

**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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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)

**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. Loughheed, 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. Loughheed 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 Provincial Authority submission package for a Major Alteration  Load test supervision & final inspection will be billed at a hourly rate. Technicians: \$132.50 Engineer: \$176.50 Travel & expenses will be billed at our standard service rates Authority Fees by Customers  A complete dossier of all pertinent information and certificates will be provided.  <b>NOTE:</b> Subject to tariffs or tariff-related supplier price increases <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. work will not begin until a PO & downpayment is received. <b>NOTE:</b> Items may arise out of authority inspection that are not covered by the quote.		
		subtotal		\$3,161.00
<b>Items that are quoted to the Customer remain the property of the Vendor until the account is paid in full.</b> <b>Interest charges will apply after 30 days @ 1.5% per month</b>			<b>SHIPPING</b> Will be billed at Cost OTHER	
<b>Terms:</b> 100% on Completion of job			<b>Applicable taxes not included</b>	<b>TOTAL</b> \$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>



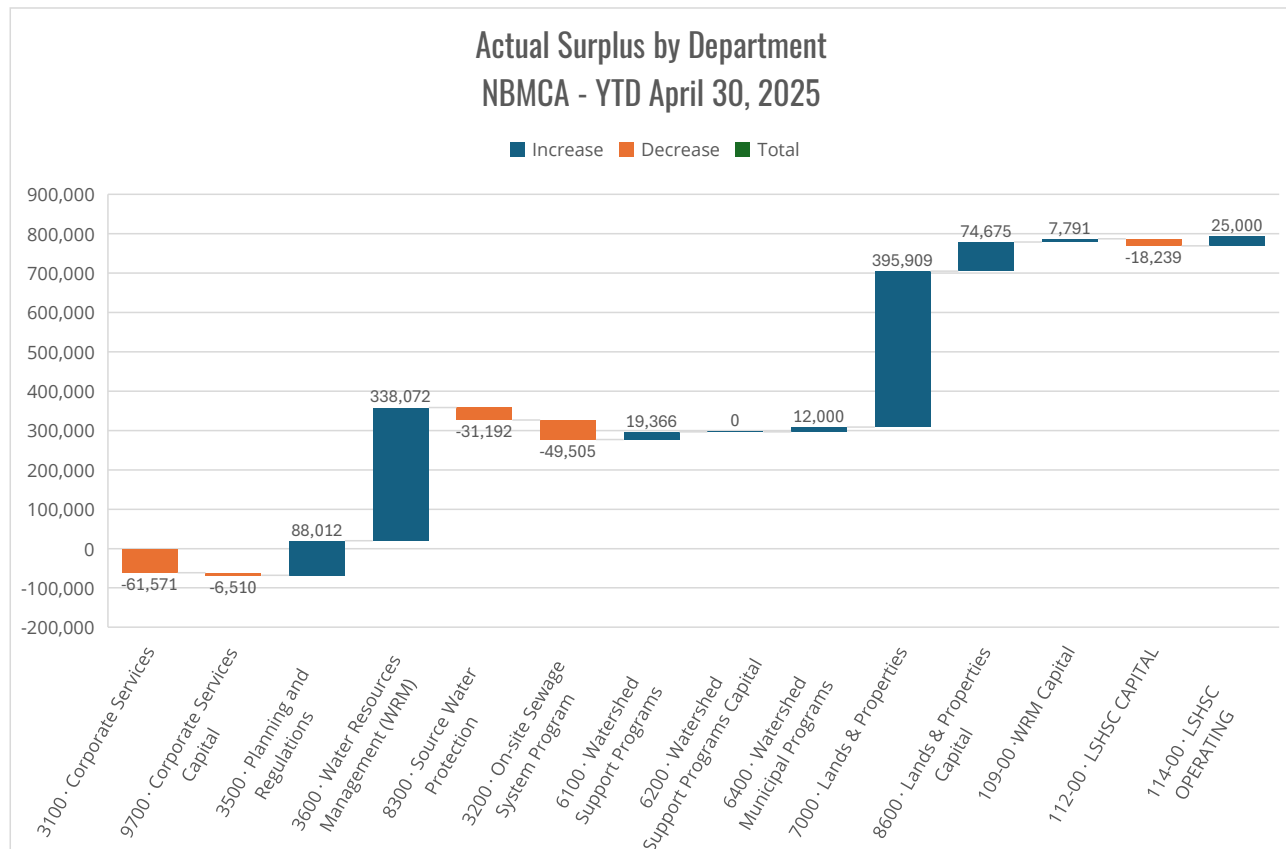
# NORTH BAY-MATTAWA CONSERVATION AUTHORITY

## Profit & Loss YTD Comparison

For the Period Ending April 30



Department	YTD Actual Revenue	YTD Actual Expenses	YTD Actual 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