of Media
 Glen Langlois, Member of the Public

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:35 pm; Chair Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Declaration of Pecuniary Interest

None declared

3. Approval of the Agenda

The following resolution was presented:

Resolution No. 94-25, Mayne-Belanger

THAT the agenda be approved as amended. Add:

- BDO Contract update
- Employee feedback
- Ontario Low Water Response

Carried Unanimously

4. Adoption of Previous Minutes of September 10, 2025

The following resolution was presented:

Resolution No. 95-25, Chirico-Moreton

THAT the Minutes of the September 10, 2025, meeting be approved as presented.

Carried Unanimously

5. Correspondence

None presented.

6. Delegations

6.1 – Glen Langlois

Glen Langlois presented to members on the approval process for a Section 28 permit for his property located at 1120 Premier Road, North Bay. He outlined the difficulties he believed he had encountered during the approval process. He also described several requests to address the Board regarding his application, which he believed were improperly denied. Mr. Langlois noted that he believed he has incurred additional costs due to several delays in receiving his Section 28 permit. After the presentation, some of the members asked questions, made comments about his presentation, and thanked Mr. Langlois.

7. Section 28 Permits

Githan Kattera presented the Section 28 Permits Report. After discussion, members thanked Githan for his presentation.

Carried Unanimously

8. Monthly Financials

Aaron Lougheed presented the August 2025 Financial update. After discussion, Members thanked Aaron and the following resolution was presented:

Resolution No. 85-25, Mitchell-Scarfone

THAT the Members receive the August Financial Update Report for information and append it to the minutes of this meeting.

Carried Unanimously

8. Auditor recommendation

Aaron Lougheed presented the report on the Auditor recommendation. After discussion the Members thanked Aaron, and the following resolution was presented:

Resolution No. 97-25, Britton-Mitchell

THAT the Members receive the recommendation for Auditor report and append it to the minutes of this meeting;

AND THAT BDO be selected as auditor for the fiscal year of 2025 and 2026.

Carried Unanimously

9. Staff member recognition

Lana Mitchell informed members of a compliment she received about a staff member for good customer service. After discussion, the members thanked Lana, and the following resolution was presented:

Resolution No. 98-25, Britton-Moreton

THAT the Board agrees to acknowledge the individual, and

THAT staff are asked to seek permission to use the individual's name, and

THAT this matter be presented at the next meeting.

Carried Unanimously

9. Ontario Low Water Response

Angela Mills presented information regarding the Ontario Low Water Response (OLWR) outlining the different levels of low water response messaging. After discussion the members thanked Angela for her presentation.

10. BDO Recruitment process

Peter Chirico gave an update to members on the BDO recruitment process for a CAO. He also let members know that BDO is also working on updating HR Policies and Procedures. After discussion, members thanked Peter for the update.

11. Closed Meeting

The meeting moved into a closed session at 6:05 pm and the following resolutions were presented:

Resolution No. 99-25, Mick-Belanger

THAT the meeting moves into a closed session to discuss Client privilege including communications necessary for that purpose and personnel matters about identifiable individuals.

Resolution No. 104-25, Britton-Moreton

THAT the meeting moves out of a closed and back into an open meeting at 7:36pm.

Carried Unanimously

12. New Business

None presented.

13. Adjournment

Resolution No. 105-25, Rooyakkers-Mayne

THAT the meeting be adjourned at 7:47pm, and the next meeting be held at 4:00 pm Wednesday November 12, 2025, or at the call of the Chair.

Carried Unanimously

Lana Mitchell, Vice Chair



To: The Chairperson and Members of the Board of Directors

Origin: Githan Kattera, Engineering & Development Officer

Date: October 08, 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.

2022	2023	2024	2024	2024	2024	2024	2025	2025	2025	2025	Total
Total	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	(YTD)
120	99	18	18	35	3	74	18	19	29		66

Analysis:

Twenty-two (22) new permits have been issued by the NBMCA since the previous Board report. To date, we have reviewed a total of 186 files, which include Section 28 applications and property inquiries, resulting in the issuance of sixty-seven (66) Section 28 permits.

Permit Number	Municipality	Nature of work	Date Deemed Complete	Date Permit Issued
083RNB25 - 045P	NORTH BAY	Maintenance program	2025-08-07	2025-08-07
090REF25 - 046P	EAST FERRIS	Pool	2025-08-11	2025-08-11
093RNB25 - 047P	NORTH BAY	Semi-detached dwelling	2025-08-25	2025-08-26
094RNB25 - 048P	NORTH BAY	Semi-detached dwelling	2025-08-25	2025-08-26
091REF25 - 049P	EAST FERRIS	Grading	2025-08-15	2025-08-18

Permit Number	Municipality	Nature of work	Date Deemed Complete	Date Permit Issued
096RNB25 - 051P	NORTH BAY	Garage	2025-09-03	2025-09-04
089RNB25 - 052P	NORTH BAY	Pool, Minor filling	2025-09-04	2025-09-04
097RNB25 - 053P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
098RNB25 - 054P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
099RNB25 - 055P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
100RNB25 - 056P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
101RNB25 - 057P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
102RNB25 - 058P	NORTH BAY	Maintenance program	2025-09-09	2025-09-09
105RCL25 - 059P	CALLANDER	Prefabricated aluminum footbridge	2025-09-12	2025-09-15
106RCH25 - 060P	CHISHOLM	Placing fill	2025-09-18	2025-09-18
107REF25 - 061P	EAST FERRIS	Installations of Dock	2025-09-18	2025-09-22
108RNB25 - 062P	NORTH BAY	Home addition	2025-09-25	2025-09-25
109RNB25 - 063P	NORTH BAY	Foot bridge	2025-09-22	2025-09-22
110RNB25 - 064P	NORTH BAY	Foot bridge	2025-09-22	2025-09-22
111RNB25 - 065P	NORTH BAY	Garage	2025-09-22	2025-09-22
113RBO25 - 067P	BONFIELD	Bridge	2025-09-24	2025-09-24
103RNB25 - 68P	NORTH BAY	Walking trail	2025-09-25	2025-09-25

All permits were issued within the legislated timelines.

Recommendation/Recommended Resolution:

That the Board members receive for information only the Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits. No resolution is required.

Reviewed by:

Hannah Wolfram, Planning & Development Officer
Paula Loranger, Community Relations Coordinator

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

ORIGIN: Aaron Lougheed, Manager Finance

DATE: October 8, 2025

SUBJECT: August Financial Update Report

ANALYSIS:

Profit and Loss YTD Comparison – For the Period Ending August 31

	2025 Budget	Prorated YTD Budget	YTD Actual	2024 YTD Actual	Change to LYTD %
Total Income	4,174,009	2,782,673	2,650,582	3,771,006	-30%
Total Expense	4,174,009	2,782,673	2,527,901	2,963,492	-15%
Net Ordinary Income	0	0	122,681	807,514	-85%

RECOMMENDED RESOLUTION:

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

REVIEWED BY:

Management Team



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

ORIGIN: Aaron Lougheed, Manager Finance

DATE: October 8, 2025

SUBJECT: Recommendation for Auditor

BACKGROUND:

Following the end of the two-year contract for with MNP after the preparation of the financial statements of the NBMCA for fiscal years 2023 and 2024 the Manger, Finance requested quotes for services based on a new two-year contract plus two additional years from three local accounting firms and MNP (based in Sudbury).

MNP and BDO provided pricing proposals which have been appended to this report and are summarized for pricing below.

Accounting Firm	For the Fiscal Year Ending Dec 31, 2025	For the Fiscal Year Ending Dec 31, 2026	For the Fiscal Year Ending Dec 31, 2027	For the Fiscal Year Ending Dec 31, 2028
BDO	\$21,400	\$22,042	\$22,684	\$23,380
MNP	\$28,455	\$29,190	\$29,925	\$30,555

The figures listed above include BDO's admin and technology fee of 7% and MNP's disbursement charge of 5% to show total costs for each fiscal year.

RECOMMENDATION

Given that BDO is a local firm with institutional knowledge of the NBMCA as well as annual savings ~\$7,150 it is the recommendation of the Manager, Finance that the Board select BDO as its auditor for fiscal years 2025 and 2026.

REVIEWED BY:
Management Team



Tel: (705) 495-2000
Fax: (705) 495-2001
Toll-free: 1-888-461-6324
www.bdo.ca

BDO Canada LLP
1164 Devonshire Avenue, Unit 300A
North Bay, Ontario
P1B 6X7

September 25, 2025

North Bay Mattawa Conservation Authority
Attention: Aaron Lougheed, Finance Manager
15 Janey Ave
North Bay, ON P1B 1N1

Re: Quote for Audit Services for years ended December 31, 2025 and 2026 with a 2-year option to extend

Thank you for your recent communication regarding professional services for the above noted entity.

Understanding the needs of each client is the objective at BDO Canada LLP (BDO).

Client support is a priority for us and will remain a defining characteristic of our firm. For more than 30 years, we have offered audit and advisory services to non-profit organizations and endowment funds. Our local office comprises three partners who specialize in Assurance, Accounting, and Canadian Taxation, along with six CPAs experienced in assurance assignments and two CPAs focused on Canadian taxation. Additionally, we are part of a broader office network that spans from Barrie to North Bay, featuring over 20 partners and 200 professional staff members.

The local BDO office, along with its predecessor firms, has been a fixture in North Bay and the surrounding area for over three decades. We actively engage with the community through our partner and staff's participation in local activities and sponsorships. BDO is committed to fostering growth in the region and contributing positively to the community.

Dean Decaire has been auditing organizations like yours for over 30 years and his practice specializes in the not for profit / charitable sector.

Based on your communication and our knowledge of the organization, we are pleased to quote the annual fees for the Audit Engagement, preparation of financial statements, and preparation and filing of the T3010 Registered Charity Information Return as follows:

- December 31, 2025 - \$20,000
- December 31, 2026 - \$20,600

Option to extend for 2 years as follows:

- December 31, 2027 - \$21,200
- December 31, 2028 - \$21,850

This fee quotation represents the maximum amount per year based on the assumption that the books and records of the organization are organized and fully reconciled in



order for Audit Engagements to be performed in accordance with Canadian Assurance Standards.

The above noted fees do not include our firm's 7% administration and technology fee or HST which are charged on top of the annual fee.

We would be pleased to supply references or a formal detailed RFP response or discuss any aspect of this letter with you or the Board of Directors.

We appreciate this opportunity to provide professional service to your organization, and we thank you for considering us.

Yours truly,

Dean Decaire, CPA, CA
Partner through a corporation
BDO Canada LLP
Charter Professional Accountants, Licensed Public Accountants



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

North Bay – Mattawa Conservation Authority

Pricing Proposal

Prepared for North Bay – Mattawa Conservation Authority
September 29, 2025

Sarah Pabst, CPA, CA

Partner

sarah.pabst@mnp.ca

T: 705.523.0272

Value for Fees

As a professional services firm, MNP understands your need to maximize value for the fee that you pay. We strive to keep fees at the lowest possible level consistent with high professional standards and top quality service.

At the same time, we understand that you do not want to compromise quality on the audit. In balancing thoroughness with cost effectiveness, it is essential that quality be maintained. Our proposed fees reflect this desired balance.

Annual Fees

Fees for proposed services for the upcoming four years itemized below. These fees include meetings with NBMCA staff, Board as well as any CRA filings.

	2025	2026	2027	2028
Annual audit and CRA filings	\$27,100	\$27,800	\$28,500	\$29,100

Our fee quote is provided with the understanding you would provide all items contained in the Client Assistance Package prior to commencement of the engagement and is based on the assumption that all financial records and relevant information are complete and received on a timely basis. All travel costs are also included in the fee quote above. Any changes to the fee quotes would be discussed with Management prior to such changes. These changes would be the result of a change in the scope of the engagement, change to the operations, and implementation of new accounting and assurance standards. In addition to the quotes fees above, we add a disbursement charge which is intended to cover general and administrative expenses relating to the engagement. The disbursements charge is calculated as 5% of our billings for professional services.

An interim bill will be issued at the commencement of the audit for 50% of the fee and the remaining 50% will be issued upon release of the final deliverables.

Out of Scope Matters

We understand that throughout the year you may require additional assistance from our professionals. When providing answers and advice on minor issues, we provide this service within our quoted assurance services fee estimates. We exercise professional judgment and courtesy when dealing with our clients and want to ensure that you understand that we do not invoice you for occasional phone calls and e-mails on day-to-day matters.

Should you require additional help on issues outside of the scope of the discussion of this proposal, we would identify the services we can provide and discuss the fees upfront with you prior to the commencement of any work. We will communicate with you early in the process as your needs are determined and brought forward. Prior to the commencement of any project, we will provide you with an estimate of the total fees for that specific project. These projects will be subject to a separate engagement letter which would outline the nature of our work and the fees that we anticipate to be associated with that work.



MADE ^{IN} CANADA

And proud of it!

At MNP we're proud to be the national accounting, tax and consulting firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



Wherever business takes you

[MNP.ca](https://www.mnp.ca)



Thank you for the opportunity
to submit our Proposal.

