



**North Bay-Mattawa Conservation Authority
Members Meeting
October 27, 2021
at 5:30pm
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 September 22, 2021

Written Reports

6. Quarterly Financial Report (**Appendix #1**)
7. Budget Projections Report (**Appendix #2**)
8. Section 28 Approvals Report (**Appendix #3**)
9. Draft Updated Memorandum of Understanding between Conservation Ontario and Hydro One Networks Incorporated (**Appendix #4**)
10. Mandatory Maintenance Inspections Report (**Appendix #5**)

Presentation

11. CA Act -Phase One Regulations

Discussion

12. NBMCA Covid Vaccination Protocol
13. 701 Oak Street East, North Bay - update
14. Planning and Permits

Other Business

15. New Business
16. Adjournment

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

NINTH meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on October 27, 2021 as an electronic meeting via Zoom.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(5:30pm – 7:10 pm)
Callander, Municipality of	-	Irene Smit	(5:30pm – 7:10 pm)
Calvin, Township of	-	Sandy Cross	(5:30pm – 7:10 pm)
Chisholm, Township of	-	Nunzio Scarfone	(5:30pm – 7:10 pm)
East Ferris, Municipality of	-	Rick Champagne	(5:30pm – 7:10 pm)
Mattawan, Municipality of	-	Michelle Lahaye	(5:30pm – 7:00 pm)
North Bay, City of	-	Dave Mendicino	(5:30pm – 7:10 pm)
North Bay, City of	-	Chris Mayne	(5:30pm – 7:10 pm)
North Bay, City of	-	Ed Valenti	(5:30pm – 7:10 pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(5:30pm – 7:10 pm)
Powassan, Municipality of	-	Dave Britton	(5:30pm – 7:10 pm)

MEMBERS ABSENT:

Mattawa, Town of	-	Loren Mick
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ALSO PRESENT:

Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Supervisor, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Paula Scott, Director of Planning and Development/ Deputy CAO
Rebecca Morrow, Administrative Assistant
Shawn Kozmick, GIS Specialist
Sue Buckle, Manager, Communications and Outreach
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 welcomed newly appointed Member Ed Valenti to the meeting along with all other attendees, after which the following resolution was presented:

Resolution No. 73-21, Champagne-Scarfone

THAT the agenda be approved as presented.

Carried Unanimously

3. Delegations

No delegations.

4. Declaration of Pecuniary Interest

None declared.

5. Adoption of Previous Minutes of September 22, 2021

After discussion, the following resolution was presented:

Resolution No. 74-21, Mayne-Belanger

THAT the minutes from September 22, 2021 are adopted as presented.

Carried Unanimously

6. Quarterly Financial Statements

Brian Tayler presented the Quarterly Financial Statements, after discussion the members thanked Brian and Helen for the report and the following resolution was presented:

Resolution No. 75-21, Smit-Lagassie

THAT the Income Statement, Balance Sheet and Budget Status Report at September 30, 2021 be approved and appended to the minutes of this meeting.

Carried Unanimously

7. Budget Projections Report

Brian Tayler presented the Budget Projections Report after discussion the members thanked Brian

for the report and the following resolution was presented:

Resolution No. 76-21, Champagne-Lahaye

THAT Staff prepare a draft 2022 Budget for consideration by the Executive Committee and Board of Directors guided by the projections as outlined in the “Preliminary 2022 Budget Overview and TenYear Capital Forecast” report and;

THAT this report be appended to the minutes of this meeting.

Carried Unanimously

8. Section 28 Approvals

After Valerie introduced herself to the members she also presented her report. After discussion the members thanked Valerie for her presentation. After discussion the following resolution was presented:

Resolution No. 77-21, Belanger-Mayne

THAT the Development, Interference with Wetlands and Alterations to Shorelines and watercourses October 21, 2021 board report is received and appended to the minutes of this meeting.

Carried Unanimously

9. Draft Updated Memorandum of Understanding between Conservation Ontario and Hydro One Networks Incorporated.

Valerie Murphy and Brian Tayler presented the report to the Members. After discussion the members thanked Valerie and Brian for the report. After discussion the following resolution was presented:

Resolution No. 78-21, Lagassie-Scarfone

THAT the 2021 Memorandum of Understanding between Conservation Ontario and Hydro One Networks Incorporated (2021) be received and appended to the minutes of this meeting.

Carried Unanimously

10. Mandatory Maintenance Inspections Report

Paula Scott presented her report to the members. The members thanked Paula for the report and

after discussion the following resolution was presented:

Resolution No. 79-21, Valenti-Cross

THAT the Members receive the report entitled “On-Site Sewage Systems: Mandatory Maintenance Inspections” dated October 27, 2021 and;

THAT this report be appended to the minutes of this meeting.

Carried Unanimously

11. Conservation Authorities Act – Phase One Regulations Presentation

Brian Tayler provided a power point presentation to members highlighting Phase One Regulations of the Conservation Authorities Act. After discussion the members thanked Brian for his presentation and asked for information to share with their Municipalities. Brian agreed to provide some material to the members for them to share with their respective municipalities.

12. NBMCA Covid Vaccination Protocol

Brian Tayler informed the members of the need to draft a Covid Vaccination Policy. He further informed the Members that their direction was needed on this topic. Dave Mendicino recognized that many Boards have been having the same conversations regarding vaccination policies. After discussion a recorded vote was requested:

Resolution No. 80-21, Champagne-Lahaye

THAT the Members direct staff to implement a Vaccination Policy requiring:

- Full Vaccination (two doses and a 14-day waiting period);
- Unpaid Leave of Absences for those not Fully Vaccinated (subject to accumulated overtime, sick time and vacation);
- A provision stating further employment consequences for ongoing Unpaid Leave may lead to further action including termination;
- Timelines to allow everyone to be Fully Vaccinated and;
- A Policy that will cover all employees, Members, Committee Members, contractors, and volunteers engaged in Conservation Authority activities including staff work from home.

Recorded Vote Results:

Municipality	Member	Vote	Present/Absent
Powassan	Dave Britton		
Mattawan	Michelle Lahaye	Yes	Present
Bonfield	Jane Lagassie	No	Present
North Bay	Chris Mayne	Yes	Present
Mattawa	Loren Mick	-	Absent
Papineau/Cameron	Shelley Belanger	Yes	Present
North Bay	Dave Mendicino	Yes	Present
Callander	Irene Smit	No	Present
Calvin	Sandy Cross	Yes	Present
Chisholm	Nunzio Scarfone	Yes	Present
North Bay	Ed Valenti	Yes	Present
East Ferris	Rick Champagne	Yes	Present

Carried

13. 701 Oak Street East, North Bay – update

Brian Tayler gave an update to members on the progress of the ongoing project at 701 Oak Street East North Bay. After discussion the members thanked Brian for the update.

14. Planning and Permits

Paula Scott gave an update to members on the 2021 Planning and Permits activities so far this year. Paula informed the members that it has been an extremely busy year. After discussion the members expressed their thanks to the staff especially for the work done in the unincorporated municipalities.

15. New Business

Rick Champagne inquired about the care of Beaver Dams. After discussion Brian agreed to provide members with some information about Beaver Dams.

16. Adjournment (7:10 p.m.)

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

Resolution No. 81-21, Valenti-Belanger

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm on Wednesday November 24, 2021 at in a format to be decided or at the call of the Chair.

Carried Unanimously



Dave Mendicino, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

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

DATE: October 20, 2021

ORIGIN: Helen Cunningham,
Manager, Financial Services and Human Resources

SUBJECT: Financial Statements for the period January 1, 2021 to September 30, 2021; Income Statement, Balance Sheet, Budget Status Report and 2021 Comparison to 2020.

Background: The Financial reporting format was changed to reflect the direction provided by and approved by the Board of Directors. The statements include a monthly Income Statement and Balance Sheet and a quarterly Budget Status Statement.

Analysis: Presented are the Income Statement and Balance Sheet for September 2021. Also included is the Quarterly Budget Status Report for the period ending September 30, 2021. The following are the observations made by staff with respect to how revenues vs. expenses are comparing to the approved budget as of September 30, 2021.

Income Statement

* **Core (Grant Eligible)**

The Ministry of Natural Resources and Forestry is maintaining operational funding this year in the amount of \$133,470.00 for the 2021-22 fiscal year. The Ministry of Natural Resources and Forestry transfer payment has been signed and accounted for as of September 30, 2021.

The net position of these accounts is on target with the approved budget for this time of the year.

Amortizations of historically accumulated assets are expensed quarterly within the Administration Account (31-00). This quarter saw \$291,525.95 of expense that is not part of the annual budget because these expenses were funded prior to 2009.

Core

Septics OBC - The net position of this account is in a surplus position at this time of the year. As of September 30th, the revenues are approx. 70% higher than last year at this same. Staff are not seeing any negative impact this year either due to Covid, if anything this has been a record year for revenues from fees collected. Mandatory Maintenance Inspections for both 2020 and 2021 have been completed and 69% of fees have been collected as of September 30th. No staff concerns at this.

Section 28 Regulations – The net position of this account is on target with the approved budget. Revenues are holding steady in comparison to last year. No staff concerns at this time, but are keeping a watch on this budget.

Interpretive Centre – The net position of this account is on target with the approved budget. No staff concerns at this time.

Lands & Properties – The net position of this account is in a surplus position and very close to where it was last year at this time. No staff concerns at this time.

Outreach – The Mattawa River Canoe Race being cancelled is reflected in the expenses coming in being much lower as of the end of September. Staff are noticing a similar trend to last year in this program. Staff are keeping a watch on this budget.

Source Protection Planning - September 2021 actuals are on target with the approved budget for this time of the year. No staff concerns at this time.

* **Capital Projects**

The September 2021 actuals are on target with the approved budget for this time of the year.

* **Studies and Special Projects**

A budget was created for the Laurentian Ski Hill Snowboarding Club's Capital 'Ask', as well as Laurentian Ski Hill Snowboarding Club's Operating Reserve Funds to track expenses paid versus the total revenue received from participating member Municipalities. As of September 30th, all monies for these two reserve accounts have been collected.

DIA Technical Services transfer payment from NDMP (MMAH), for intake 6 on La Vase, has not been received yet. Correspondence has been received from Conservation Ontario regarding explanations for the delay

Integrated Watershed Management programs' actuals are on target with the approved budget for this time of the year. No staff concerns at this time.

Balance Sheet

Financial Assets

September 2021 assets are higher to this time last year due to an increase in revenues from permitting and Mandatory Maintenance fees. There is also an increase in the fixed assets as two vehicles were purchased as well as a pedestrian bridge for Eau Claire Gorge, and a new plotter was purchased.

Liabilities

September 2021 liabilities are relatively close to September 2020.

Recommendation: The Financial statements that have been issued are consistent with Resolution No. 18-03. Therefore, it is recommended that the Conservation Authority Board of Directors approve these statements (see attached).

RECOMMENDED RESOLUTIONS:

THAT the Income Statement, Balance Sheet and Budget Status Report at September 30, 2021 be approved and appended to the minutes of this meeting.



Helen Cunningham

Manager, Financial Services and Human Resources



Brian Tayler

CAO/Secretary Treasurer



BALANCE SHEET at September 30, 2021

Unaudited Financial Statements

Draft

	September 30, 2021	August 31, 2021
FINANCIAL ASSETS		
Cash	2,180,969.82	2,164,340.92
Accounts Receivable	242,596.42	114,026.42
HST Receivable	<u>50,324.48</u>	<u>47,608.92</u>
Total Financial Assets	2,473,890.72	2,325,976.26
LIABILITIES		
Accounts Payable	607,178.50	50,815.99
HST	871.29	684.86
Payroll Liabilities Payable	183,415.28	183,415.28
Accrued Liabilities & Miscellaneous	<u>15,000.00</u>	<u>15,000.00</u>
	806,465.07	249,916.13
Deferred Revenue		
Ice Management	4,406.00	4,406.00
Outreach	3,040.00	3,040.00
Lands & Properties Capital	0.00	141,661.08
Central Services	9,631.18	9,631.18
Section 28 Technical	16,747.24	16,747.24
NBMCA Watershed Plan	165,179.51	165,179.51
WECl - 2016/2017	<u>0.00</u>	<u>0.00</u>
	199,003.93	340,665.01
Bank Loan	578,274.22	580,040.42
City of North Bay Loan - LSHSC	<u>10,000.00</u>	<u>10,000.00</u>
Total Liabilities	<u>588,274.22</u>	<u>590,040.42</u>
	1,593,743.22	1,180,621.56
Non-Financial Assets		
Tangible Capital Assets (note 2)	13,611,978.30	13,725,037.65
Pre-Paid Expenses	<u>15,488.12</u>	<u>15,488.12</u>
	13,627,466.42	13,740,525.77
Accumulated Surplus (note 1)	<u>14,507,613.92</u>	<u>14,885,880.47</u>

NOTES TO FINANCIAL STATEMENTS

1. Accumulated surplus

Surplus (Deficit)	972,637.13
Septic Building permit reserve	312,900.78
LSHSC Capital Reserve	234,490.00
LSHSC Operating Reserve	24,592.00
LSHSC Land Acquisition Reserve	98,604.00
Tangible Capital Assets	13,661,736.01
Amounts to be recovered from future revenues	<u>-797,346.00</u>
Balance, end of February 2019	<u>14,507,613.92</u>

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
Notes to Financial Statements

September 30, 2021

2. Tangible Capital Assets

	Land	Buildings	Infrastructure	Vehicle	Machinery & Equipment	Equipment, Office Furniture & Computers	Total
Cost, beginning of year	\$7,068,883.00	\$3,709,684.00	\$9,117,564.00	\$252,156.00	\$88,410.00	\$564,204.00	\$20,800,901.00
Additions	103,562.00		65,462.00	61,249.00		40,714.00	
Disposals							
Cost, end of period	<u>7,172,445.00</u>	<u>3,709,684.00</u>	<u>9,183,026.00</u>	<u>313,405.00</u>	<u>88,410.00</u>	<u>604,918.00</u>	<u>21,071,888.00</u>
Accumulated amortization, beginning of last quarter		1,315,883.00	5,322,258.00	166,042.00	76,201.00	466,465.00	7,346,849.00
Amortization		<u>19,515.00</u>	<u>74,380.00</u>	<u>7,769.00</u>	<u>1,012.00</u>	<u>10,383.00</u>	
Accumulated amortization, end of period		<u>1,335,398.00</u>	<u>5,396,638.00</u>	<u>173,811.00</u>	<u>77,213.00</u>	<u>476,848.00</u>	<u>7,459,908.00</u>
Net carrying amount, end of period	<u>7,172,445.00</u>	<u>2,374,286.00</u>	<u>3,786,388.00</u>	<u>139,594.00</u>	<u>11,197.00</u>	<u>128,070.00</u>	<u>13,611,980.00</u>

NOTE: These are unaudited Financial Statements

Draft

INCOME STATEMENT for the period of January 1 to September 30, 2021
Unaudited Financial Statements

Grant Eligible Core Activities	Account	September 30, 2021		
		Revenue	Expense	Net
Administration	31-00	251,589.72	232,443.90	19,145.82
Administration - Amortization Expense			291,525.96	-272,380.14
Watershed Planning	35-00	107,085.00	74,812.14	32,272.86
Flood Control	36-00	140,837.00	137,728.91	3,108.09
Erosion Control	37-00	58,150.00	51,566.64	6,583.36
Flood Forecasting	38-00	98,905.00	70,819.76	28,085.24
Ice Management	39-00	10,854.00	6,278.68	4,575.32
Source Protection Planning	83-00	191,717.30	137,298.00	54,419.30
Subtotal		859,138.02	710,948.03	148,189.99
Conservation Authority Core Activities				
Septics OBC	32-00	957,016.41	630,809.24	326,207.17
Regulations and Fisheries	34-00	39,922.50	34,555.72	5,366.78
Water Quality	42-00	4,710.00	7,857.16	-3,147.16
Outreach	57-00	12,344.60	11,645.36	699.24
Interpretive Centre	56-00	139,564.40	133,937.39	5,627.01
Lands and Property Operations	70-00	109,300.43	98,350.75	10,949.68
Subtotal		1,262,858.34	917,155.62	345,702.72
NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	542,914.70	135,064.22	407,850.48
Central Services	97-00	62,916.00	31,626.03	31,289.97
WECI 2018/2019	109-00	888,730.07	70,507.59	818,222.48
Subtotal		1,494,560.77	237,197.84	1,257,362.93

Grant Eligible Core Activities	Account	August 31, 2021		
		Revenue	Expense	Net
Administration	31-00	194,188.00	202,227.86	-8,039.86
Administration - Amortization Expense			189,538.99	-197,578.85
Watershed Planning	35-00	84,395.00	67,406.14	16,988.86
Flood Control	36-00	96,592.00	123,598.65	-27,006.65
Erosion Control	37-00	41,000.00	48,045.62	-7,045.62
Flood Forecasting	38-00	68,210.00	64,061.71	4,148.29
Ice Management	39-00	8,164.00	6,278.68	1,885.32
Source Protection Planning	83-00	191,717.30	121,927.80	69,789.50
Subtotal		684,266.30	633,546.46	50,719.84
Conservation Authority Core Activities				
Septics OBC	32-00	821,106.41	569,752.68	251,353.73
Regulations and Fisheries	34-00	33,402.50	31,023.00	2,379.50
Water Quality	42-00	4,710.00	6,834.02	-2,124.02
Outreach	57-00	12,344.60	10,724.46	1,620.14
Interpretive Centre	56-00	138,231.00	120,661.38	17,569.62
Lands and Property Operations	70-00	107,856.71	90,278.50	17,578.21
Subtotal		1,117,651.22	829,274.04	288,377.18
NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	400,731.00	116,708.13	284,022.87
Central Services	97-00	62,916.00	27,982.79	34,933.21
WECI 2018/2019	109-00	888,730.07	62,021.11	826,708.96
Subtotal		1,352,377.07	206,712.03	1,145,665.04

NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

SUMMARY

January through September 2021

DRAFT

	Budget	Jan -Sept 21 Actuals	Variance from Budget	% of Budget	Comments
Income					
3100 · Administration	290,041.00	251,589.72	-38,451.28	86.74%	
3500 · Watershed Planning	108,528.00	107,085.00	-1,443.00	98.67%	
3600 · Flood Control	140,837.00	140,837.00	0.00	100.0%	
3700 · Erosion Control	58,150.00	58,150.00	0.00	100.0%	
3800 · Flood Forecasting	98,905.00	98,905.00	0.00	100.0%	
3900 · Ice Management	10,854.00	10,854.00	0.00	100.0%	
8300 · Capital-Source Water Protection	205,209.00	191,717.30	-13,491.70	93.43%	
3200 · Septics	865,040.00	957,016.41	91,976.41	110.63%	
3400 · Section 28 Regulations	53,150.00	39,922.50	-13,227.50	75.11%	
4200 · Water Quality	9,710.00	4,710.00	-5,000.00	48.51%	
5700 · Outreach	33,135.00	12,344.60	-20,790.40	37.26%	
5600 · Interpretive Centre	198,050.00	139,564.40	-58,485.60	70.47%	
7000 · Lands & Properties	109,816.00	109,300.43	-515.57	99.53%	
8600 · Capital-Lands & Properties	400,731.00	542,914.70	142,183.70	135.48%	
9700 · Capital-Central Services	62,916.00	62,916.00	0.00	100.0%	
9800 · Capital-DIA Technical Project	318,186.00	219,436.00	-98,750.00	68.97%	
9900 · Capital-NBMCA Integrated Watershd Strategy	360,655.00	360,655.00	0.00	100.0%	
109-00 · Capital-WECI Project 2018/2019	888,729.00	888,730.07	1.07	100.0%	
112-00 · LSHSC Capital `ASK`	65,000.00	65,000.00	0.00	100.0%	
114-00 · LSHSC OPERATING RESERVE	60,000.00	60,000.00	0.00	100.0%	
Total Income	4,337,642.00	4,321,648.13	-15,993.87	99.6%	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
Profit & Loss Budget vs. Actual
SUMMARY
January through September 2021

DRAFT

	Budget	Jan -Sept 21 Actuals	Variance from Budget	% of Budget	Comments
Expense					
3100 · Administration	290,041.00	232,443.90	-57,597.10	80.14%	
3500 · Watershed Planning	108,528.00	74,812.14	-33,715.86	68.93%	
3600 · Flood Control	140,837.00	137,728.91	-3,108.09	97.79%	
3700 · Erosion Control	58,150.00	51,566.64	-6,583.36	88.68%	
3800 · Flood Forecasting	98,905.00	70,819.76	-28,085.24	71.6%	
3900 · Ice Management	10,854.00	6,278.68	-4,575.32	57.85%	
8300 · Capital-Source Water Protection	205,209.00	137,298.00	-67,911.00	66.91%	
3200 · Septics	865,040.00	630,809.24	-234,230.76	72.92%	
3400 · Section 28 Regulations	53,150.00	34,555.72	-18,594.28	65.02%	
4200 · Water Quality	9,710.00	7,857.16	-1,852.84	80.92%	
5700 · Outreach	33,135.00	11,645.36	-21,489.64	35.15%	
5600 · Interpretive Centre	198,050.00	133,937.39	-64,112.61	67.63%	
7000 · Lands & Properties	109,816.00	98,350.75	-11,465.25	89.56%	
8600 · Capital-Lands & Properties	400,732.00	135,064.22	-265,667.78	33.7%	
9700 · Capital-Central Services	62,916.00	31,626.03	-31,289.97	50.27%	
9800 · Capital-DIA Technical Project	318,186.00	87,502.19	-230,683.81	27.5%	
9900 · Capital-NBMCA Integrated Watershed	360,655.00	175,486.41	-185,168.59	48.66%	
109-00 · Capital-WECI Project 2015/2016	888,729.00	70,507.59	-818,221.41	7.93%	
112-00 · LSHSC Capital 'ASK'	65,000.00	19,378.04	-45,621.96	29.81%	
114-00 · LSHSC OPERATING RESERVE	60,000.00	0.00	-60,000.00	0.0%	
Total Expense	4,337,643.00	2,147,668.13	-2,189,974.87	49.51%	
Net		2,173,980.00			

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

**APPENDIX #2
10-27-2021**

ORIGIN: CAO, Secretary Treasurer
Manager, Finance and Human Resources

DATE: October 22, 2021

SUBJECT: Preliminary 2022 Budget Overview and
Ten Year Capital Forecast

Background:

Each year once the third quarter financial reporting is complete the North Bay-Mattawa Conservation Authority (NBMCA) staff concentrate on firming up the coming year's work programs and the costs associated with implementation. This effort includes looking for program efficiencies and improvements, and evaluates for potential sources of revenue. The result has been a fairly solid estimate of the year over year change in budget expenses for the Board of Directors and the member municipalities. This past year and moving forward the COVID-19 pandemic has created a few more uncertainties on how budgets might be impacted as we respond.

If approved by the Members, this estimate guides staff in preparing the draft budget for the Executive Committee to review at the start of the year. Typically, after review and comment the Executive Committee will make a recommendation to the Board of Directors to consider at its February meeting.

The task of preparing the 2022 Budget will continue to be influenced by the loss of \$125,000.00 in provincial transfer payment from 2019. We anticipate this change in funding will remain in place in the coming years including 2022.

Analysis:

2022 Operating Budget Projections

In 2021, staff understood the fiscal challenges we faced at the local level. For this reason, amongst others, staff sought out options to accommodate the loss of \$125,000 in provincial transfer payment without affecting the municipal levy. The loss of these funds continues to be linked to the Conservation Authorities hazard program. Staff were successful in their efforts to minimize the levy increase within the rate of inflation. Staff's plan moving forward will remain the same as last year; to keep the levy as close to the rate of inflation.

More broadly, the Operating Budget provides funding support for administration and all ongoing core programs and services for the organization. It is staff's expectation that the recommended 2022 operating levy will be \$475,188: representing a 3.0% increase from the

current year. This projection is based on the anticipated annual change in the Consumer Price Index (CPI) for Ontario ending in November.

If this projection is approved by the members staff will start to work on a detailed program and services operating budget for consideration as described previously.

Other factors that could affect the levy include but not limited to:

- Further changes to provincial transfer payments.
- Increases to insurance and employment benefit expenses.
- The level of economic activity in the watershed that in turn generates fees for the CA.

Further to this, the Board of Directors should note there are activities and associated expenses from source protection plan implementation that could be borne locally. Discussions with effected municipalities will occur in the coming months to scope out how this will happen. These costs, if any, have not been calculated as part of the levy.

Capital and Special Projects Budget Projections

The Capital and Special Projects Budget provides funding support to complete capital infrastructure, comprehensive planning and technical products core to the NBMCA’s mandate. This budget has been guided annually by a ten year capital forecast. Both this year’s projections and the ten year forecast form part of this report.

i) The 2022 Projection

The 2021 to 2030 Capital Forecast was approved by the Board of Directors as part of the 2021 Budget this past February. The levies for 2021 were \$1,061,786.00. The current 2022 forecast has been lowered to \$1,071,950.00. The following provides high level descriptions of the planned capital initiatives for 2022:

Conservation Authority Lands and Trails:

The Board of Directors has established through its budgeting process an ongoing capital replacement and upkeep program to keep facilities at NBMCA buildings, conservation area and trails to a safe and functional standard for staff and visitors to enjoy. This initiative has been reviewed and reconfirmed through each corporate strategic planning process and remains critical to continue to meet capital asset challenges. Buildings including the Interpretive Centre, bridges, and trails remain. This coming year an Investment of \$200,000 in the Interpretive Tower is the largest challenge.

In 2021 the capital program projections include:

Priority	Detail	Project Cost
#1	CA/Trails Infrastructure	\$115,700
#2	CA/Trails Repair & Rehab	\$122,200
#3	Forest Management	\$9,730
#4	Equipment Purchase	\$10,120
#5	Fixed Ski Hill Assets	\$65,000

#6	Land Acquisition	\$14,500
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Total Levy Cost: \$337,250

Watershed and Erosion Control Infrastructure (WECI):

The recently completed Chippewa Creek Erosion Control Study and Inventory lays out a series of remediation projects along the channel length for the next ten years. This capital fund will further planning, design and construction works for Chippewa Creek and other water and erosion control sites in the City of North Bay.

In September, the Board awarded a contract to CSL Group to redesign and repair channel infrastructure and replace a pedestrian adjacent to Oak Street. The work will be beginning in the fall of 2020 and be completed by the summer 2022. Design will begin on the next section of the Creek in late 2022.

Total Levy Cost: \$170,000

Central Services

The Central Services project program includes requirements for commonly used buildings, equipment, and services that cannot be funded through operations. It includes such items as computers. Vehicles are funded through operations using surpluses or the operating line to fund the initial purchases. Repayment is made through an internal lease back to operating programs.

In 2022 the capital program includes:

Priority	Detail	Project Cost
#1	Website	\$2,750
#2	IT Services	\$8,500
#3	Administration	\$24,730
#4	Services and Equipment	\$13,500
#5	Office Furniture Replacement	\$7,460

Total Levy Cost: \$57,250

Integrated Watershed Management (IWM) and Studies

Identified as a major strategic priority, the NBMCA has been engaged in designing a program to implement watershed monitoring, data collection, studies and plans.

In 2022 six planned IWM initiatives will be initiated or are ongoing:

- ✓ Section 28 Implementation Policy Development
- ✓ Support for the Implementation of CA Act modernization
- ✓ Update of Floodplain Mapping and Policies for Chippewa Creek, Parks/Jessops Creek and the La Vase River
- ✓ Large Scale Hydrology Delineation

- ✓ Monitoring Program Plan
- ✓ Mattawa Risk Management Study Terms of Reference

Total Levy Cost: \$331,500

Section 28 Technical

On November 27, 2013 the Board of Directors approved the NBMCA “Building on the Past – Preparing for the Future” strategic plan supporting the need for ongoing capital funding for work related to the Section 28 program. The Section 28 Technical project program is multifaceted and boils down to the need for a Water Resources Engineer to undertake at a minimum the following for NBMCA:

- A comprehensive review of our existing technical data related to natural hazards and the watershed planning programs resulting in the implementation of the work plan for Integrated Watershed Management.
- Provide technical review and input in the Implement Ontario Regulation 177/06 (*Development, Interference with Wetlands & Alteration to Shorelines & Watercourses*). This is of particular benefit to small communities and rural areas that lack current data.
- Improve the NBMCA's daily routine of providing advice on and responding to development inquiries and permit applications in a timely manner. It is not unusual to have technically challenging applications or proposals brought to the Authority staff that requires the expertise of a Water Resources Engineer.

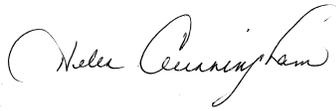
Total Levy Cost: \$175,450.

ii) The Ten Year Capital Forecast

The 2022– 2031 Ten Year Capital Projection Table is attached. The descriptions of each project category is consistent with the descriptions in section i). It should be noted the total capital projections for 2022 in this report are less than the expenditures anticipated for 2022 as described in the 2021 budget 10-year plan.

Recommendation:

That staff prepare a draft 2021 Budget for consideration by the Executive Committee and Board of Directors guided by the projections as outlined.



Helen Cunningham, Manager, Finance and H.R.



Brian Tayler, CAO Secretary Treasurer

NBMCA Capital Levy
Forecast
For the Ten Year Period of 2021 to 2030
For Member Municipalities

CAPITAL PROGRAM & SERVICE AREA

YEARS	CA Lands/Trails	WECI	Central Services	IWM	Section 28 Technical	CA Ski Hill Assets	Total
2021	272,405	182,000	52,416	340,665	149,300	65,000	1,061,786
2022	272,750	170,000	57,250	331,500	175,450	65,000	1,071,950
2023	274,375	162,943	54,513	337,310	158,750	65,000	1,052,891
2024	276,500	166,197	55,603	340,650	161,925	65,000	1,065,875
2025	276,500	169,523	56,715	341,515	165,160	65,000	1,074,413
2026	279,500	174,922	57,849	342,390	168,460	65,000	1,088,121
2027	282,250	176,372	59,006	347,790	171,800	65,000	1,102,218
2028	285,400	176,372	60,186	349,200	175,240	65,000	1,111,398
2029	288,250	176,372	61,390	350,135	178,750	65,000	1,119,897
2030	289,250	179,900	61,390	353,590	178,745	65,000	1,127,875
2031	296,450	179,900	62,618	353,590	182,325	65,000	1,139,883

Previous Fiscal (2021)
Current Fiscal (2022)

Descriptions:

CA Lands/Trails Activities in support of safe public access and use of CA owned properties including such things as trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads and land acquisition. In 2022 a significant item is the repair of the Interpretive Centre Tower deck, railings, fascia and soffit.

WECI Activities to support major maintenance and capital improvements or repair to water and erosion control structures. This may include studies related to these works. In 2020 the Chipewa Creek at Oak Street project started and will be complete in 2022.

Central Services Capital or major maintenance in support of workshops, buildings, large vehicles and other types of infrastructure or equipment required as part the overall CA program

Integrated Watershed Management Planning, technical studies and monitoring activities to determine types of hazard or natural heritage lands that the CA is responsible for managing or regulating including floodplain mapping, and watershed planning projects. In 2022 initiation of floodplain mapping for La Vase River and gauging equipment initially to be used in Callander.

Section 28 Regulations Expenses related to the implementation of the DIA regulations of the conservation authority. In 2022 work will be initiated for the Town of Mattawa Hazard Risk Assessment..

Ski Hill Assets For Improvement, Major Repair or Replacement of CA Owned Ski Hill Assets - not a levy

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

ORIGIN: Valerie Murphy, Regulations Officer

DATE: October 21, 2021

SUBJECT: Report On Development, Interference with Wetlands, and Alterations
to Shorelines and Watercourses Permits for the members information
(Section 28)

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:

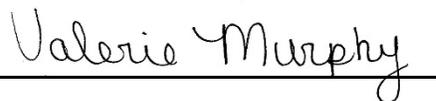
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

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

Analysis:

Twelve new permits 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 for the construction of new single-family dwellings, two were issued each for the construction of additions to existing structures and the construction of decks. One permit was also issued for each of the following activities: landscaping, site grading, construction of an accessory structure, demolition of a dwelling and the installation of a culvert for a water crossing.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: October 21, 2021

PERMIT YEAR: 2021

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
RNB-21-75	Terry Foreshew	North Bay	993 Premier	Lake Nipissing	To construct an addition to an existing garage	September 14, 2021	#107-21 September 23, 2021
RNB-21-76	Dan Bryer	North Bay	779 Lakeshore Drive	Lake Nipissing	To construct two additions to the existing dwelling and a new wooden privacy fence	September 17, 2021	#108-21 September 23, 2021
RNB-21-77	Michael and Alissa Mitchell	North Bay	291 West Peninsula	Trout Lake	To demolish existing dwelling, place fill and grade for new dwelling and construct new dwelling	September 13, 2021	#109-21 September 23, 2021
RNB-21-78	Nipissing Serenity Hospice	North Bay	799 John Street	Chippewa Creek	To pave existing pathway and construct brick patio seating area	September 14, 2021	#110-21 September 23, 2021
REF-21-17	Tom Dufresne	East Ferris	2025 Highway 17 East	Unevaluated wetland	To place fill and construct detached garage	September 21, 2021	#111-21 September 23, 2021
RNB-21-79	Christina Glass	North Bay	720 Peninsula Road	Trout Lake	To construct a new deck	September 21, 2021	#112-21 September 23, 2021

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: October 21, 2021

PERMIT YEAR: 2021

RNB-21-80	Catherine Adams and Salvatore Di Bella	North Bay	15 Birch Street	Lake Nipissing	To demolish existing dwelling and construct new dwelling	September 29, 2021	#113-21 October 7, 2021
RPA-21-15	Patricia Dougan and Russell Stockall	Papineau-Cameron	261A Neault Road	Lac Chant Plein	To demolish existing dwelling	October 4, 2021	#114-21 October 7, 2021
RNB-21-81	Nicole and Michael Brooker	North Bay	Lot #6 Phase II Kenreta	Escarpment	To grub site, grade and place fill for driveway	October 12, 2021	#115-21 October 13, 2021
RLA-21-01	Mattawa and Area Snowmobile Club - MNRF	Lauder	Crown Land off Highway 630	Tributary to Bronson Creek	To remove wooden bridge and install new culvert	October 5, 2021	#116-21 October 13, 2021
RNB-21-82	Rawn McBride	North Bay	463 Lakeshore Drive	Lake Nipissing	To demolish existing deck and reconstruct deck	October 12, 2021	#117-21 October 13, 2021
RNB-21-83	Bay Builders c/o Joe Rogers	North Bay	31 Kenreta – Lot #11 Phase III	Escarpment	To construct a new single family dwelling	October 14, 2021	#118-21 October 21, 2021



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

DATE: October 20, 2021

ORIGIN: Valerie Murphy
Regulations Officer

SUBJECT: Draft Updated Memorandum of Understanding between Conservation Ontario
and Hydro One Networks Incorporated (2021)

BACKGROUND:

At Conservation Ontario's June 2020 meeting, the Board approved a plan to update the existing Conservation Ontario-Hydro One Memorandum of Understanding (MOU). Staff from Conservation Ontario, Hydro One and a group forming a CO-Hydro One MOU Redevelopment Working Group have been working toward an update of the 2011 MOU. The draft updated MOU maintains and enhances many of the principles and processes from the previous MOU, however, it reflects that as of May 2017, Hydro One is no longer a Crown Corporation. With this change in its status, the previous exemption afforded to Hydro One from requiring CA permission under Section 28 of the Conservation Authorities Act for maintenance and construction activities ceased to apply.

Hydro One has indicated a desire to work with CO to update the MOU and look for opportunities to streamline future approvals for routine works. The proposed approach used to update the MOU was based on the model of the Drainage Act and Conservation Authorities Act Protocol (DART) which helps streamline permissions under Section 28 of the Conservation Authorities Act and to ensure strong communication between CA staff and Hydro One staff and their contractors.

The draft updated MOU covers overarching guiding principles, the roles and responsibilities of Hydro One and CAs, including all contractors used by either party. Appendix One of the document **Protocol for Obtaining Permission under Section 28 of the Conservation Authorities Act for Common Hydro One Maintenance and Construction Activities** identifies two paths for achieving written permission under Section 28 of the Act. The first path is through the regular process of obtaining a CA Act Section 28 Permission (DIA permit). The second option is by adhering to newly developed Standard Compliance Requirements (SCRs) issued by the CA. At this time there are 9 activities with recommended SCRs which cover low risk and/or routine Hydro One activities. The SCRs address activity specific mitigation requirements as well as general mitigation. CAs still review all proposed works to ensure the compliance approach is applicable.

Activities which are currently covered by Standard Compliance Requirements:

1. Removal of beaver dams or other similar obstructions,
2. Exposure, cleaning, and coating of below-grade foundations,
3. All transmission wood pole works (excluding new transmission lines),
4. Distribution wood pole works within limits of a wetland, watercourse or valley (steep slopes),
5. Station below-grade works, excluding drainage/storm water management works,
6. Maintenance of existing access route through limits of wetland, watercourse or valleys (steep slopes),

7. Installation and removal of temporary access route, including temporary watercourse crossing above high -water mark,
8. Forestry maintenance activities in existing corridors or access routes, within limits of a wetland, watercourse or valley (steep slopes),
9. Geotechnical and/or intrusive archaeological investigations, within limits of wetland, watercourse or valleys (steep slopes) (applies to lines and stations).

Conservation Ontario will undertake an annual review of the MOU to discuss comments and/or concerns brought forward by individual CAs or Hydro One staff to ensure that all parties are upholding respective responsibilities and ensure the new process remains effective.

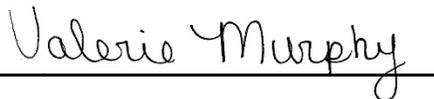
The updated MOU is the recommended approach for approvals for Hydro One activities under Section 28 of the Conservation Authorities Act. Local conservation authorities are being directed to integrate the update of the existing MOU into local policies and procedures for the administration of Section 28 regulatory responsibilities.

RECOMMENDATION:

It is staff's recommendation to the Board of Directors that they accept the 2021 Updated Memorandum of Understanding between Conservation Ontario and Hydro One Networks Incorporated and direct staff to update the Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses 2020.

RECOMMENDED RESOLUTION:

THAT the 2021 Memorandum of Understanding between Conservation Ontario and Hydro One Networks Incorporated (2021) be received, endorsed and appended to the minutes of this meeting.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

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

ORIGIN: Paula Scott, Director, Planning & Development/Deputy CAO

DATE: October 27, 2021

SUBJECT: On-site Sewage Systems: Mandatory Maintenance Inspections

Background:

NBMCA conducts Mandatory Maintenance Inspections (MMIs) of on-site sewage systems identified in the North Bay-Mattawa Source Assessment Report as a significant threat to municipal drinking water sources. In the Callander Issue Contributing Area, this area is generally described as lands within 120m of any inflowing stream, river, lake or pond which can result in the input of phosphorus to Callander Bay. In the Powassan Wellhead Protection Area, there are several properties with on-site sewage systems which are subject to mandatory maintenance inspections as well. The OBC requires that these inspections be conducted every five years. There are approximately 586 properties requiring MMIs within the ICA.

Covid-19 has impacted staff and business processes at NBMCA, in particular, the on-site sewage system program. For this reason, Mandatory Maintenance Inspections were not undertaken in 2020. The Board directed staff to complete a 2021 Workplan to make up for the inspections not conducted in 2020, while maintaining the required 5-year cycle.

Analysis:

A dedicated student was hired on an 18-week contract to undertake a review of the identified properties for the year 2020 and 2021 and to complete inspections as necessary.

A total of 224 properties were identified as requiring a review/inspection. The number of properties is broken down by Municipality below:

Municipality	2020 (# of properties/inspections)	2021 (# of properties/inspections)
Callander	50	85
Chisholm	45	9
East Ferris	31	1
Powassan	0	3
TOTAL # OF PROPERTIES	126	98

All properties have been reviewed and inspections have been completed as of August 23, 2021. Invoices have been sent to property owners. Only 3 occurrences were identified during the inspections; all have since been resolved.

RECOMMENDED RESOLUTION:

That the Board of Directors receives and accepts this report and appends it to the minutes of this meeting.



Paula Scott,

Director, Planning & Development/Deputy CAO



Brian Tayler, CAO