



**North Bay-Mattawa Conservation Authority  
Members Meeting for February 29, 2024  
at 4:00 pm IN PERSON  
NBMCA's Natural Classroom, 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 January 24, 2024
5. Correspondence

**Business Reports**

6. Section 28 Signing Authority Changes (**Report #1**)
7. Section 28 Permits (**Report #2**)
8. Section 28 Updates under the Conservation Authorities Act (**Report #3**)
9. NBMCA Annual Report 2023 (**Report #4**)
10. Watershed Strategy and Conservation Areas Strategy - Public Consultation Phase 1 (**Report #5**)
11. Floodplain mapping - Public Engagement (**Report #6**)
12. Updated Personnel Policy (**Report #7**)
13. Ski Hill Request for Funds (**Report #8**)

**Other Business**

14. Committee of the Whole to discuss property, legal and personnel matters
15. New Business
  - Correction to Resolution # 12-24 to include January 8, 2024, December 1, 2023 & December 13, 2023 minutes
16. Adjournment

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

**SECOND** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on February 29, 2024 in the NBMCA’s Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
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

**MEMBER(S) ABSENT:**

Chisholm, Township of	-	Nunzio Scarfone
Mattawa, Town of	-	Loren Mick
Powassan, Municipality of	-	Dave Britton

**ALSO PRESENT:**

Chitra Gowda, CAO, Secretary-Treasurer  
David Ellingwood, Director, Water Resources/Deputy CAO  
Rebecca Morrow, Executive Assistant/Deputy CAO  
Aaron Loughheed, Assistant Manager, Finance  
Valerie Murphy, Regulations Officer  
Angela Mills, Water Resources Specialist

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

Lana Mitchell read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

Chair Belanger welcomed Grant McMartin to the meeting and explained to members that Grant was appointed by the Municipality of Callander, replacing Irene Smit. After discussion the following resolution was presented:

Resolution No. 27-24, Lahaye-Moreton

**THAT** the amended agenda be approved as presented. Add under new business date of meeting for discussion.

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

Peter Chirico declared a pecuniary interest in regards to a property item discussed during the

closed session of Committee of the Whole.

**4. Adoption of Previous Minutes of January 24, 2024**

After discussion the following resolution was presented:

Resolution No. 28-24, Trahan-Mitchell

THAT the minutes of the meeting held January 24, 2024 be adopted as written.

**Carried Unanimously**

**5. Correspondence**

Chitra Gowda presented to members an email received from the Ministry of Natural Resources and Forestry dated February 16, 2024 regarding updates to the Conservation Authorities Act: amendments to Section 28, new Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, and amendments to O. Reg. 686/21: Mandatory Programs and Services, all of which come into effect on April 1, 2024. After discussion the members thanked Chitra for the update.

**6. Section 28 Signing Authority Changes**

Chitra Gowda provided an update to members on Section 28 Signing Authority Changes. After discussion the members thanks Chitra and the following resolution was presented:

Resolution No. 29-24, Lahaye-Chirico

**THAT** the Board of Directors delegate approval of permit applications as per Ontario Regulation 177/06 to the following designated employee:

Director, Water Resources/Deputy CAO.

**THAT** the Board of Directors remove the delegation of approval of permit applications as per Ontario Regulation 177/06 to the following employee:

Director, Planning & Development.

**Carried Unanimously**

**7. Section 28 Permits**

Valerie Murphy presented the report to the Members. After discussion, the Members thanked Valerie and the following resolution was presented:

Resolution No. 30-24, Chirico-Smit

**THAT** the Section 28 of the *Conservation Authorities Act*, Permits report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**8. Section 28 Updates under the Conservation Authorities Act**

Chitra Gowda and Valerie Murphy presented on the Section 28 Updates under the Conservation

Authorities Act and described the key areas of changes for the implementation of the Section 28 program. After discussion, the members thanked Chitra and Valerie and the following resolution was presented:

Resolution No. 31-24, McMartin-Moreton

**THAT** the Section 28 Updates under the Conservation Authorities Act report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**9. NBMCA Annual Report**

Chitra Gowda, David Ellingwood, Angela Mills, and Valerie Murphy presented the NBMCA Annual Report which highlighted the NBMCA's accomplishment for 2023. After discussion, the Members thanked all staff for another successful year. After which, the following resolution was presented:

Resolution No. 32-24, Chirico-Featherstone

**THAT THAT** the staff report 'NBMCA Annual Report 2023' is received and appended to the minutes of this meeting;

**AND THAT** the Board direct staff to complete the minor edits and post the NBMCA Annual Report 2023 to the website and share with watershed partners.

**Carried Unanimously**

**10. Watershed Strategy and Conservation Areas Strategy – Public Consultation Phase 1**

Chitra Gowda, David Ellingwood, Valerie Murphy and Angela Mills presented the Watershed Strategy and Conservation Areas Strategy – Public Consultation Phase 1 as required as par of the Conservation Authorities Act. The report outlines the consultation process for all phases of the consultation process. After discussion the Members then thanked Chitra, David, Angela and Valeire for their presentation and the following resolutions were presented:

Resolution No. 33-24, Trahan-Mitchell

**THAT** the Status Update for Watershed Strategy and Conservation Areas Strategy members report is received and appended to the minutes of this meeting; and

**THAT** staff are directed to proceed with initial public consultation on draft Watershed-based Resource Management Strategy and Conservation Areas Strategy.

**Carried Unanimously**

**11. Floodplain Mapping – Public Engagement**

Chitra Gowda and David Ellingwood presented the Floodplain Mapping – Public Engagement report to members. They explained the requirement for a public consultation process. After discussion the members thanked Chitra and David and the following resolution was presented:

Resolution No. 34-23, McMartin-Lahaye

**THAT** Floodplain Mapping Projects Update members report is received and appended to the minutes of this meeting; and

**THAT** staff are directed to proceed with public consultation on draft floodplain mapping for Chippewa Creek, Parks Creek and Jessups Creek.

**Carried Unanimously**

**12. Updated Personnel Policy**

Chitra Gowda presented the Updated Personnel Policy to members. The updated sections include changes to the Workplace violence, harassment and discrimination Policy and Electronic Monitoring Policy. Steve Trahan suggested the addition of:

- Adding “police shall be asked to investigate” to all incidents of violence or harassment or Complaints under the Criminal Code.
- Addition of the police file number should be obtained for all incident involving the police.
- Addition of an FOI check box to Appendix #3: Discrimination/Harassment Complaint form.

The members thanked Chitra for the updated Personnel Policy and the following resolutions were presented:

Resolution No. 35-24, Moreton-Mayne

**THAT** the updated Personnel Policy be approved and appended to the minutes of this meeting.

**Carried Unanimously**

**13. Ski Hill Request for Funds**

David Ellingwood and Aaron Lougheed presented members the report on the Ski Hill Request for Funds report. After discussion the members thanked David and Aaron and the following resolution was presented:

Resolution No. 36-24, Mitchell-Lahaye

**THAT** the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$3,390.00 from the NBMCA's Ski Hill capital reserve.

**Carried Unanimously**

**14. Closed Session of Committee of the Whole to discuss property, legal and personnel matters**

After discussion, the following resolutions were presented:

Resolution No. 37-24, Chirico-Trahan

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss property legal and personnel matters at 6:06 pm.

**Carried Unanimously**

Resolution No. 38-24, Moreton-Chirico

**THAT** the meeting out of a closed session of "Committee of the Whole" and back into an open meeting. (6:54pm)

**Carried Unanimously**

Peter Chirico declared a conflict of interest regarding the Davedi Club property matter and did not participate in the discussions.

Resolution No. 40-24, Mitchell-Moreton

**THAT** the Board direct staff to sell the NBMCA owned property adjacent to the Davedi Club as discussed.

**Carried Unanimously**

**15. New Business**

Chitra Gowda explained that a correction to resolution #12-24 was required. After discussion the following resolution was presented:

Resolution No. 40-24, Mitchell-Trahan

**THAT** resolution 12-24 be amended to read as following:

**THAT** the Minutes of the meetings held on:

- December 1, 2023
- December 13, 2023
- January 8<sup>th</sup>, 2024

be adopted as written.

**Carried Unanimously**

Lana Mitchell suggested changing the Board meeting times. After discussion the members agreed to changing the Board Meeting time to the last Thursday of every month at 4:00 pm.

**16. Adjournment (7:06 p.m.)**

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

Resolution No. 41-23, McMartin-Mayne

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Thursday March 28th, 2024 or at the call of the Chair.

**Carried Unanimously**



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Shelley Belanger, Chair



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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer

**Chithra Gowda**

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**From:** ca.office (MNRF) <ca.office@ontario.ca>  
**Sent:** February 16, 2024 3:49 PM  
**To:** dheinbuck@abca.ca; kfurlanetto@crca.ca; generalmanager@catfishcreek.ca; cdarling@cloca.com; quentin.hanchard@cvc.ca; tim.pidduck@crowevalley.com; tbyrne@erca.org; llaliberte@grca.on.ca; slawson@grandriver.ca; t.lanthier@greysauble.on.ca; hbasit@hrca.on.ca; Lisa.Burnside@conservationhamilton.ca; mmajchrowski@kawarthaconservation.com; elizabeth@kettlecreekconservation.on.ca; r.baldwin@lsrca.on.ca; Tammy Cook; jmaxwell@lprca.on.ca; mark.peacock@ltvca.ca; Rhonda.bateman@ltc.on.ca; pbeard@mvca.on.ca; David.Vallier@mattagamiregion.ca; smcintyre@mvc.on.ca; csharma@npca.ca; Carl.Jorgensen@ConservationSudbury.ca; Chithra Gowda; dhevenor@nvca.on.ca; jsmith; bmcnevin@quinteconservation.ca; richard.pilon@rrca.on.ca; sommer.casgrain-robertson@rvca.ca; E.Downing@SVCA.ON.CA; cbarrett@ssmrca.ca; cbickerdike@nation.on.ca; kphillips@scrca.on.ca; jmackenzie@trca.on.ca; annettt@thamesriver.on.ca; acoleman@conservationontario.ca; bhorner@abca.ca  
**Cc:** Keyes, Jennifer (MNRF); ca.office (MNRF)  
**Subject:** [EXTERNAL]Update: Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario – Ministry of Natural Resources and Forestry

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe. Please forward this email to infosec@northbay.ca if you believe this email is suspicious.

*\*This message is being sent on behalf of Jennifer Keyes, Director, Resources Planning and Development Policy Branch, MNRF\**

Good afternoon:

I am writing to inform you of the proclamation of provisions of the *Conservation Authorities Act* (the act), as well as the approval of Ontario Regulation (O. Reg.) 41/24: Prohibited Activities, Exemptions and Permits, and amendments to O. Reg. 686/21: Mandatory Programs and Services made under the act, all of which come into effect on April 1, 2024. This updated legislative framework and regulations will clarify and streamline regulatory requirements to focus on natural hazards and public safety and provide greater transparency in the permitting process.

I would like to acknowledge the ongoing efforts of conservation authorities in implementing these much-needed changes.

### **Legislative proclamations**

The amendments to the act that have been proclaimed to come into effect on April 1, 2024, including provisions regarding:

- Appeals of permit related fees to the Ontario Land Tribunal (OLT).
- Setting out the prohibited activities in the act instead of in individual conservation authority specific regulations, and enabling exceptions to the prohibitions.
- The issuance of permits by a conservation authority, including appeals to the OLT regarding permitting decisions, requests that the Minister of Natural Resources and Forestry (the minister)

review a conservation authority permit decision, and appeals to the OLT if a decision is not made by a conservation authority within 90-days.

- Minister's orders directing a conservation authority not to issue a permit and, and where such an order is made, enabling the minister to issue a permit in the place of a conservation authority.
- Mandatory requirement for conservation authorities to issue permits where a minister's order has been made under section 34.1 or 47 of the *Planning Act* (continues the approach currently in effect).
- Updated enforcement powers and offence provisions under the act, including updated provisions for the appointment of officers, stop work orders and increased penalties.

### **New regulation for the protection of people and property from natural hazards**

Effective April 1, 2024, O. Reg. 41/24: Prohibited Activities, Exemptions and Permits sets out details on: prohibited activities and areas where a conservation authority permit is required, exemptions from a permit for certain low-risk activities, the process for applying for a conservation authority permit, and service requirements for conservation authorities in reviewing permit applications. The new regulation will apply to all conservation authorities and the existing 36 conservation authority-specific regulations ("Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses") and the regulation governing their contents (O. Reg. 97/04) will be revoked. This new regulation will ensure clear and consistent requirements for conservation authorities and permit applicants while still addressing local differences. Amendments to O. Reg. 686/21: Mandatory Programs and Services, also in effect April 1, 2024, prescribes requirements for conservation authorities to prepare an annual report that outlines statistics on permits, including reporting on their level of compliance with the requirements set out in O. Reg. 41/24.

### **New regulation setting out rules of conduct in Conservation Areas**

Effective April 1, 2024, [O. Reg. 668/21: Rules of Conduct in Conservation Areas](#) comes into effect, and the conservation authority specific regulations will be revoked. This single regulation sets out the rules of conduct in conservation areas across the province. This new regulation generally maintains the requirements formerly set out in the individual regulations with some minor updates and re-numbering. The Ministry is also proposing amendments to Regulation 950: Proceedings Commenced by Certificate of Offence under the *Provincial Offences Act* to update the short form wordings to reflect the new regulation, and will be in contact regarding those updates in the upcoming weeks. A decision notice is now available at the Environmental Registry of Ontario, posting #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario](#).

The new and updated regulations will be published on e-laws in the coming days and a webinar will take place during the week of March 4<sup>th</sup> for conservation authorities and Conservation Ontario, for which you will be receiving an invitation shortly.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca.office@ontario.ca](mailto:ca.office@ontario.ca). I look forward to working with you to implement these changes.

Sincerely,

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry  
[ca.office@ontario.ca](mailto:ca.office@ontario.ca)

**Please Note:** As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** February 13, 2024

**SUBJECT:** Signing Authority Changes for Ontario Regulation 177/06, Development,  
Interference with Wetlands and Alterations to Shorelines and Watercourses

**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 and Director, Planning & Development.

**Analysis:**

The Board of Directors may make changes to the delegation of approvals of permit applications as required.

**Recommendation:**

**THAT** the Chief Administrative Officer, Secretary-Treasurer will retain the delegation for approval of permit applications under Ontario Regulation 177/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses for North Bay-Mattawa Conservation Authority.

**THAT** the Director, Water Resources / Deputy CAO be delegated for approval of permit applications under Ontario Regulation 177/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses for North Bay-Mattawa Conservation Authority.

**Recommended Resolution:**

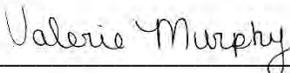
**THAT** the Board of Directors delegate approval of permit applications as per Ontario Regulation 177/06 to the following designated employee:

Director, Water Resources/Deputy CAO.

**THAT** the Board of Directors remove the delegation of approval of permit applications as per Ontario Regulation 177/06 to the following employee:

Director, Planning & Development.

**Submitted by:**



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**Valerie Murphy, Regulations Officer**

**Reviewed by:**

**David Ellingwood, Director, Water Resources/Deputy CAO**

**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**



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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** February 12, 2024

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

**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:**

Three new permits and one permit amendment has 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 and amendment is attached to this report.

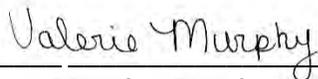
Of the newly issued permits one was issued for shoreline erosion protection, one for maintenance to hydro infrastructure and one for an addition to an existing structure. The amendment was to include additional site grading and drainage swale to an existing permit for development.

**Recommendation:**

**THAT** the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

**Recommended Resolution:**

**THAT** the Section 28 of the *Conservation Authorities Act*, Permits report is received and appended to the minutes of this meeting.



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**Valerie Murphy, Regulations Officer**

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
<b>RNB-24-02</b>	James and Kina McDougall	North Bay	819 Queen St	Lake Nipissing	To place additional blast rock along shoreline for erosion protection	January 16, 2024	<b>#01-24</b> January 25, 2024
<b>RNB-24-03</b>	North Bay Hydro Distribution Limited	North Bay	Hydro right-of-way Old Callander Road to Prince Edward	Unevaluated wetland	To replace the wood poles on existing hydro line	January 26, 2024	<b>#02-24</b> January 30, 2024
<b>RNB-24-04</b>	Nick Koppelaar – Plastruct Polyzone Canada	North Bay	143 Birchs Road	Unevaluated wetland	To construct an addition to an existing garage	January 31, 2024	<b>#03-24</b> February 8, 2024

Amendment							
<b>RNB-23-35</b>	Golden Estates Limited	North Bay	Angela Court	Unnamed watercourse	To reposition drainage swale and grade site	February 8, 2024	<b>#67-23 Amend. #1 February 8, 2024</b>



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

**ORIGIN:** Valerie Murphy, Regulations Officer  
Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

**DATE:** February 29, 2024

**SUBJECT:** Section 28 Updates under the Conservation Authorities Act

**Background:**

On February 16, 2024, the Ministry of Natural Resources and Forestry emailed conservation authorities to inform of the proclamation of provisions of the Conservation Authorities Act; the approval of Ontario Regulation (O. Reg.) 41/24: Prohibited Activities, Exemptions and Permits; and amendments to O. Reg. 686/21: Mandatory Programs and Services made under the act. **These changes come into effect on April 1, 2024.** On February 20, 2024, Conservation Ontario held a priority online session to discuss these changes with Conservation Authority CAOs and Regulations Officers. Four specific areas where new direction is provided, and requirements have been updated are summarized below.

**Prescribing Areas Where Development is Prohibited by Updating Definitions**

Some definitions and technical descriptions have been updated including the definition of “watercourse”. **Watercourse** has been updated from any identifiable depression on the ground to a **defined channel with a bed and banks/sides.**

In relation to wetlands, the adjacent areas in which the prohibitions on development activities apply have been **changed to a setback of within 30 metres of all wetlands.** Previously, Provincially Significant Wetlands required a 120 metres regulated area around the wetland.

**Exempting Low-Risk Activities from Conservation Authority Approval**

Under the changes, **some low-risk development activities are now exempt** from the prohibitions and no longer require a conservation authority permit. These exemptions apply to areas **outside** of wetlands and watercourses. Examples of these low-risk activities include seasonal or floating docks less than 10 square metres in size, and rail, chain-link or panelled fence with a minimum of 75 millimetres in spacing between panels.

**Limiting the Conditions a Conservation Authority May Attach to a Permit**

The approved regulation limits the conditions conservation authorities may place on permits to only those that would assist in mitigating any effects on the control of natural hazards or any public safety risks due to natural hazards, along with conditions to support the administration or implementation of the permit.

### Streamlining and Clarifying Rules for Development

To ensure conservation authority permits are administered in a transparent and consistent manner, new rules are set out for issuing permits such as:

- Creating publicly available maps;
- Engaging in pre-consultation with applicants; and
- Provide publicly available policies and procedures.

### Analysis:

The updated definition of watercourse will need to be implemented on a case by case and site by site basis. This cannot be completed through desktop analysis. Watercourse verification, based on the updated definition, can only be **verified in the field**. This will take place through pre-consultation site visits associated with permit applications. Once watercourses are verified, NBMCA mapping can be updated. It is not anticipated at this time that this change will have a large impact on the number of permits issued.

The update to the reduced regulated area, from 120 metres to 30 metres surrounding Provincially Significant Wetlands will be a desktop update through GIS mapping. There will be a reduction in the amount of area on the landscape regulated by this office. The regulated area remains the same for all unevaluated and non-provincially significant wetlands. With the **decreased area**, it is anticipated that fewer applications for permits will be received with respect to applications for work near Provincially Significant Wetlands.

With the implementation of the exemption for low-risk activities, some Routine Project Category permits will no longer require a DIA permit. In 2023, 57 Routine Category permits were issued for projects within regulated areas. Based on the new exemptions, 7 of these projects from 2023 would have been exempt. It is expected that there may be a reduction in the number of Routine Category permits being issued as some projects may now fall into the **exemption**.

NBMCA has always aligned permit conditions with impacts directly related to the control of natural hazards, such as flooding and erosion, or any public safety risks due to natural hazards. This change is not expected to impact regular process.

Through the Client Service Standards for Conservation Authority Plan and Permit Review guideline, NBMCA has already implemented measures for streamlining and clarifying rules for development on the website.

It is also important to note, for North Bay-Mattawa Conservation Authority, **the applicable flood event standards remain the same** in the new Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits as was in Ontario Regulation 177/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. These standards are summarized as:

Area	Applicable Flood Event Standard
Chippewa Creek and its tributaries below the North Bay Escarpment, Parks Creek, the Mattawa River in the Town of Mattawa and the La Vase River	The 100 Year Flood Event Standard
Lake Nipissing	The 100 Year Flood Level plus Wave Uprush
All other areas	The Timmins Flood Event Standard

**Recommendation:**

**THAT** the members receive and approve the Section 28 Updates under the Conservation Authorities Act as presented.

**Recommended Resolution:**

**THAT** the Section 28 Updates under the Conservation Authorities Act report is received and appended to the minutes of this meeting.

**Submitted By**

**Valerie Murphy, Regulations Officer**

**Reviewed By**

**Chitra Gowda, CAO, Secretary Treasurer**



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

**ORIGIN:** Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

**DATE:** February 29, 2024

**SUBJECT:** NBMCA Annual Report 2023

**Background**

The North Bay-Mattawa Conservation Authority (NBMCA) had another busy year in 2023. Staff prepared an Annual Report for 2023, summarizing the highlights of programs and services at NBMCA.

**Analysis**

Through 2023, staff continued to provide excellent customer service through planning, Section 28 and septic system permit applications programs. Staff also continued floodplain mapping and erosion control projects and watershed monitoring activities. The flood forecasting and warning program team actively tracked spring melt and storm systems with a high number of messages and flood warnings issued. Staff continued to maintain publicly accessible areas for the enjoyment of visitors at the conservation areas while also empathetically managing homeless encampments. Staff continued to implement major changes made to the Conservation Authorities Act.

**Recommendation:**

Staff recommend that the Board direct staff to carry out minor edits and then post the Annual Report 2023 to the NBMCA website and share with watershed partners.

**Recommended Resolution:**

**THAT** the staff report 'NBMCA Annual Report 2023' is received and appended to the minutes of this meeting;

**AND THAT** the Board direct staff to complete the minor edits and post the NBMCA Annual Report 2023 to the website and share with watershed partners.

**Submitted By**

**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**



NORTH BAY - MATTAWA  
**CONSERVATION  
AUTHORITY**



# Annual Report 2023

*Photo "Feel the flow! Eau Claire Gorge Conservation Area"*  
*Photo Credit: David Ellingwood*

## Message from Shelley Belanger, Chair

In 2023, the North Bay Mattawa Conservation Authority (NBMCA) continued its leadership in watershed management, including implementing changes to the Conservation Authorities Act. Our ten member municipalities rely on NBMCA's science-based expertise and policies to inform decision making for sustainable, well-planned development and the health of our valuable water resources while helping to protect people and property from natural hazards.

The NBMCA Board of Directors is a strong governance structure that leads NBMCA through changing times. The 2022 fall municipal elections resulted in 2023 beginning with returning, experienced members and new members eager to fulfill their role under the Conservation Authorities Act. We give deep thanks to Dave Britton for his strong leadership as the Chair for the last two years.

Staff are recognized for their large efforts to deliver our programs throughout the watershed and Nipissing and Parry Sound districts in NBMCA's jurisdiction. Their strong dedication and hard work in all program areas are recognized and celebrated.

I look forward to working with my colleagues including vice-chair Michelle Lahaye, our dedicated staff, member municipalities and stakeholders as we work towards the betterment of the environment in this watershed.

## Message from Chithra Gowda, CAO, Secretary Treasurer

The NBMCA works proactively with member municipalities and all levels of government, residents, businesses, community groups, and many others. Our programs and services support safe development along with watershed management and economic growth by taking a collaborative approach.

Through 2023, NBMCA staff continued our strong watershed management role. Our programs and services include flood forecasting and warning, planning and permitting, on-site sewage systems permitting, source water protection, recreational conservation areas, outreach, and more. Strategic, long-range planning for the Mattawa River Canoe Race began with support from paddlers, sports marathon organizations, residents, businesses and others. We produced our five-year Watershed Report Card, continued the creation of the Miskwaadesi (Painted Turtle) petroform in partnership with the North Bay Indigenous Friendship Centre, and continued our partnership with the Laurentian Ski Hill and Snowboarding Club.

The Conservation Authorities Act changes were implemented through a revised programs and services inventory, beginning of the development of legislated deliverables including the watershed strategy and the development of agreements with municipalities. The team also embarked on a related process to estimate levy amounts, budget and apportionment methods to apply from 2024 and beyond.

*Placeholder: picture of Chair and CAO*

## **OUR MISSION**

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

## **OUR VISION**

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

## **OUR VALUES**

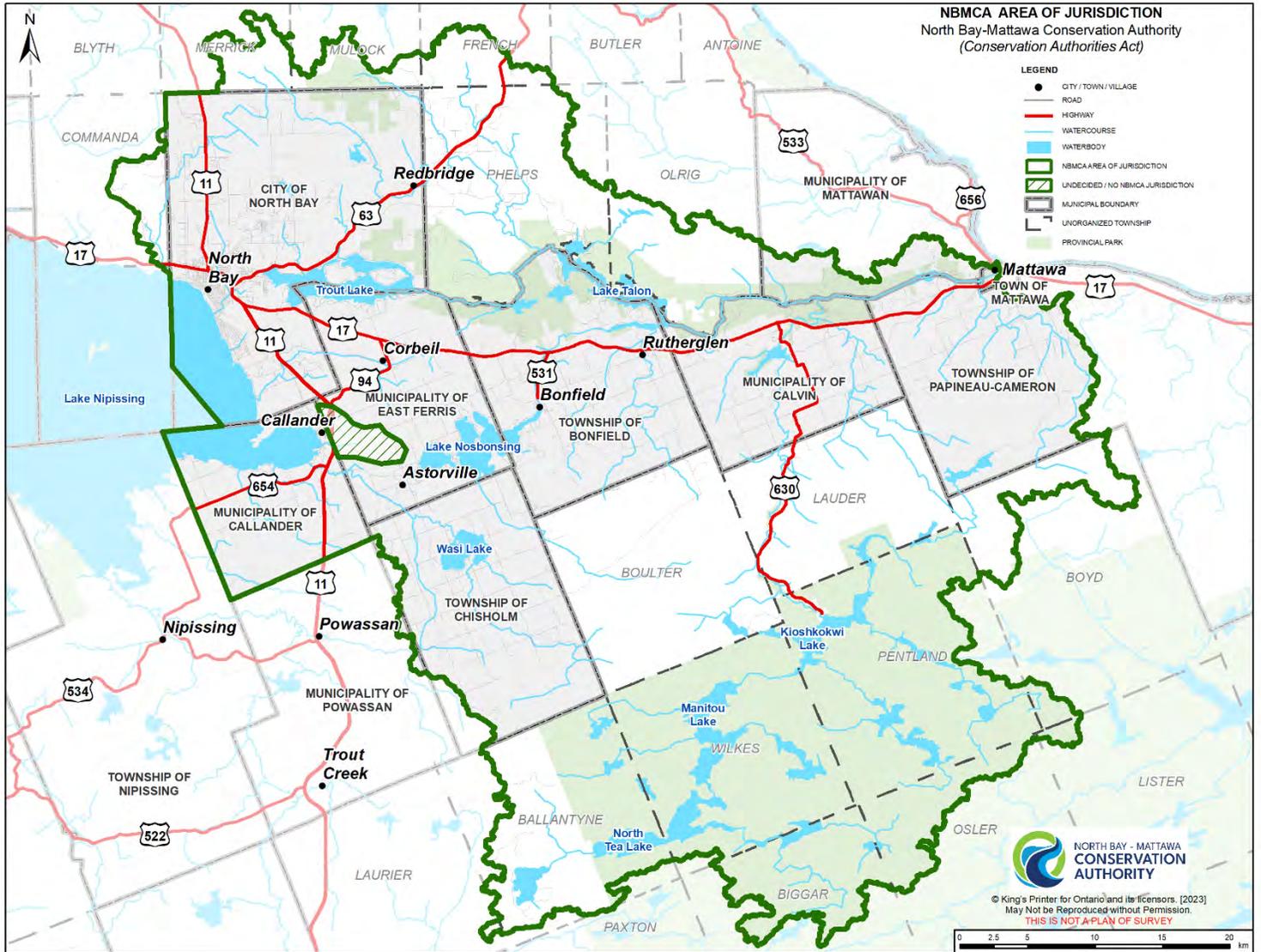
- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- **Transparency:** Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- **Integrity:** Ensure that actions or decisions do not compromise our fundamental values or principles.



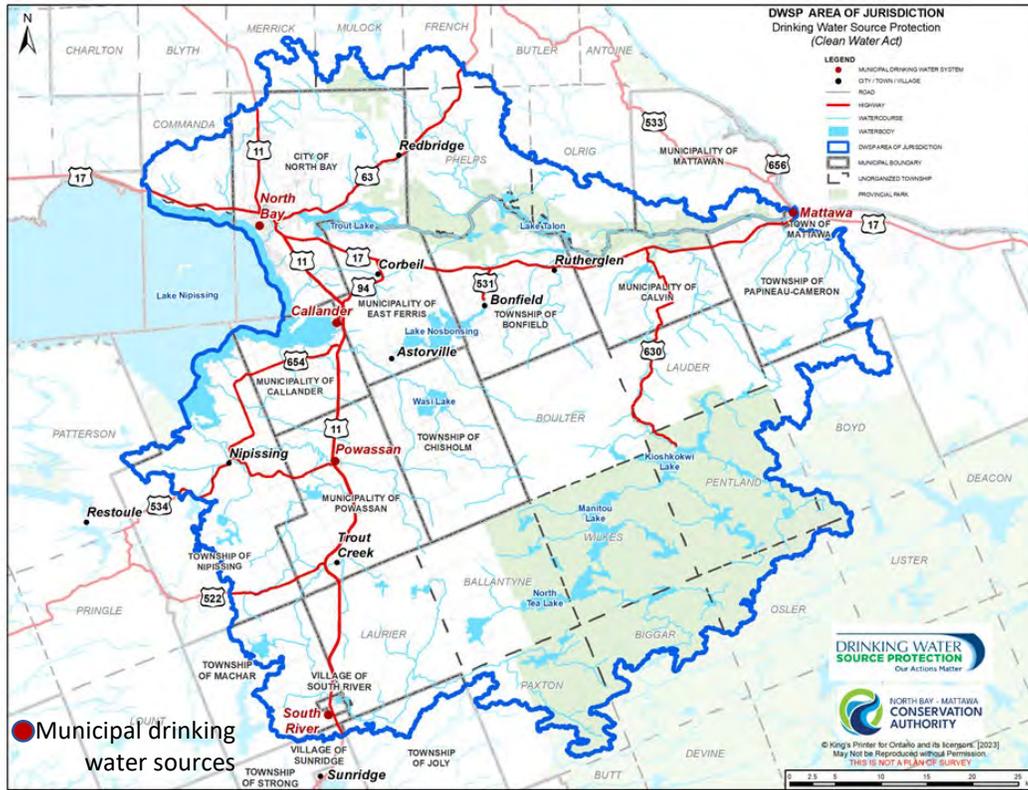
The NBMCA has responsibilities under three legislation:

- Conservation Authorities Act – see jurisdiction in Map 1
- Clean Water Act (2006) – see jurisdiction in Map 2
- Ontario Building Code Part 8 – see jurisdiction in Map 3.

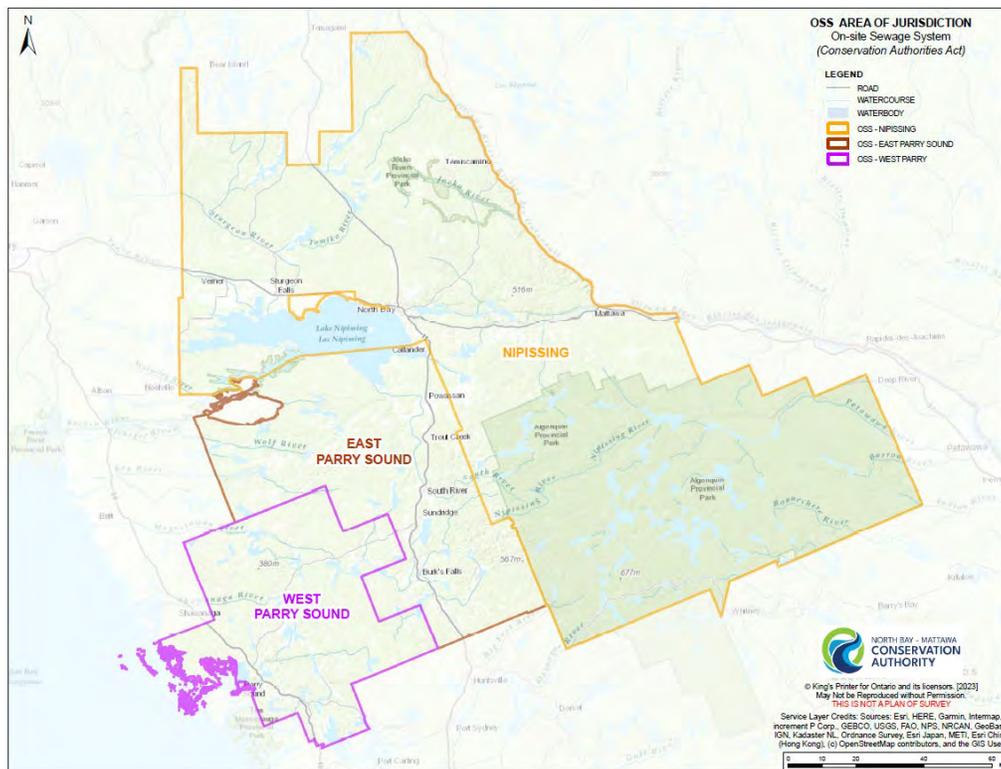
**Map 1: NBMCA Jurisdiction under the Conservation Authorities Act**



**Map 2: NBMCA Jurisdiction under the Clean Water Act, 2006**



**Map 3: NBMCA Jurisdiction under the Ontario Building Code Part 8 (On-site Sewage Systems)**



## Corporate Services

NBMCA General Information - <https://www.nbmca.ca/about-us/>

Corporate Services supports the whole conservation authority, enabling it to perform its functions and deliver programs in an efficient and cost-effective manner. Corporate Services is comprised of these key elements:

- Administration of staff and operations, including managing changes to the Conservation Authorities Act and related changes
- Governance (Board of Directors, related committees) support
- Strategic Planning
- Finance and Budgeting
- Human Resources
- Geographic Information Systems (GIS)
- Information Technology (IT).

Through 2023, the Corporate Services team managed a budget of approximately \$4.71 million, with a staff complement of around 20 staff and four summer students. The team supported a governance Board of 12 members representing 10 municipalities, as well as its Executive Committee and Human Resources Committee. The Source Protection Authority Board's functions were also supported by staff.

The Corporate Services team supported sound budgeting and audit processes; and managed human resources needs including successional planning and reassessing staffing complement to meet increased business demands.

The Conservation Authorities Act changes were implemented in 2023 as required by the province. The inventory of all our programs and services was revised. Municipal agreements to carry out activities delegated by municipalities and non-mandatory activities were developed. From summer through fall, close to 20 meetings were held to discuss these key documents and the draft 2024 budget with our member municipalities. A comprehensive Gantt chart and Project Tracker tool were developed to keep projects and deliverables moving along. Staff analyzed the changes to the Act and communicated the key points to the Board and municipalities in a timely manner. A long-range strategy for the Mattawa River Canoe Race was discussed with paddlers and other partners in April 2023 to plan for 2024 and beyond. Working groups were created to assist in different aspects of the race including fundraising, volunteer recruitment and marketing.

Asset management planning was discussed and a long-term plan developed for the administrative/head office. GIS staff provide online mapping for both internal use and for the public's convenience. GIS services assist in planning and development, septic systems program applications, lands management, drinking water source protection, floodplain mapping projects, and preparation of the 2023 watershed report cards.

NBMCA's information and data are hosted on a new server to provide better storage, security and accessibility for staff and clients. In house IT services provided include software licencing, equipment purchases, troubleshooting, and more.

## Planning & Development

NBMCA Planning & Development <http://www.nbmca.ca/planning-permits/>

NBMCA Planning and Development Services helps protect people and property from flooding and erosion while protecting the health and integrity of our watercourses, wetlands, shorelines and valley lands. In addition to protecting our watershed, NBMCA works with homeowners, developers and municipalities to accommodate our human, economic and social needs through environmentally responsible development.

In 2023, the trend of a high number of permit applications continued in the on-site sewage system and development permitting programs, higher than pre-pandemic levels. Processes were streamlined with the support of new technology and software to ensure our service commitment and timelines continue to be met. Staff also completed 95 mandatory maintenance inspections of septic systems within 120 metres of a watercourse identified in the Source Protection Plan as having a potential impact on the Callander municipal drinking water system.

### 2023 Permit Activity - Member Municipalities

Municipality	Plan Review Comments	DIA Permits Issued	Sewage System Permits Issued
Bonfield	12 ↓	5 ↓	31 ↑
Callander	39 ↑	9 ↓	16 ↑
Calvin	4 ↓	1 ↑	6 ↓
Chisholm	27 ↑	8 ↑	12 ↓
East Ferris	41 ↑	20 (same)	54 ↓
Mattawa	1 ↑	2 (same)	1 ↑
Mattawan	3 ↑	0 ↓	8 ↑
North Bay	53 ↓	52 ↓	35 ↑
Papineau-Cameron	17 ↓	2 ↓	6 ↓
Phelps	0	1 ↑	4
Powassan	5 ↑	0	16 ↓

↓ Decrease from 2022

↑ Increase from 2022

**OSS Planning Comments**

# of Comments 2023	86	+7.5%
# of Comments 2022	80	
Average # of Comments/year (1998-2023)	50	
Highest # of Comments/year (1998-2023)	87 (2005)	

**Section 28 Development Permits**

# of Permits 2023	100	-16.7%
# of Permits 2022	120	
Average # of Permits/year (1998-2023)	101	
Highest # of Permits/year (1998-2023)	142 (2004)	

**NBMCA Sewage System Permits**

# of Permits 2023	769	-15.5%
# of Permits 2022	910	
Average # of Permits/year (1996-2023)	150	
Highest # of Permits/year (1996-2023)	1119 (2021)	



## Integrated Watershed Management

NBMCA Watershed Management - <http://www.nbmca.ca/watershed-management/>

NBMCA undertakes an Integrated Watershed Management approach that requires us to manage human activities and natural resources on a watershed basis, taking into consideration the connected interests and needs of the environment, economy and society.



**Floodplain mapping** is essential for protecting communities and assets from flooding and guiding sustainable development. Draft maps and reports and analyses have been completed for Chippewa Creek, Parks Creek, Jessups Creek (in North Bay), and Lansdowne Creek (in Callander). Floodplain mapping for La Vase River (in East Ferris and Callander) and Kaibuskong River (in Bonfield) are in progress, utilizing hydrological and hydraulic modeling tools like HEC-HMS and HEC-RAS. These maps consider scenarios from 25-year to 100-year flows, including regional storms like Timmins, and incorporate updated LIDAR elevation data. Funding is provided by federal, provincial and municipal sources, highlighting a collaborative approach to flood risk management.



**Drinking Water Source Protection** helps protect municipal drinking water sources. A detailed review and update of the Assessment Report (scientific information) and Source Protection Plan (policies) has been undertaken by staff and the Source Protection Committee under Section 36 of the Clean Water Act, 2006. The drinking water protection zones were reviewed and updated with current data and mapping. This included a review of Callander Bay phosphorus levels. A detailed review of the protective policies helps ensure that risks are managed. This program is currently funded by the province of Ontario.



**Erosion control project** to stabilize slopes on Chippewa Creek at Oak St has been completed and a new pedestrian bridge has been opened. Meanwhile, a flood control structure capacity study is ongoing at Parks Creek in North Bay, encompassing hydrological and hydraulic analysis. The study includes scenarios involving Lake Nipissing and Parks Creek. The goal is to improve the operation and potentially enhance the capacity of the Parks Creek structure, which safeguards approximately 500 homes and businesses.

Funding originates from the City of North Bay and the province of Ontario.



**Watershed-wide monitoring and analysis** contributed to long-term monitoring datasets for surface water quality (12 streams, 17 sites on 4 lakes) and ground water (3 well for water quality and 6 wells for water quantity). NBMCA samples water as part of the Provincial Water Quality Monitoring Network, and Provincial Groundwater Monitoring Network, and the Ontario Lake Partner Program.



**Flood Forecasting and Warning** continued to take place year-round. Flood management is a shared responsibility in Ontario. Conservation Authorities, including NBMCA, are on the front lines of the Provincial Flood Forecasting and Warning program. NBMCA issued 22 flood messages in 2023 to municipal emergency management officials, the media and the public through our website and social

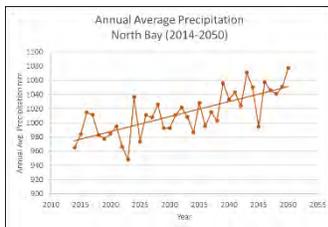
media. Municipalities then take action to warn residents. In 2023, nine Flood Warning messages, six Flood Watch messages, five Watershed Conditions Statements – Flood Outlook and two Watershed Conditions Statements - Water Safety were issued. There were no Low Water Statements issued.



**Snow Surveys** continued as part of NBMCA’s flood forecasting program. Snow depth and snow water content are measured in the Kaibuskong River, Chippewa Creek, and La Vase River watersheds to help forecast the potential impact of snow melt during the spring freshet. The snow survey data is shared with the Ministry of Natural Resources and Forestry Surface Water Monitoring Centre.



**Trout Lake Management Plan** is being undertaken by the City of North Bay, Municipality of East Ferris and NBMCA in consultation with local stakeholders, to prepare a new Watershed Study and Management Plan to protect and preserve Trout Lake, Four Mile Lake and associated inflowing streams. The study is being undertaken to review lake water quality data to understand the health of the lake, determine the effectiveness of the existing management framework and to identify improvements to the framework to ensure that the lake remains healthy, for current and future generations.



**Climate change data** continues to be collected and analyzed by NBMCA. Models indicate that precipitation in NBMCA’s watershed will increase in the coming decades. NBMCA staff monitor precipitation and water levels year-round, as well as changes in the snow pack quantity and water content, to alert staff to any risk of flooding. Plans for a new **Climate Monitoring Station** to be installed at the Corbeil Conservation Area in the Municipality of East Ferris were confirmed in 2023. The CAO of

NBMCA is a member of the Climate Risk Institute’s National Stewardship Committee which is a body of experts and leaders in climate change resilience, adaptation, infrastructure, professional development, and credentialing.

## Conservation Areas, Lands and Stewardship

NBMCA Conservation Areas & Lands - <http://www.nbmca.ca/conservation-areas/>



### Laurier Woods Conservation Area Boardwalks Replacement

The NBMCA are co-owners of the Laurier Woods Conservation Area with the Friends of Laurier Woods Inc. This conservation area is approximately 101 hectares located within the City of North Bay. Boardwalks are key pieces of trail infrastructure located in various sections of the property to bridge water and/or wet areas. The replacement of two main boardwalks that provide essential access to Laurier Woods has been completed. These new boardwalks were constructed with hemlock cribs to enhance lifespan as hemlock is very dense and resistant to rot when in contact with water.



### Phragmites Bio Control Project

Laurier Woods Conservation Area was one of 10-15 new locations added to the network of release sites for invasive Phragmites biocontrol across Ontario in the spring of 2023. The goal is to establish a local population of the biocontrol agent *Archanara neurica* larvae to achieve long-term suppression of invasive Phragmites. The project involves a single release of larvae in spring of 2023 followed by a minimum of five years of follow-up monitoring of the biocontrol insects and invasive Phragmites. Monitoring protocols are expected to be repeated annually for 5 years to determine if the biocontrol population was able to successfully establish and overwinter.



### Oak Street Bridge Installation including Kinsmen Trail

The 28-metre pedestrian bridge over Chippewa Creek at Oak St, installed as part of the Chippewa Creek Erosion Remediation project, is now complete. A special ribbon cutting ceremony was held on August 25 with North Bay-Mattawa Conservation Authority Chair Dave Britton, North Bay Mayor Peter Chirico, and resident Bill Vrebosch were on hand to officially open the bridge and mark the completion of the erosion project.



### Interpretive Centre Improvements

Essential structural repairs to the observation tower are now complete. The observation tower has a newly shingled roof as well as a new concrete deck and perimeter railing. In addition, two heating ventilation and air conditioning units have been replaced with flexible and energy efficient equipment. NBMCA has also replaced an older boiler heating system with two new high efficiency boilers.

## Communications & Outreach

NBMCA Communications & Outreach - <http://www.nbmca.ca/community-outreach-events/>

Since our establishment in 1972, NBMCA has learned that protecting and conserving our watershed relies on collaboration and cooperation with individuals, organizations, and communities.



**Watershed Wonders Photo Contest 2022**, the overall winners were honored in April 2023. Top **Watershed Heroes 2022** were honored in May 2023 in each category: individual, business, organization and educator.



The first plaques purchased as part of the **Boardwalk of Champions** fundraiser were installed on the Oak Street Bridge, plaques at Eau Claire Gorge Conservation Area will be installed in spring of 2024.



Through NBMCA's partnership with Community Oriented Outdoor Literacy (COOL) a second story hike was installed on the Kate Pace Way. The concept of a book outdoors provides a simple and fun way for families to read and reflect on the story together while enjoying a trail walk.



In collaboration with the Friends of Laurier Woods, a ribbon cutting ceremony was held to re-open **Laurier Woods Conservation Area Trails** after the replacement of two old boardwalks and a two-week closure.



NBMCA staff from a variety of program areas were involved in different projects such as hosting the Duke of Edinburgh Commonwealth Study Conference visitors (photo), filming with Theia Productions for a film on the Boreal Forest and hosting a contractor and municipal conference. Staff attended community events such as Communities in Bloom, North Bay Home & Garden Expo, East Ferris Tradeshow, Callander Funfest, Louise de Kilirine Festival, Callander Cranberry Day and First Lego League Competition.

NBMCA shares information with community stakeholders through our **website, social media, and media releases**. In 2023, **140 media releases** were issued.

### Social media

**Facebook** – **113 Posts** / Total post engagements (includes reactions, comments, and shares) 1,297 / Page likes/followers 2,900.

**Instagram** - **97 Posts** / Post likes – 821 / Page followers 713.

**X (formerly Twitter)** - **85 Posts** / Post likes/retweets – 130 / Page followers – 667.



**Miskwaadesi** (Painted Turtle) project continued through 2023. This is a granite petroform where Indigenous flags will be displayed throughout the year. NBMCA partnered with the North Bay Indigenous Friendship Centre and the City of North Bay for the project which honours Indigenous traditions and our shared respect for water. Miskwaadesi was made possible with funding from Government of Canada through FedNor and from financial support of

Creative Industries, the Stockfish Family Foundation, Rotary Club International, North Bay-Parry Sound District Health Unit, Tourism North Bay, City of North Bay and Larocque Elder Architects which designed the project. Local businesses and others who donated materials and services include, Canor Construction, Algonquin Granite, OCP Construction, Canadore College (Welding & Fitting), Canor Construction, G & P Welding, Norgalv Ltd., North Bay Powder Coating.

# STAY CONNECTED!



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NBMCA



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

**ORIGIN:** Chitra Gowda, Chief Administrative Officer, Secretary Treasurer  
David Ellingwood, Director Water Resources/Deputy CAO

**DATE:** February 29, 2024

**SUBJECT:** Watershed Strategy and Conservation Areas Strategy – Public Consultation Phase 1

**Background:**

As part of the updates to the Conservation Authorities Act, NBMCA is required to prepare a Watershed-based Resource Management Strategy (Watershed Strategy) and a Conservation Areas Strategy. The documents must be completed by December 31, 2024. Part of the required process includes public consultation during the development of the Watershed Strategy and Conservation Areas Strategy. Conservation Ontario has prepared some guidance documents about the Strategies and Conservation Authorities are collaborating where possible on the style and overall content of the Strategies.

**Analysis:**

NBMCA staff have been writing sections of the two Strategies. Attached to this report are draft copies of the first several chapters of the Watershed Strategy and the Conservation Areas Strategy. The initial chapters are intended to provide an overview of the documents, a summary of NBMCA's jurisdiction and the goals and objectives of each Strategy.

NBMCA staff are proposing to conduct an on-line survey as the first phase of public consultation for the two Strategies. A brief summary of key topics will be provided as a reference to help orient participants. Participants will be asked to provide their comments on the program areas, goals and objectives. The feedback will be considered by staff when making refinements and completing the remainder of the draft Strategies. The survey will be available to the public during March 2024.

**Recommendation:**

**THAT** the members receive the report Status Update for Watershed Strategy and Conservation Areas Strategy as presented and direct staff to proceed with public consultation.

**Recommended Resolution:**

**THAT** the Status Update for Watershed Strategy and Conservation Areas Strategy members report is received and appended to the minutes of this meeting; and

**THAT** staff are directed to proceed with initial public consultation on draft Watershed-based Resource Management Strategy and Conservation Areas Strategy.

**Submitted By**

**David Ellingwood, Director, Water Resources/Deputy CAO**

**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**



NORTH BAY - MATTAWA  
**CONSERVATION  
AUTHORITY**

## Conservation Area Strategy

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**DRAFT. FEB. 22, 2024**

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## Acknowledgments and Authors

The Conservation Area Strategy for the North Bay-Mattawa Conservation Authority (NBMCA) was developed following Conservation Ontario’s Guidance on the Conservation Authority Mandatory Conservation Area Strategy.

Watershed partners, Indigenous communities, and the NBMCA Board of Directors are sincerely appreciated for their valuable input and feedback during the development of the NBMCA Conservation Area Strategy.

The authors of the NBMCA Conservation Area Strategy are Troy Storms, Manager, Lands and Stewardship; David Ellingwood, Director, Water Resources/Deputy CAO; Valerie Murphy, Regulations Officer; Chithra Gowda, Chief Administrative Officer, Secretary-Treasurer.

The NBMCA Board of Directors provided final review and approval on \_\_\_\_\_ (add Date).

## 1. Legislative Background

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972 at the request of its member municipalities. The NBMCA is a community-based, environmental organization dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis. It is one of 36 conservation authorities (CAs) in Ontario and is governed by a Board of Directors comprised of its ten member municipalities. NBMCA is a member of Conservation Ontario, the network organization of all CAs.

The Conservation Authorities Act and accompanying regulations have been amended by the Province of Ontario since 2017, including updates made in 2021.

Conservation Area (CA) programs and services are categorized per legislation as follows:

- **General Functions:** Corporate-wide services that support several/all program areas
- **Category 1:** Mandatory programs and services
- **Category 2:** Municipal programs and services provided on behalf of a municipality
- **Category 3:** Programs and services advisable by the Conservation Authority to implement in the CA's jurisdiction

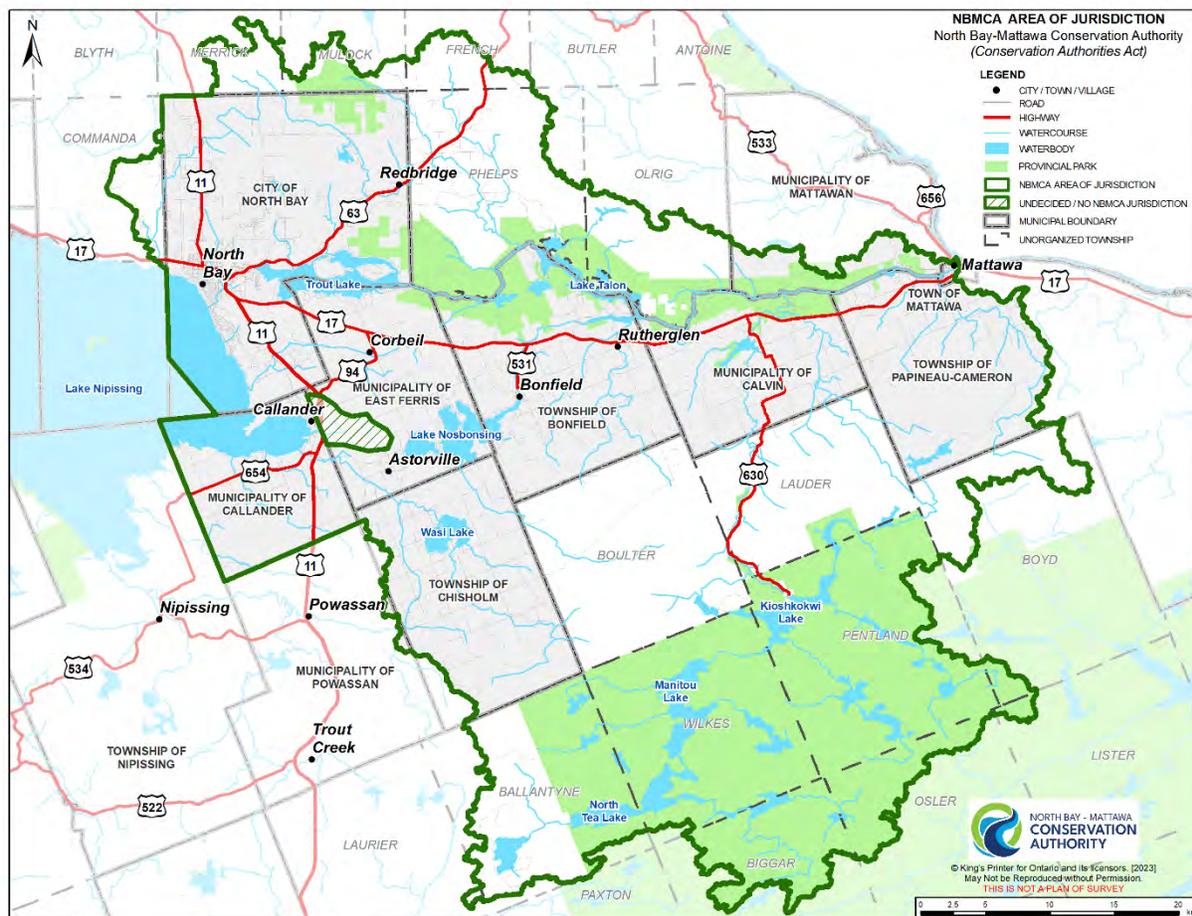
O. Reg. 686/21 sets out the mandatory programs and services which must be delivered by CAs in Ontario. Specifically, subsection 9(1)1 sets out the required (mandatory) components of the Conservation and Management of Lands program and service area for all CAs. As outlined in subsection 9(1)1, each CA is required to prepare a "conservation area strategy" on or before December 31, 2024. The required components of the Strategy are further outlined in subsection 10(1) of the regulation. While these components must be included in each conservation area strategy, the framework / formatting of the Strategy may be determined by each individual Conservation Authority.

The intention of the Strategy is to ensure NBMCA has a documented and current set of objectives to inform decision-making related to the land they own or manage. As part of the regulatory requirements, the Conservation Area Strategy will also inform the mandatory Land Inventory, through establishing land use categories for the lands owned by the CA.

## 2. Jurisdiction

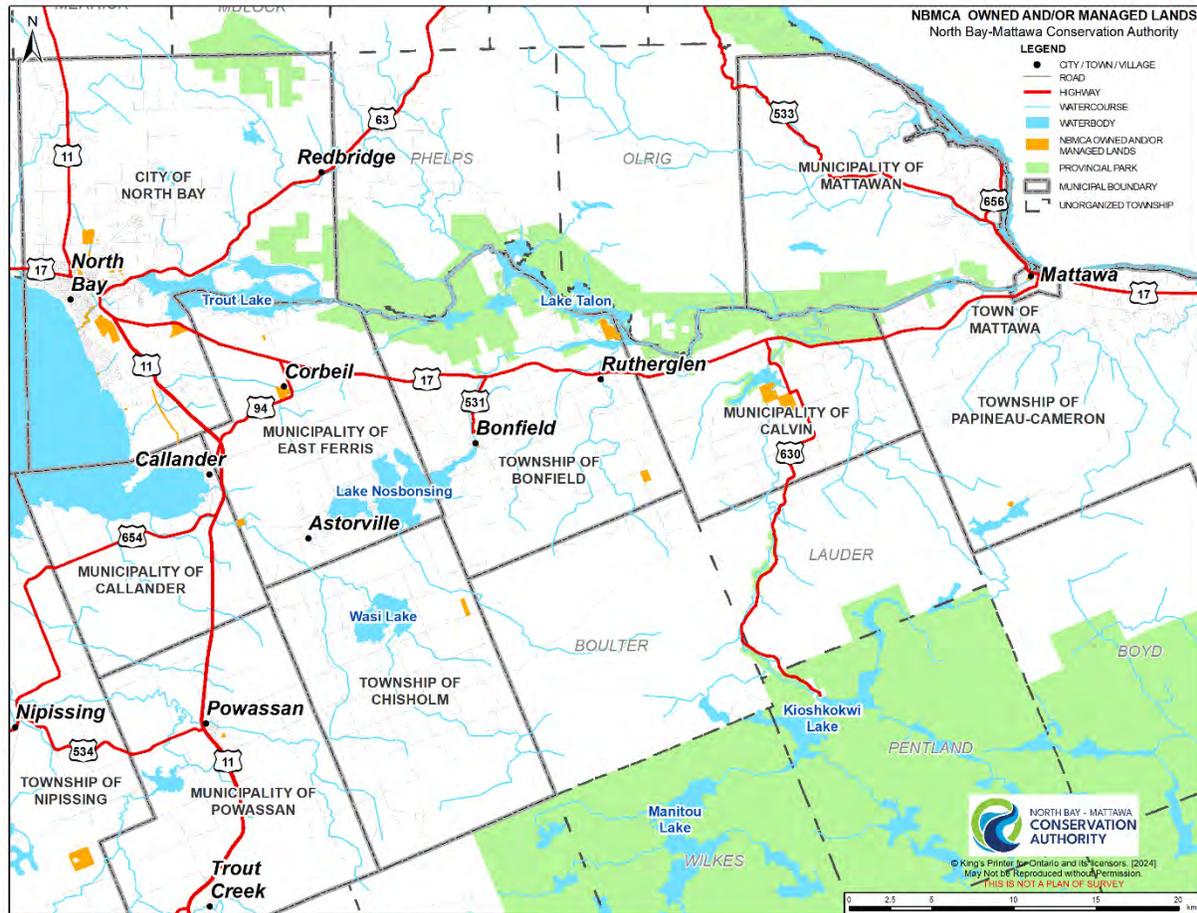
The NBMCA was formed under the Conservation Authorities Act of Ontario in 1972 at the request of its member municipalities. NBMCA administers its objects and responsibilities as defined in the Conservation Authorities Act within a 2900 sq km area, based on the watersheds within the Lake Nipissing and the Ottawa River Basins. See **Figure 1**. Highlights of the NBMCA's jurisdictional area include the shoreline of Lake Nipissing within the City of North Bay and the Municipality of Callander, Trout Lake, Wasi Lake, the Mattawa River, the North Bay Escarpment, and parts of Algonquin Park.

**Figure 1: North Bay-Mattawa Conservation Authority Area of Jurisdiction**



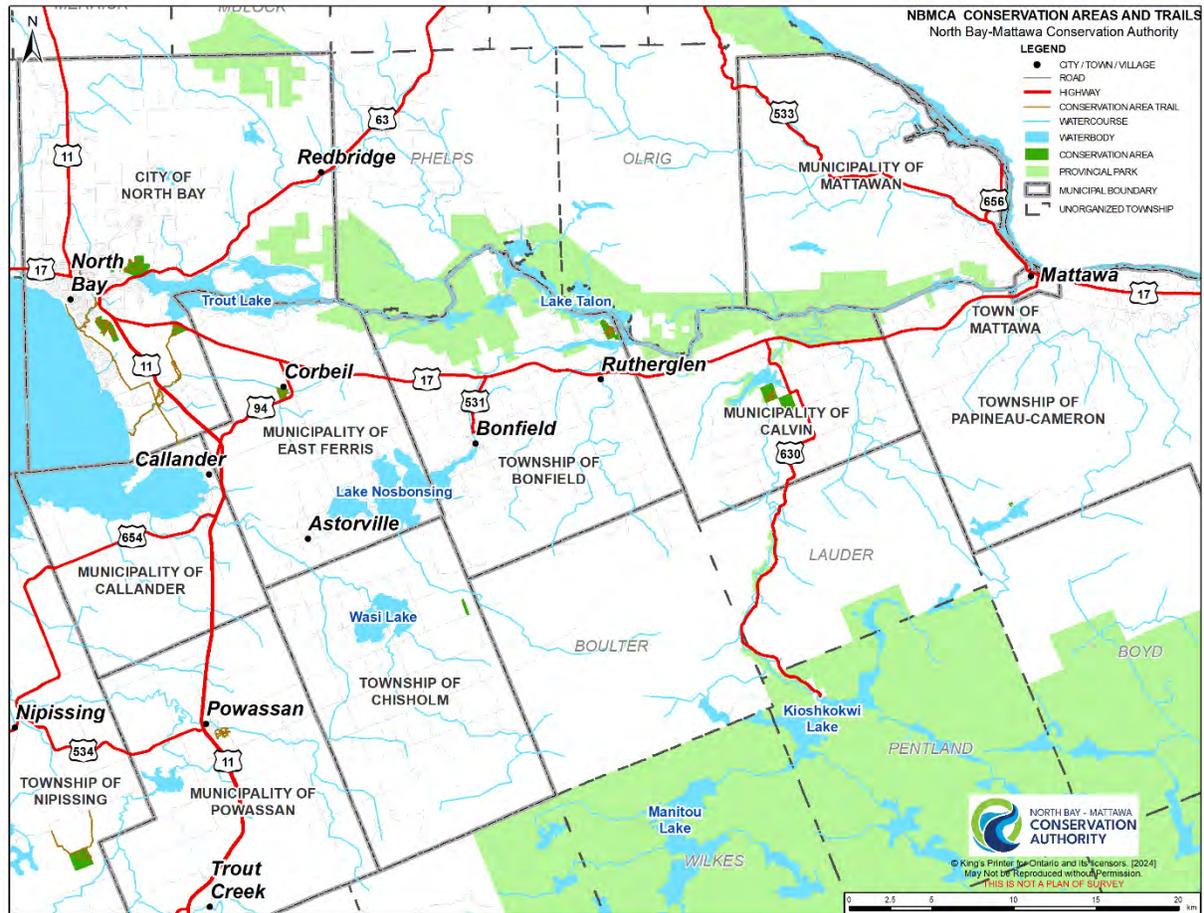
NBMCA owns and manages 700 hectares of land within its jurisdiction. NBMCA also manages the JP Webster Nature Reserve in Nipissing Township, outside the Conservation Authorities Act jurisdiction. See **Figure 2**.

**Figure 2: NBMCA Owned and/or Managed Lands**



NBMCA lands represent key natural landscapes that are protected by legislative acts and associated regulations and policies. These lands are significant for NBMCA and its partners as natural landscapes which are characteristic of our watershed. NBMCA lands provide protection for rare flora and fauna and natural heritage features, and offer a place where watershed residents and visitors have been able to find enjoyment for over 50 years. As part of these lands, NBMCA owns and manages 15 conservation areas and trails. See **Figure 3**.

**Figure 3: NBMCA Conservation Areas and Trails**



### 3. Conservation Area Strategy Overview

#### 3.1 Purpose

The purpose of the Conservation Area Strategy is to establish long-term objectives that will inform the Conservation Authority’s decision-making related to the lands it owns and manages, including decisions related to policies governing the acquisition and disposition of such lands. The Conservation Area Strategy will align with the mandatory and non-mandatory programs and services that are provided on land owned by NBMCA and include sources of financing for programs and services.

#### 3.2 Vision

The vision of the Conservation Area Strategy is to provide a framework for the protection of North Bay-Mattawa Conservation Authority’s significant and representative ecosystems and offer sustainable natural heritage appreciation and recreational benefits to its residents and visitors.

### 3.3 Goal

Conservation authorities are unique in that they manage natural environmental systems within the units that nature defines – watersheds – rather than by social or geo-political boundaries. Within this context, the primary goal of this Strategy is to:

- Ensure a solid foundation for making decisions related to conservation areas;
- Promote sustainable management; and
- Manage conservation areas in a method that meets the needs of both residents and visitors in the watershed.

As it is used in the goal statement, sustainable means that development and use of conservation areas for public benefit must be accomplished in a manner that does not reduce the quality of the natural heritage features. The Strategy reflects the importance of protecting the natural heritage within a watershed, while recognizing the need to provide for public interaction with natural heritage through appreciation and recreation opportunities. While significant features warrant the greatest attention, there is also a need to include examples of representative landscapes that define the character of the NBMCA Watershed.

## 4. Guiding Principles and Objectives

The Conservation Authorities Act O. Reg 686/21 S.10 states that the conservation area strategy shall include objectives that inform Conservation Authority decision-making related to the lands it owns, including decisions related to policies governing the acquisition and disposition of Conservation Authority properties.

### 4.1 Guiding Principles

The following are the guiding principles of NBMCA's Conservation Area Strategy:

- Uses the watershed as the basis for the conservation, restoration, development, and management of natural resources which are owned, or managed by NBMCA.
- Provides a framework to identify and assess resource conditions, trends, risks, and issues that may impact NBMCA lands (e.g. climate change), and to implement programs and services to manage them.
- Informs policy and decision-making by NBMCA and others.
- Guides the management of Conservation Authority properties in a financially sustainable manner with a variety of funding mechanisms.
- Supports management decisions that are transparent and take into consideration a broad range of community uses, needs, and values, including ecosystem needs.

- States objectives that take into consideration the required components for the Conservation Area Strategy as outlined in subsection 10 (1) of O.Reg. 686/21, namely:
  - Identify the mandatory and non-mandatory programs and services that are provided on land owned managed by NBMCA, including the sources of financing for these programs and services.
  - Assess how lands owned by the NBMCA may augment natural features and integrate with other provincially or municipally owned lands, or other public accessible owned lands and trails within the NBMCA Jurisdiction.
  - Establish land use categories for the purpose of classifying lands in the land inventory, described in section 11 of O.Reg. 686/21.
  - Outline a process for the periodic review and updating of the Strategy, including procedures to ensure stakeholders and the public are consulted during the review and update process.

## 4.2 Objectives

The goal statement is reinforced by five supporting objectives for the management of the land NBMCA owns or manages. The objectives are aligned to the legislated scope of the Conservation Area Strategy, reflecting Category 1 programs and services and, where supported through agreements, Category 2 and 3 programs and services.

NBMCA lands are vital natural assets that protect natural heritage features on the landscape. Conservation Areas allow for education and appreciation, provide green spaces for recreational and tourism opportunities, help manage climate change impacts, mitigate natural hazards, filter contaminants, assimilate waste, and sustain biodiversity. Additionally, NBMCA owned and managed lands provide places for mental and physical health and wellbeing and offer many other community benefits.

The following are the objectives of NBMCA's Conservation Area Strategy.

### 4.2.1 Protection:

NBMCA will strive to protect significant and representative natural heritage features through selective acquisition and resource management and to protect provincially significant elements of the natural and cultural landscapes of NBMCA properties. The Strategy will ensure that all present and future Conservation Authority's land holdings contribute to the goals and objectives of the Conservation Authority and support an integrated watershed management approach, which: protects and enhances the ecological integrity of the lands within the Conservation Authority watershed(s); maintains and enhances a connected natural heritage system; and conserves cultural

heritage assets. NBMCA will protect priority areas including areas that include valley lands, escarpment, forest, wetlands, and species at risk habitat.

#### 4.2.2 Water and Natural Hazard Management:

To help fulfill NBMCA goals and objectives for effective watershed management. The Conservation Authority lands will help to implement recommendations of strategic plans (Conservation Strategy, Watershed Strategy). The NBMCA will utilize Conservation Authority Lands for programs and services including education and outreach, flood control structures, stream gauges, demonstration sites, monitoring and research. The conservation Lands will contribute to climate change mitigation and adaptation threats.

#### 4.2.3 Awareness and Education:

The Strategy will aim to provide the public with knowledge and understanding of the conservation areas lands and waters. This includes cultural and natural heritage sites, along with their significance, sensitivities and ecological functions. Through NBMCA Stewardship programs NBMCA will provide opportunities for education and awareness, management of lands and promotion of a better understanding and appreciation of NBMCA lands.

#### 4.2.4 Recreation:

The Strategy will guide opportunities for outdoor recreation, amenities, trails and accessibility improvements within sustainable natural environments. This can be supported through asset management and user surveys. NBMCA will ensure assets are managed for sustainable use while considering additional opportunities.

#### 4.2.5 Tourism:

This Strategy will leverage NBMCA natural assets to support and provide opportunities which promote sustainable ecotourism within the province. The NBMCA will work with community partners, to market conservation lands, and to cross promote lands that are identified as opportunities for tourism.

While all five objectives are important, the order of priority recognizes that without protection and wise management there will be diminishing quantities and qualities of natural heritage features to appreciate. It further recognizes that without public awareness of environmental processes and stewardship, it will be difficult for the Conservation Authority to maintain conservation areas and permit use on a sustainable basis. Finally, it recognizes that conservation areas provide unique settings for outdoor recreation activities and tourism possibilities for the region.

In some conservation areas, all five objectives above will be met. In others, only one or two of the objectives will be sustained. There will be circumstances where the Conservation Authority must decide on one objective that will preclude efforts to meet additional objectives. These decisions will be governed by the above ranking and assist the Conservation Authority in explaining its actions to the public.



NORTH BAY - MATTAWA  
**CONSERVATION  
AUTHORITY**

## Watershed-based Resource Management Strategy

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**DRAFT FEB. 29, 2024**

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## Acknowledgments and Authors

The Watershed-based Resource Management Strategy (“**Watershed Strategy**”) for the North Bay-Mattawa Conservation Authority (NBMCA) was developed following Conservation Ontario’s Guidance on the Conservation Authority Mandatory Watershed-based Resource Management Strategy, the Conservation Authorities Act and its regulations, and draft content from other Conservation Authorities.

Watershed partners, Indigenous communities, and the NBMCA Board of Directors are sincerely appreciated for their valuable input and feedback during the development of the NBMCA Watershed Strategy.

The authors of the NBMCA Watershed Strategy are Chitra Gowda, Chief Administrative Officer, Secretary Treasurer (Lead); David Ellingwood, Director, Water Resources/Deputy CAO; Angela Mills, Water Resources Specialist; Githan Kattera, Water Resources Coordinator; Valerie Murphy, Regulations Officer; Anna Brownlee, Administrative Assistant, *others*.

The NBMCA Board of Directors provided final review and approval on\_\_.

## 1. Legislative Background

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972 at the request of its member municipalities. The NBMCA is a community-based, environmental organization dedicated to conserving, restoring, developing and managing renewable natural resources on a watershed basis. It is one of 36 conservation authorities (CAs) in Ontario and is governed by a Board of Directors comprised of its ten member municipalities. NBMCA is a member of Conservation Ontario, the network organization of all CAs.

The Conservation Authorities Act and accompanying regulations have been amended by the Province of Ontario since 2017, including updates made in 2021. CA programs and services are categorized per legislation as follows:

- **General Functions:** Corporate-wide services that support several/all program areas
- **Category 1: Mandatory programs and services**
- **Category 2: Municipal programs and services provided on behalf of a municipality**
- **Category 3: Programs and services advisable by the CA to implement in the CA's jurisdiction.**

Ontario Regulation (O. Reg.) 687/21 and Sections 21.1.1 and 21.1.2 of the Conservation Authorities Act established a requirement for Transition Plans (including a Program and Service Inventory) and Agreements to carry out CA Programs and Services.

O. Reg. 686/21 sets out the mandatory programs and services which must be delivered by CAs in Ontario. Specifically, section 12(1)3 of the regulation requires all Conservation Authorities to prepare a "Watershed-based Resource Management Strategy" ("**Watershed Strategy**").

The Watershed Strategy includes Category 1 programs and services provided by the CA. It may also include both Category 2 and Category 3 programs and services, where the relevant agreement permits the inclusion of these programs or services in the Watershed Strategy. Sections 12(4)-(7) of O. Reg. 686/21 set out the required components to be included in the Watershed Strategy.

## 2. Watershed Strategy Overview

### 2.1 Purpose

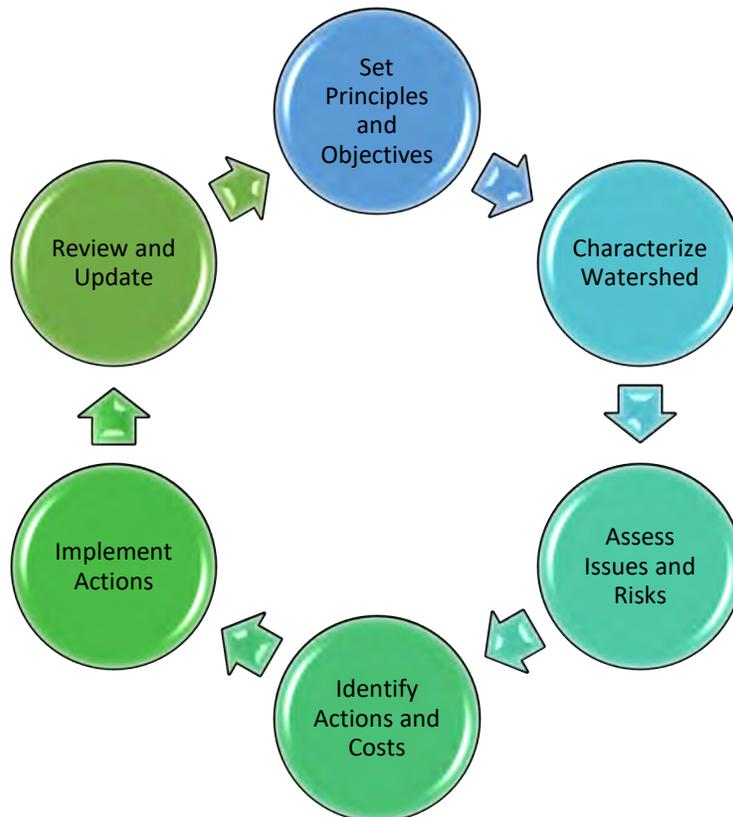
The purpose of the Watershed Strategy is to assist with evolving or enhancing the delivery of NBMCA programs and services. The Watershed Strategy improves efficiencies and effectiveness of Category 1 programs and services and, where the relevant agreements allow, Category 2 and 3 programs and services.

### 2.2 Goal

The goal of the Watershed Strategy is to design and deliver cost-effective programs and services that protect people and property from natural hazards and climate change impacts, protect municipal drinking water sources, conserve nature, and provide opportunities for outdoor recreation and education across the NBMCA watershed.

### 2.3 Framework

The NBMCA Watershed Strategy is developed using a data-based framework, from which knowledge is derived. This informs planned actions throughout the watershed, through a collaborative partnership approach. Figure 1 provides the overarching framework.



**Figure 1: Framework of the Watershed-based Resource Management Strategy**

The Watershed Strategy framework begins with setting guiding principles and objectives which reflect the issues of the watershed. The watershed is characterized through a summary of existing science-based studies and information. The next step is to identify and assess issues and risks that may impact the effective delivery of Category 1 mandatory programs and services, while also identifying gaps in addressing the issues/risks (i.e., whether additional programs and services are needed). Actions to address such risks are then identified and implemented throughout the watershed. To support continuous improvement, the Watershed Strategy is reviewed and updated periodically. Consultations with stakeholders and the public is required during the development of the Strategy and its subsequent reviews/updates.

The Watershed Strategy may be used to identify actions and Category 2 and 3 programs and services, with cost estimates, that are recommended to support the delivery of mandatory CA programs and services. It provides a mechanism to update the NBMCA programs and services inventory and could identify where opportunities exist for improving and/or maintaining watershed health.

### 3. Guiding Principles and Objectives

This section describes the guiding principles and objectives that inform the design and delivery of NBMCA's mandatory programs and services, per O. Reg. 686/21 Section 12(4)(1).

#### 3.1 Guiding Principles

The following are the guiding principles of the NBMCA's programs and services:

- The watershed forms the basis of conservation, restoration, development, and management of natural resources by the NBMCA.
- The Watershed Strategy is the framework to identify and assess resource conditions, trends, risks, and issues and to implement programs and services to manage them.
- The Watershed Strategy informs policy and decision-making by the Conservation Authority and other partners.
- Water and other natural resources are vital natural assets that help manage climate change impacts, mitigate natural hazards, filter contaminants, assimilate waste, sustain biodiversity, and provide green spaces for recreation and other community benefits.
- Resource management decisions are transparent and take into consideration a broad range of community uses, needs, and values, including ecosystem needs.

#### 3.2 Objectives

The objectives are set to underpin a performance evaluation framework that will effectively measure the Watershed Strategy's value. The objectives are aligned to the legislated scope of the Watershed Strategy, reflecting Category 1 programs and services and, where supported through agreements, Category 2 and 3 programs and services.

The objectives of the NBMCA Watershed Strategy are:

- To characterize groundwater and surface water resource systems and other natural resources of the watershed.
- To identify and understand key resource issues and primary stressors that cause them.
- To eliminate or mitigate the risk to life and property from flooding, erosion, and other natural hazards and from the impacts of a changing climate.
- To mitigate the risk to municipal drinking water sources and to ensure a sustainable and clean water supply for communities.
- To conserve nature and provide opportunities for outdoor recreation and education.

## 4. Governance and Jurisdiction

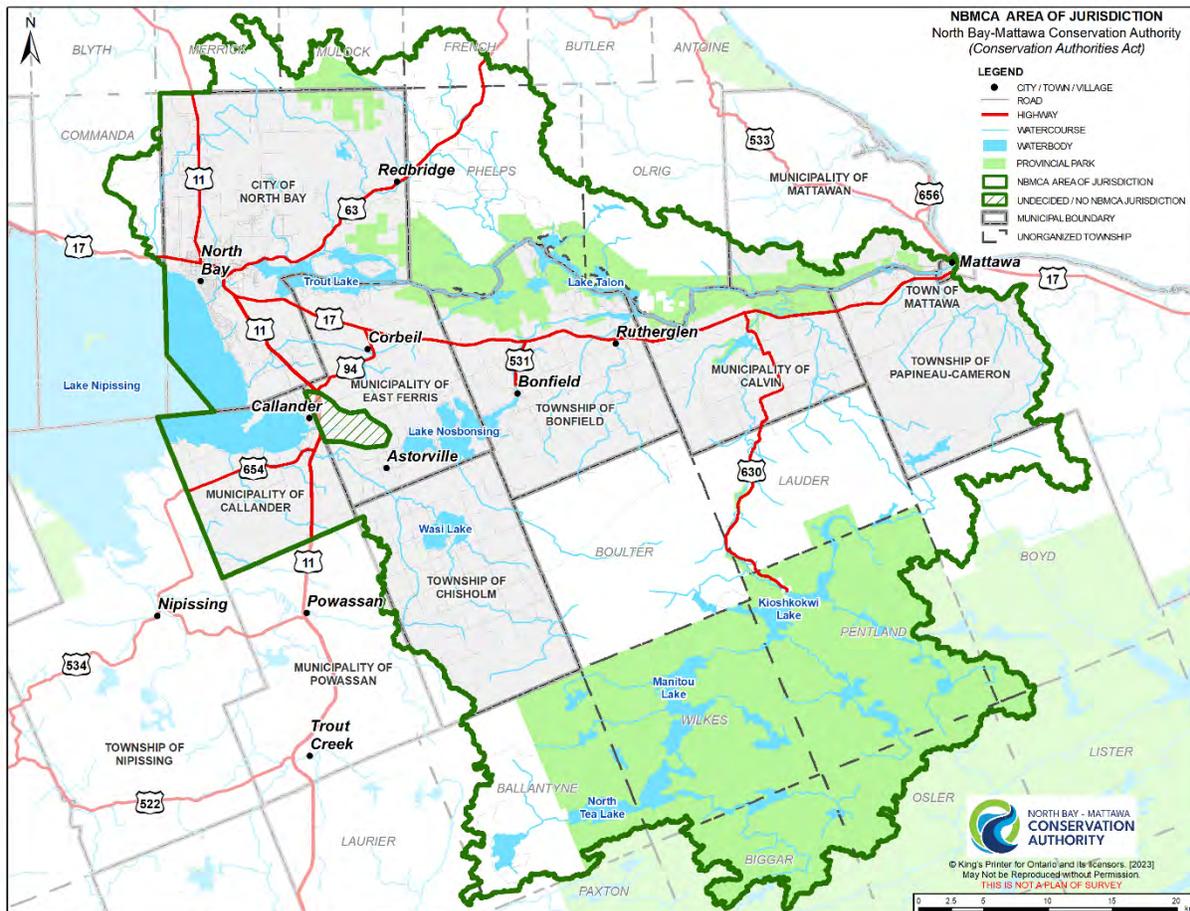
The NBMCA was formed under the Conservation Authorities Act of Ontario in 1972 at the request of its member municipalities. The NBMCA has responsibilities under three pieces of legislation with different areas of jurisdiction:

- Conservation Authorities Act
- Clean Water Act, 2006
- Ontario Building Code Act.

### 4.1 Conservation Authorities Act

NBMCA administers its objects and responsibilities defined in the Conservation Authorities Act within a 2900 sq km area, based on the watersheds within the Lake Nipissing and the Ottawa River Basins. Highlights of the NBMCA's jurisdictional area include the shoreline of Lake Nipissing within the City of North Bay and the Municipality of Callander, Trout Lake, Wasi Lake, the Mattawa River, the North Bay Escarpment, and parts of Algonquin Park. See Figure 2.

**Figure 2: North Bay-Mattawa Conservation Authority Area of Jurisdiction under the Conservation Authorities Act**



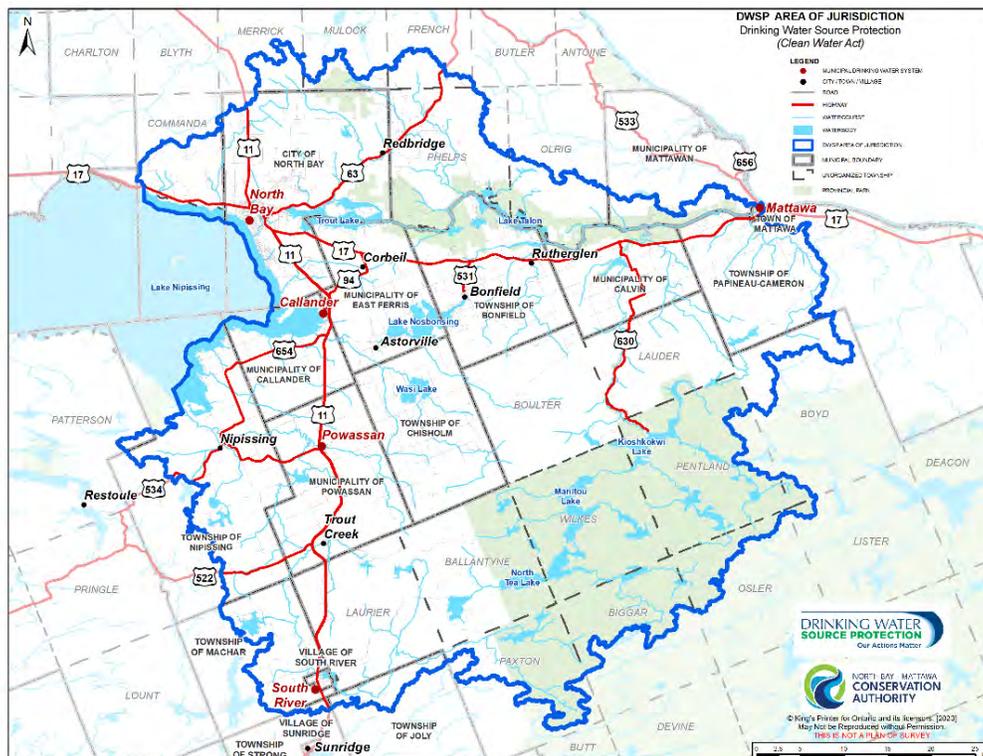
The NBMCA is governed by a Board of Directors comprised of 12 members representing ten participating municipalities as listed below. Representation on the board is based on the population of the municipality located within the NBMCA watershed jurisdiction.

- City of North Bay: 3 members
- Municipality of Callander: 1 member
- Municipality of Calvin: 1 member
- Municipality of East Ferris: 1 member
- Municipality of Mattawan: 1 member
- Municipality of Powassan: 1 member
- Town of Mattawa: 1 member
- Township of Bonfield: 1 member
- Township of Chisholm: 1 member
- Township of Papineau-Cameron: 1 member.

#### 4.2 Clean Water Act, 2006

Under the Clean Water Act, 2006, the 4,000 square kilometer jurisdiction is called the North Bay-Mattawa Source Protection Area (NBMSPA), governed by the North Bay-Mattawa Source Protection Authority. In addition to the ten member municipalities noted above, the North Bay-Mattawa Source Protection Authority also includes the Village of South River, Township of Nipissing, and Township of Strong. See Figure 3.

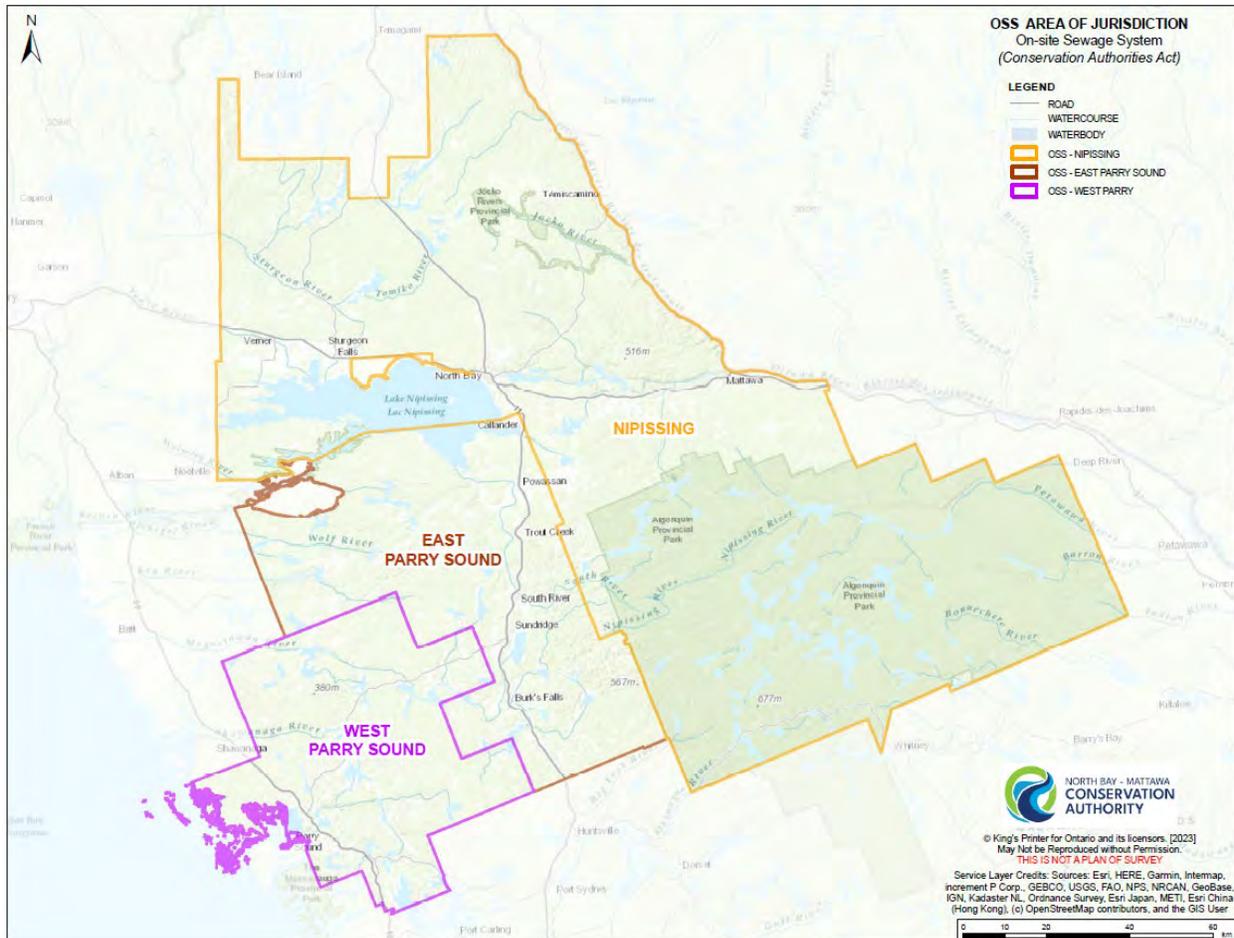
**Figure 3: North Bay-Mattawa Source Protection Authority Jurisdiction under the Clean Water Act, 2006**



### 4.3 Ontario Building Code Act

The Ontario Building Code Part 8 appoints NBMCA as the delivery agent for the On-site Sewage System (OSS) program across more than 20,000 square km of jurisdiction. The NBMCA OSS program is delivered in the Districts of Nipissing and Parry Sound (excluding the Township of the Archipelago) as well as portions of Algonquin Park. See Figure 4.

**Figure 4: North Bay-Mattawa Conservation Authority Jurisdiction under the Ontario Building Code Part 8 – On-site Sewage System Program**



## 5. Watershed Characterization

NBMCA is a watershed science-based organization that utilizes and relies on studies, monitoring programs and other information on the state of the natural resources within its watershed jurisdiction to support the delivery of mandatory programs and services. Examples of such studies that help characterize the watershed are the NBMCA Integrated Watershed Management Strategy, watershed plans, subwatershed plans, assessment reports prepared under the Clean Water Act, 2006, and watershed report cards.

- **Appendix A** provides several maps that support the watershed characterization.
- **Appendix B** provides a summary of existing technical studies and other natural resource information relied upon by NBMCA.
- **Appendix C** provides an overview of monitoring programs.

The maps, content of existing studies, monitoring programs and other information provide a baseline of existing knowledge which NBMCA utilizes to support activities delivered by the mandatory programs and services. These resources directly assist with watershed characterization, identifying any triggers or issues within the watershed and relevant guiding principles and objectives, and assessing and mitigating risks.

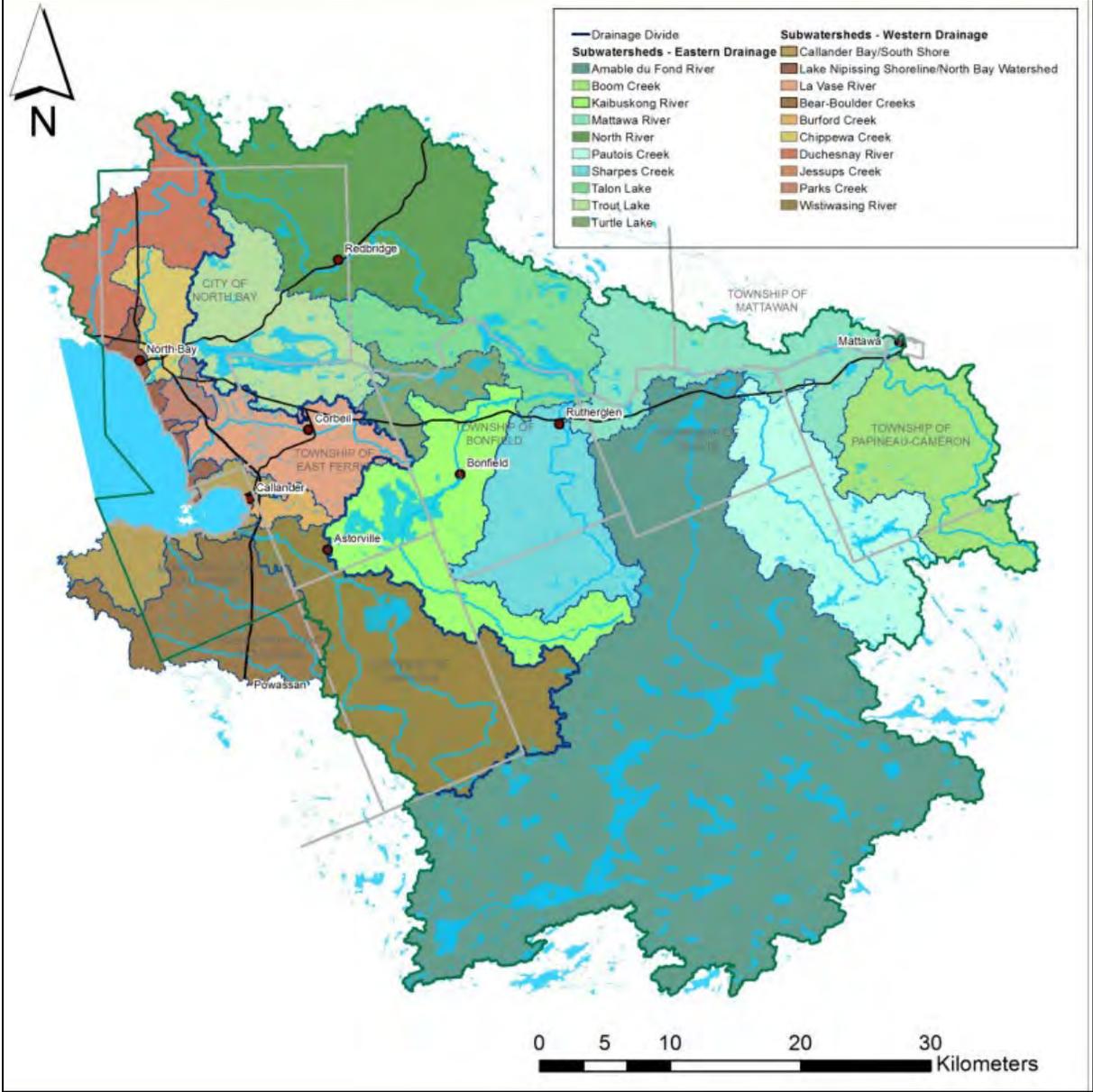
These studies carried out by NBMCA provide a characterization of the watershed's surface water and groundwater resource systems and other natural resources, which regulate natural hazard processes and support the hydrological and ecological integrity of the watershed:

- NBMCA Integrated Watershed Management Strategy
- NBMSPA Assessment Report
- NBMCA Watershed Report Card
- Water Budget.

### 5.1 Physical Geography

The NBMCA watershed is located between the eastern shores of Lake Nipissing and extends to the confluence of the Mattawa River and Ottawa River. A major watershed divide cuts through the area from north to south directing water flow either west to Lake Nipissing and the French River watershed or east towards the Mattawa River and the Kipawa River – Upper Ottawa River watershed. These two large watersheds within the NBMCA area of jurisdiction under the Conservation Authorities Act are subdivided into 20 subwatersheds as shown in Figure 5 and Table 1.

Figure 5: Map of NBMCA subwatersheds



**Table 1: NBMCA subwatershed areas**

<b>Subwatershed</b>	<b>Tertiary Watershed</b>	<b>Area Within NBMCA Jurisdiction (km<sup>2</sup>)</b>	<b>Area Outside NBMCA Jurisdiction (km<sup>2</sup>)</b>
Duchesnay Creek	French River	101.65	
Chippewa Creek	French River	37.77	
Park Creek	French River	14.01	
Jessups Creek	French River	1.31	
La Vase River	French River	90.76	
Lake Nipissing Shoreline / North Bay	French River	16.61	
Burford Creek	French River	1.22	11.67
Wistiwasung River	French River	234.38	
Windsor / Boulder / Bear Creeks	French River	67.12	59.61
Callander Bay/South Shore	French River	30.03	34.83
Trout Lake	Kipawa River – Upper Ottawa River	131.67	
Turtle Lake	Kipawa River – Upper Ottawa River	45.08	
North River	Kipawa River – Upper Ottawa River	247.77	
Kaibuskong River	Kipawa River – Upper Ottawa River	181.88	
Lake Talon	Kipawa River – Upper Ottawa River	130.09	
Sharpes Creek	Kipawa River – Upper Ottawa River	136.88	
Amable du Fond River	Kipawa River – Upper Ottawa River	964.41	
Pautois Creek	Kipawa River – Upper Ottawa River	175.78	
Boom Creek	Kipawa River – Upper Ottawa River	137.86	
Lower Mattawa River	Kipawa River – Upper Ottawa River	143.39	
<b>Total Area</b>		<b>2889.67*</b>	<b>106.11</b>

\* excludes the small portion of the Little Sturgeon River at the north end of the City of North Bay

## 5.2 Population

Historic settlement and development of the area was driven by the nature of the landscape, which directed access routes, limited agricultural activities and provided challenges to road construction. The Mattawa River extends from west to east across the northern portion of the NBMCA watershed. It provided a major transportation link from Lake Nipissing in the Great Lakes watershed across to the Ottawa River, traditionally for First Nations and later for European fur traders. Much of the terrain is rugged and otherwise difficult to navigate. The City of North Bay was established on the divide at the only point east of Lake Nipissing where road and (eventual) rail access from south to north was possible without a major bridge.

The total population residing within the NBMCA watershed is estimated at 66,200 (Statistics Canada, 2021). This population is culturally diverse with over 90 languages spoken and approximately 24% of the population is knowledgeable in both English and French (City of North Bay, 2023). Population distribution and changes within the NBMCA watershed for the period 1996 to 2021 are indicated in Table 2. Note that since population data is reported based on political boundaries (municipalities, etc.) while the NBMCA watershed is defined by watershed boundaries, the total population for the NBMCA watershed is an estimate.

Approximately 73% of the population of the NBMCA watershed resides in the City of North Bay which is the only major urban centre in the NBMCA watershed. Most of the rest live in the towns and hamlets. However, depending on the municipality, there may be a significant portion of the population on rural properties. A large portion of the NBMCA watershed is virtually uninhabited. Population distribution and density is indicated in Table 9. The overall population growth trend experienced between 2016-2021 is expected to continue, with an increase of newcomers moving to the community (City of North Bay, 2023).

**Table 2: Population Distribution and Change within the North Bay-Mattawa Conservation Authority Jurisdiction**

Name	Municipal Designation	Population						% Change 1996-2021
		1996	2001	2006	2011	2016	2021	
Bonfield	Township	1,765	2,064	2,009	2,016	1,990	2,146	21.6%
Callander	Municipality	3,168	3,177	3,249	3,864	3,863	3,964	25.1%
Calvin	Municipality	562	603	608	568	516	557	-0.9%
East Ferris	Municipality	4,139	4,291	4,228	4,512	4,862	4,946	19.5%
Mattawa	Town	2,281	2,270	2,003	2,023	1,993	1,881	-17.5%
North Bay	City	54,332	52,771	53,966	53,651	51,553	52,662	-3.1%
<b>Subtotal:</b>		<b>66,247</b>	<b>65,176</b>	<b>66,063</b>	<b>66,634</b>	<b>64,777</b>	<b>66,156</b>	<b>-0.1%</b>
Townships only partially within NBMCA Area (population of entire territory)								
Chisholm	Township	1,197	1,230	1,318	1,263	1,291	1,312	9.6%

Name	Municipal Designation	Population						% Change 1996- 2021
		1996	2001	2006	2011	2016	2021	
Mattawan	Municipality	115	114	147	162	161	153	33.0%
Papineau-Cameron	Township	973	997	1,058	978	1,016	982	0.9%
Powassan	Municipality	3,311	3,252	3,309	3,378	3,455	3,346	1.1%
<b>Subtotal:</b>		<b>4,399</b>	<b>4,363</b>	<b>4,514</b>	<b>4,518</b>	<b>4,632</b>	<b>4,481</b>	<b>1.9%</b>
<b>Total:</b>		<b>70,646</b>	<b>69,539</b>	<b>70,577</b>	<b>71,152</b>	<b>69,409</b>	<b>70,637</b>	<b>0.0%</b>

**Table 3: Population Density within the North Bay-Mattawa Conservation Authority Jurisdiction (2021)**

Name	Municipal Designation	2021 Population	Census Calculated Land Area (km <sup>2</sup> )	Density 2021 (pop/km <sup>2</sup> )
<b>Municipalities Located Completely within the NBMCA Jurisdiction</b>				
Bonfield	Township	2,146	206.22	10.4
*Callander	Municipality	3,964	102.98	38.5
Calvin	Municipality	557	140.13	4.0
East Ferris	Municipality	4,946	151.94	32.6
Mattawa	Town	1,881	3.67	512.5
North Bay	City	52,662	315.53	166.9
<b>Subtotal:</b>		<b>66,156</b>	<b>920.47</b>	<b>71.9</b>
<b>Municipalities Located Partially within the NBMCA Jurisdiction</b>				
Chisholm	Township	1,312	205.77	6.4
Mattawan	Municipality	153	200.12	0.8
Papineau-Cameron	Township	982	564.23	1.7
Powassan	Municipality	3,346	223.26	15.0
<b>Subtotal:</b>		<b>4,481</b>	<b>987.61</b>	<b>4.54</b>
<b>TOTAL:</b>		<b>70,637</b>	<b>1,908</b>	<b>37.0</b>

## 5.3 Climate change

### 5.3.1 Overview

There is broad international scientific agreement that human activities are primarily responsible for recently documented climate change (IPCC 2014a). This has largely been attributed to the release of greenhouse gases (GHGs) into the atmosphere, which have caused warming temperatures, which in turn have changed precipitation regimes and increased extreme weather events. Since the Intergovernmental Panel on Climate Change (IPCC) released its first report in 1990, average global temperature increases of about 0.1 °C per decade have been observed (IPCC 2014a), contributing to an average global temperature increase of between 0.95 °C and 1.20 °C to 2011-2020 over 1850-1900 average (IPCC, 2021). The period between 2016 and 2020 was the hottest five-year period between 1850 and 2020 (IPCC, 2021).

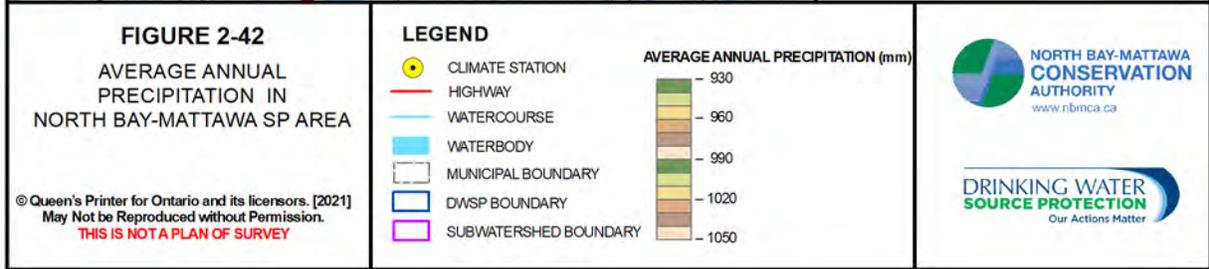
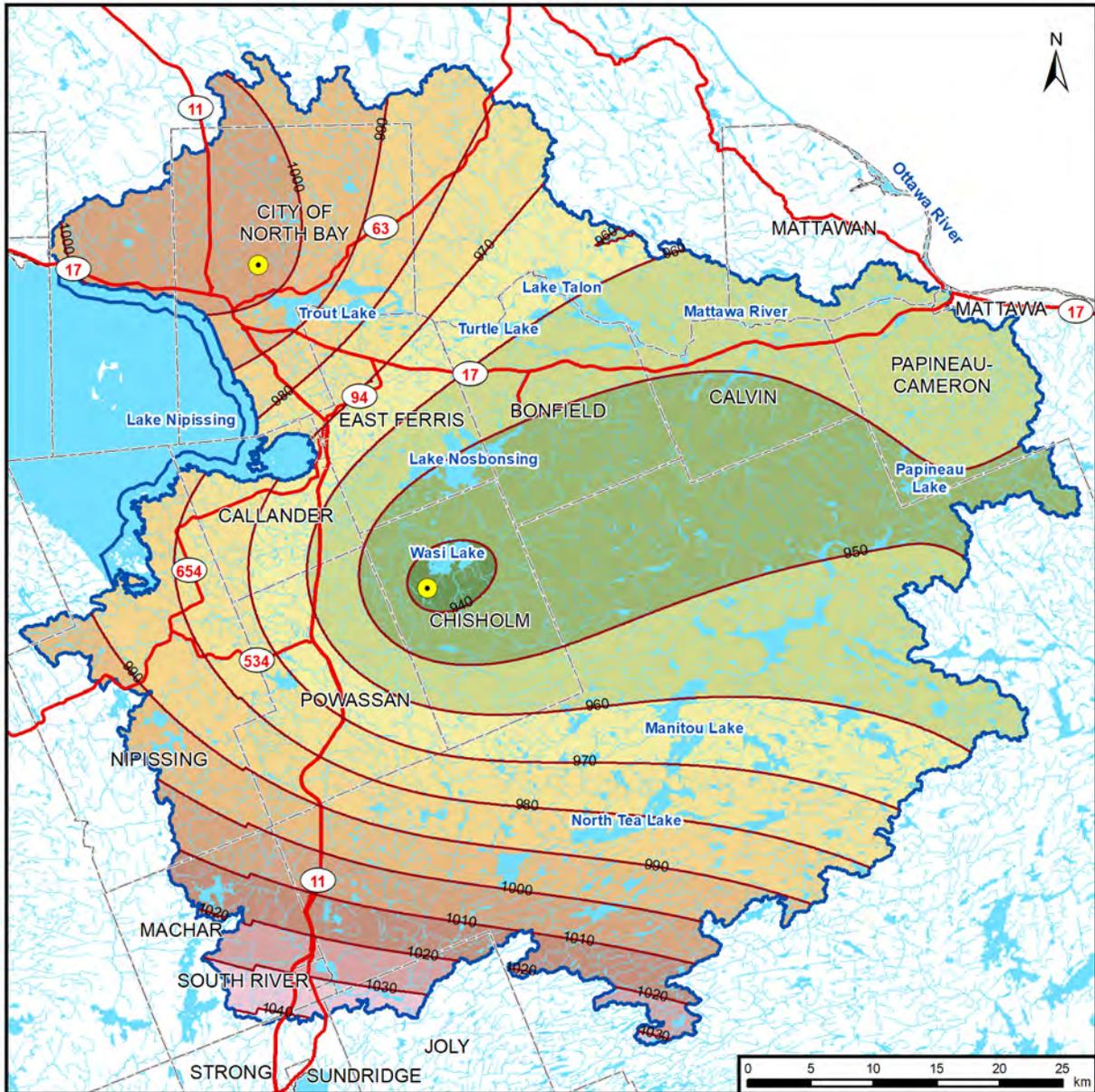
Long-term changes to temperature and precipitation are expected as a result of climate change. Under low GHG emissions scenarios, the IPCC (2021) predicts global average temperature is likely to increase by 1.0 °C to 1.8 °C by 2100 relative to 1850-1900. In their worst case GHG emissions scenarios, however, the IPCC (2021) predicts that average global temperatures could increase as much as 5.7 °C by 2100 relative to 1850-1900.

While these trends are expected to continue well into the future, the extent of climate change will largely depend on the level of GHG emissions mitigation around the world. Failure to reduce international GHG emissions will lead to more significant changes and increased risk of impacts. However, even if GHGs were dramatically reduced today, anthropogenic warming, atmospheric carbon levels and other impacts would continue for centuries due to the time scales associated with climate processes and feedbacks. These predictions point to the need for adaptation to climate change as well as for reducing sources of GHG emissions.

### 5.3.2 Existing Climate Data

Existing climate data for the NBMCA watershed have been provided by Gartner Lee (2008). From a climate change perspective, these data are valuable for the climate baseline they provide and for comparing observed climate trends against projected trends.

For the NBMCA watershed, Gartner Lee (2008) has provided data on climate stations, average annual precipitation, precipitation distribution, metrological zones, evapotranspiration, and long-term historic temperature and precipitation trends and averages. This information is contained within the Section 2.5 Conceptual Water Budget of the 2023 Draft Proposed Update of the Assessment Report for the North Bay-Mattawa Source Protection Area. Estimated annual precipitation and evapotranspiration within the area is provided in Figures 6 and 7 respectively.



**Figure 6: Precipitation in the North Bay-Mattawa Conservation Authority Watershed**

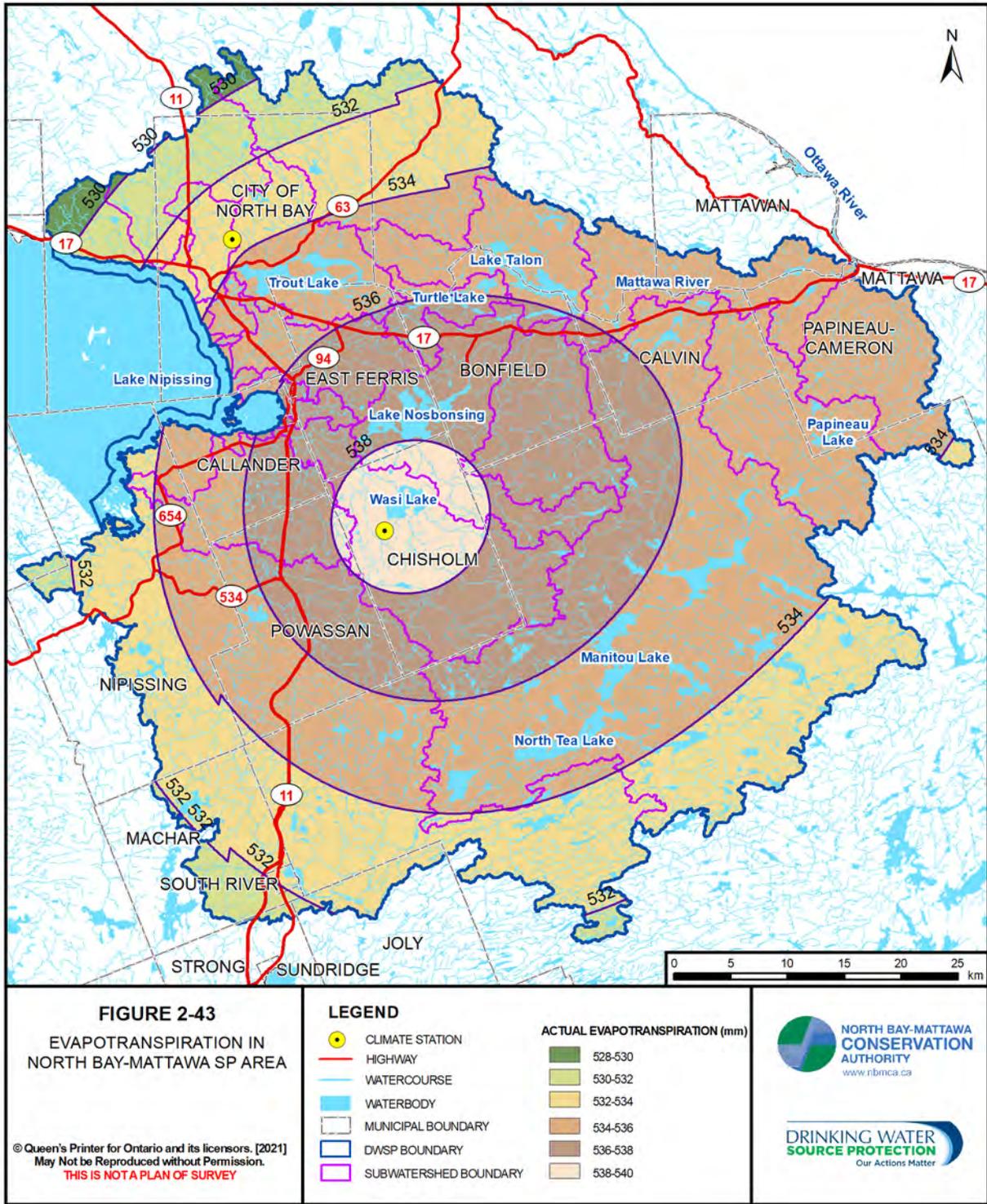


Figure 7: Evapotranspiration in the North Bay-Mattawa Conservation Authority Watershed

These data will be useful for conducting region-specific analyses of climate change scenarios, which is beyond the scope of this report. For example, using temperature and precipitation data from the North Bay weather station, OCCIAR (2010) found that annual mean temperature in the North Bay area increased over the period 1938 to 2008, and that total annual precipitation increased by 110 mm during this same time period.

### 5.3.3 Anticipated Changes in Water Quantity and Quality Due to Climate Change

In Ontario, climate change is expected to affect water quality, stream flow, lake levels, groundwater infiltration, and patterns of groundwater recharge to streams (de Loë & Berg, 2006; Chiotti & Lavender, 2008; Pearson & Burton, 2009). More specifically, changes to the hydrologic cycle as a result of climate change may influence the vulnerability and reliability of source water for drinking. For example, changes in seasonal and annual flow variability may alter the groundwater recharge, which is critical to the supply of drinking water. Increased water temperature, reduced stream flow and changing lake levels may also influence the water quality of a surface water source (Ontario Ministry of Environment 2006).

Generally, annual runoff is expected to decrease, although increased winter runoff and high flows due to extreme precipitation events throughout the year are expected. Lake levels are expected to decline and groundwater recharge is expected to decrease. There will be changes to groundwater discharge in the amount and timing of baseflow to streams, lakes, and wetlands. Ice cover on lakes is expected to be reduced or eliminated completely over time. Snow cover will also be reduced and water temperature in surface water bodies will increase. Finally, it is expected that soil moisture will increase in the winter but decrease in the summer and autumn.

Potential impacts from climate change (Table 12) that may be pertinent to source water protection planning in Ontario have been summarized by de Loë and Berg (2006). They draw on a number of previous studies (e.g., Lavender et al., 1998; Bruce et al., 2000; Great Lakes Water Quality Board, 2003; Kling et al., 2003; Auld et al. 2004; Bruce et al. 2006) with a focus primarily on the Great Lakes Basin.

**Table 4: Potential Impacts of Climate Change**

Type of Change	Potential Impacts of Change
Frequency of extreme rainfall events	<ul style="list-style-type: none"> <li>• greater frequency of waterborne diseases</li> <li>• increased transportation of contaminants from the land surface to water bodies</li> </ul>
Runoff	<ul style="list-style-type: none"> <li>• increased stress on fish habitat due to reduced streamflow</li> <li>• reduced water quality because less water is available for dilution of sewage treatment plant effluents and runoff from agricultural and urban land</li> <li>• increased erosion from flashier stream flows</li> <li>• increased water treatment costs due to decreased water quality</li> <li>• increased competition and conflict over reduced water supplies during drought periods</li> <li>• increased frequency of flooding-related damage due to more high intensity storms</li> </ul>
Lake levels	<ul style="list-style-type: none"> <li>• changes to coastal wetland form and function because of declining lake levels</li> <li>• decreased water quality resulting from lower water volume, increased non-point source pollution, and increased chemical reactions between water, sediments and pollutants</li> <li>• increased water treatment costs due to reduced lake water quality</li> <li>• increased costs associated with moving water supply intakes</li> <li>• increased need for dredging of harbours and channels</li> <li>• reduced hydropower production due to lower flows between connecting channels</li> </ul>
Ice cover	<ul style="list-style-type: none"> <li>• longer navigation season due to reduced ice thickness and shorter ice cover season</li> <li>• increased shore erosion and sedimentation</li> <li>• increased water temperatures due to decreased ice cover</li> </ul>
Water temperature	<ul style="list-style-type: none"> <li>• increased stress on fish habitat due to increases in water temperature</li> <li>• reduced water quality (e.g., increased algae production) as water temperature increases</li> <li>• greater frequency of taste and odour problems in drinking water supplies</li> </ul>

Type of Change	Potential Impacts of Change
Groundwater recharge and discharge	<ul style="list-style-type: none"> <li>• changes to wetland form and function as discharge decreases</li> <li>• greater costs for groundwater-dependent communities, industries and rural residents associated with deepening wells</li> <li>• increased conflict because of additional competition for scarcer supplies</li> <li>• increased frequency of shallow wells drying up in rural areas</li> <li>• greater frequency of low flows in streams dependent on baseflow, causing increased competition and conflict, and increased stress on aquatic ecosystems</li> </ul>
Soil moisture	<ul style="list-style-type: none"> <li>• increased stress on plants due to decreased summer soil moisture</li> <li>• increased demand for irrigation to supplement soil moisture on drought prone soils</li> </ul>

The findings presented in Table 4 are also consistent with more recently published work on climate change and water resources in Ontario (e.g., Chiotti and Lavender 2008, Pearson and Burton 2009). However, in some cases, other studies provide additional context and information. For example, the Expert Panel on Climate Change Adaptation (2009) notes that streams flowing in and out of some small lakes may also dry up for as long as several weeks in the summer. More frequent spring, summer and fall rainstorms will increase the risk of flooding and will increase the erosion of riverbanks and the turbidity of drinking water sources. Increased lake effect precipitation is also likely to occur in the lee of the Great Lakes because of more ice-free, open water in winter. Along with an earlier spring, this may in turn lead to a greater volume of spring run-off.

## 5.4 Ecology

### 5.4.1 Species at Risk

Species at risk are those given status rankings of extirpated, endangered, threatened, or special concern by the provincial Committee on the Status of Species at Risk in Ontario or the federal Committee on the Status of Endangered Wildlife in Canada. There are 29 species that have been provincially and/or federally designated as at risk in the NBMCA watershed.

The NBMCA watershed has not been extensively surveyed for occurrences of species at risk. The provincial Natural Heritage Information Centre, Ministry of Environment, Conservation and Parks, and Fisheries and Oceans Canada do not provide consistent data on species at risk in this area. Known occurrences appear to be associated with easily accessible study routes. Records may have resulted from other studies conducted in the area.

### 5.4.2 Invasive Species

There are around 200 non-native species occurring in the Great Lakes watershed of which many are considered “invasive”. Typically non-native, invasive species have high reproductive rates, lack natural population checks such as predators and disease, and aggressively out-compete indigenous species for resources. Once introduced, invasive species spread quickly. Once established they are difficult to eradicate (OFAH, 2006). The spread of invasive species is monitored through a partnership program involving Ontario Federation of Anglers and Hunters and the Ministry of Natural Resources and Forestry.

Invasive species have been introduced to the area through human activities including global shipping, recreational boating, aquarium and water garden trades, and the aquaculture industry. Some of the locally occurring invasive species include the Spiny Waterflea (*Bythotrephes longimanus*), which was first discovered in Lake Nipissing in 1998 and occurs within Callander Bay (Filion, 2011). Purple Loosestrife (*Lythrum salicaria*) is a common and widespread invasive species which has been in the area for over a century. Other examples include spongy moth (*Lymantria dispar dispar*), emerald ash borer (*Agrilus planipennis*), common reed (*Phragmites australis australis*), Himalayan balsam (*Impatiens glandulifera*), and Japanese knotweed (*Reynoutria japonica*) (OFAH 2020).

## 5.5 Water Quality

### 5.5.1 Surface Water

At most sites within the NBMCA watershed, chemical parameters are usually below limits established by Provincial Water Quality Objectives (PWQOs) or the Canadian Water Quality Guidelines (CWQGs) for the Protection of Aquatic Life established by the Canadian Council of Ministers of the Environment (CCME). These low concentrations reflect the generally undeveloped conditions and relative lack of pollutant sources in the area. Water quality shows some evidence of degradation in the Wasi River, Chippewa Creek, and the La Vase River, the latter two of which drain some urbanized portions of the City of North Bay. Additional water quality sampling targeting total phosphorus and chloride analysis further indicate Bear Creek,

Boulder Creek, Burford Creek, Boom Creek, Parks Creek, and Windsor Creek are degraded with high phosphorus concentrations and Windsor Creek also has high chloride concentrations. Chippewa Creek tends to exhibit the highest levels of total suspended solids and nitrates, and chloride and phosphorus concentrations appear to be particularly elevated during winter, based on limited sampling conducted in recent years.

Phosphorus is usually the limiting nutrient for algae growth in aquatic systems and is a parameter of concern at both high and low concentrations in local subwatersheds. The Wasi River has consistently exhibited high levels of total phosphorus along with Wasi Lake and Callander Bay into which it drains. Eutrophication, as evident in excessive growth of algae, in the latter waterbodies has been an ongoing concern for many years. Callander Bay is the source for the municipal drinking water supply for Callander and has experienced blooms of toxic cyanobacteria (often referred to as blue-green algae).

Trout Lake is the other area that has been closely monitored for phosphorus. Trout Lake is a deep, cold, oligotrophic lake of very low nutrient status. The City of North Bay has consistently supported the monitoring of phosphorus levels in Trout Lake at eight sites since 1986. Sampling was conducted from June to August on a weekly basis up until 2017. In 2018 and 2019, sampling occurred weekly from May to September, and since 2021, sampling has occurred monthly May to October. Over the period of record phosphorus levels have remained relatively consistent and do not display any obvious trends.

#### 5.5.2 Groundwater

NBMCA monitors groundwater at six monitoring wells in partnership with the MECP’s Provincial Groundwater Monitoring Network (PGMN). Water level is monitored at all six of these sites and water quality is sampled at four of these wells as outlined in Table 5.

**Table 5: Provincial Groundwater Monitoring Network (PGMN) wells**

ID #	Name	Location	Depth (m)	Static Water Level (mbtoc) <sup>1</sup>	Water Quality sampling
W272-1	Fabrene Inc.	Fabrene Inc.	24.7	5.43	No
W274-1	Marshall Park	Marshall Avenue at Booth Rd	5.18	2.94	Yes
W277-1	Trans Canada Pipeline	Hwy 11 N	10.8	7.31	Yes
W390-1	Chisholm	Beach Rd, public beach	141	2.32	No
W391-1	Bonfield	Grand Desert Rd and Boundary Rd	79.3	9.94	Yes
W392-1	Feronia	Cemetery Rd and Hwy 63	91.9	10.39	Yes

Generally, where there are Ontario drinking water quality guidelines, objectives, or standards, water quality from these wells is below these established targets. Exceptions are as follows: maximum copper detected in W274-1 and W277-1 has been above the Ontario Drinking Water Standards, Objectives and Guidelines (ODWSOG) aesthetic objective for copper (1.0 mg/L). All results for dissolved organic carbon (DOC) and iron at W274-1 have exceeded the ODWSOG aesthetic objectives (5 mg/L DOC; 300 µg/L iron). Lastly, median and maximum values for total dissolved solids at W274-1 also exceed ODWSOG aesthetic objectives (500 mg/L).

There are limitations with regards to assessing accurate trends relating to water quality in the NBMCA watershed. Provincial programs such as the PWQMN and PGMN each involve the collection of surface water and groundwater samples, respectively, with the overall goal of water quality monitoring and assessment. Although these are useful tools and data from other monitoring work over the past several years has improved the amount of data currently available within the NBMCA watershed, the data set remains too sparse to determine dominant trends in most areas. Monitoring will continue towards an accurate statistical analysis of water quality parameters within the broader NBMCA watershed.

Complete analyses have yet to be conducted on water quantity from the long-term water level dataset available from all six monitoring wells.

## 6. Resource Issues

### 6.1 Introduction

Watershed resource issues and needs can be determined from an understanding of current subwatershed health, recent subwatershed trends, the current level of management being provided, and the successes of management actions to affect improvements. These characterizations are only possible if adequate information is available. Impacts anticipated within the planning horizon are identified for each system. Subwatershed needs and issues are presented from multiple perspectives to explore a more holistic understanding of their environmental, societal, and economic values.

Refining the understanding of NBMCA features, conditions, processes, resource values and stresses over time will aid in refining the description of resource and protection needs.

Resource issues are identified in the following sections. Significant baseline data gaps exist in many subwatersheds that hamper the identification of management needs. Subwatersheds that have been within the NBMCA's jurisdiction since its inception have received preliminary assessment work including preliminary hydrologic and erosion evaluations. Some subwatersheds have received preliminary resource evaluation work such as wetland evaluation, stream habitat characterization or basic water quality data collection; or have benefited from regional studies. Subwatersheds added to the NBMCA in 2002 have significant information deficits. A summary of resource issues and the subwatersheds in which they occur is provided in Table 13.

NBMCA has identified key resource issues that will be addressed in the 2024 Watershed-Based Resource Management Strategy. These issues are identified in the context of climate change and based on a review of environmental monitoring data, technical reports and studies, and the expertise of NBMCA staff.

### 6.2 Summary of Key Natural Resource Issues

#### 6.2.1 Climate Change

Climate change is overarching and influences the other resource issues. Changes to climatic conditions impact the return period of storm events for flood design criteria, habitat suitability for invasive species, natural hazards, and water quality.

#### *Changing meteorologic patterns*

The changes to storm patterns, include precipitation intensity, frequency, and seasonality. Together, these will define hydrologic conditions across the landscape. The combined influence of temperature will particularly affect winter and spring conditions with regards to snow accumulation, lake ice formation, and melt. Under high emissions scenarios, future Spring and Autumn precipitation are expected to increase, with the greatest increases in the spring and no notable change in the summer precipitation relative to current climate conditions (Climate Risk

Institute and Dillon Consulting Limited, 2023). Winter total precipitation and the proportion of precipitation that falls as rain are both expected to increase (Climate Risk Institute and Dillon Consulting Limited, 2023).

With extreme precipitation, more localized variability can be expected, and it is important to acknowledge regional averages do not always reflect specific communities or experiences within one watershed (Climate Risk Institute and Dillon Consulting Limited, 2023). In the future, 1-day maximum precipitation amounts are projected to increase, reflected in higher frequency scores by the end of the century (2080s) (Climate Risk Institute and Dillon Consulting Limited, 2023).

According to the 2015 IWMS, the subwatersheds that drain into Lake Nipissing (through City of North Bay and Municipality of Callander) have overall higher scoring for sensitivity to climate change than those draining towards the Mattawa River and some subwatersheds are highly vulnerable to climate change too (Stantec Consulting Ltd., 2015).

#### *Flood design criteria*

With changing meteorological patterns, the return period of storm events of a given magnitude or intensity are changing. What was once a regulatory event with a 1:100 year return period will become more frequent and new criteria for the regulatory event will need to be updated. This has impacts on floodplain mapping and stormwater infrastructure planning needs.

Floodplain and flood damage centre mapping is crucial to comprehensive flood preparedness efforts. Regular updates to floodplain mapping are imperative, ensuring alignment with evolving conditions and integrating climate change projections, particularly in areas where mapping has not yet been conducted.

#### *Invasive species*

Many plants and animals that are non-native can be a threat to the ecological functions within the NBMCA area of jurisdiction. Invasive species can disrupt food chains, out compete native species, introduce parasites and destroy habitat (MNR 2012). Invasive species are spread both intentionally and unintentionally by people and their actions and movements. Introduction of new species to local ecosystems can have costs in terms of biodiversity, as well as economically, as their invasion can have negative consequences to fishing, hunting, forestry, tourism and agriculture (MNR 2012) (IWMS, 2015).

Climate change can accelerate the introduction and spread of invasive species. Together, invasive species and climate change reduce ecosystem resilience and negatively impact biodiversity (Invasive Species Centre, 2024). More frequent extreme weather events (such as floods and droughts) stress native species, making them more vulnerable to attack and less able to respond to increased competition, pests, or diseases and create opportunities for invasive species movement and survival (Invasive Species Centre, 2024; Natural Resources Canada, 2023). A changing climate can affect species life cycles and their ability to spread into new areas (Invasive Species Centre, 2024). Increased carbon dioxide (CO<sub>2</sub>) in the atmosphere leads to

higher CO<sub>2</sub> uptake in plants, which can increase herbicide resistance (Invasive Species Centre, 2024). Changes to climate (including temperature, humidity, and rainfall) can create favourable conditions for increased spread of invasives (Invasive Species Centre, 2024).

The spongy moth (*Lymantria dispar*), for example is an invasive species that will be impacted by climate change. The largest outbreak of the spongy moth in Ontario occurred in 2021 and large patches of forest surrounding Trout Lake were notably defoliated. The fungus that helps control this insect will be less effective if the spring-summer weather is warm and dry. Warmer winter temperatures can lead to an increased survival rate of the eggs, but greater egg mortality could occur if snow depth is reduced (lack of insulation) (Natural Resources Canada, 2023).

Climate change can also exacerbate the impacts of invasive species such as Eurasian watermilfoil (*Myriophyllum spicatum*), a perennial aquatic plant. Thick beds of this plant create stagnant conditions that impact water quality and reduce dissolved oxygen levels impacting aquatic habitats for native species (Simkovic, 2020). With climate change, warmer lake temperatures reduce the amount of dissolved oxygen water can hold and will impact natural dynamics of lake stratification and oxygen exchange (Dove-Thompson et al., 2011). Together, invasive species and climate change will enhance stresses on aquatic habitats.

The increasing unpredictability of global circulation patterns and their influence on the location, frequency, or intensity of extreme weather patterns, such as polar vortices, make it increasingly difficult to predict the patterns of established invasive species. Intense cold periods or lack thereof impact overwintering mortality which influences populations for the following seasons (Natural Resources Canada, 2023).

#### 6.2.2 Natural Hazards

##### *Riverine flooding*

Flooding associated with waterways and smaller inland lakes is considered riverine flooding. Areas that have high exposure and high consequence of flood impacts are known as Flood Damage Centres. There are several areas in NBMCA's jurisdiction which are particularly prone to flooding, including urban rivers through the City of North Bay and the confluence of the Mattawa River and Ottawa River in the Town of Mattawa. Multiple factors, such as late or rapid snowmelts, deep frost, excessive rainfall, ice jams, and/or dam failures can contribute to flooding. High water levels on Lake Nipissing impact the flood risk in the lower reaches of Chippewa Creek, Parks Creek, Jessups Creek, and the La Vase River. The area surrounding Parks Creek is particularly vulnerable and there is a back flood control structure to limit upstream riverine flooding during high lake water levels.

Climate change can exacerbate existing flood vulnerabilities. Extreme precipitation intensity and magnitude events can trigger flash flooding. Due to the localized nature of extreme precipitation associated with convective thunderstorms, they can be difficult to forecast. The impact of these extreme events will vary with urban landscapes where the land is more

impervious, and drainage is dependent on local storm sewers and their capacity to handle the event flow and their rate of discharge to local streams will determine flood risk.

Conditions in 2019 are notable. Precipitation was above normal over the winter, complemented with considerable snowpack that for many dates remain the maximum relative to historical record. Significant rainfall through April and May 2019 (202 % and 137 % of normal, respectively relative to 1981-2010) in addition to the significant snowpack resulted in riverine flooding throughout the watershed. The Ottawa River at Mattawa reached its third highest recorded peak water level (after 1960 and 1979) since water regulation began at the Otto Holden Dam upstream.

Other factors contribute to riverine flooding, as was experienced in 2022 when a beaver dam let go on Lansdowne Creek in East Ferris and Callander. Damages were significant such that the lower reaches of the creek (an underground conveyance system) needed to be reconstructed.

#### *Shoreline flooding*

Shoreline flooding occurs along the boundaries of larger inland lakes such as Lake Nipissing. It is a critical concern, particularly for the dynamic beaches along Lake Nipissing's shoreline, where hazards such as flooding, wave uprush, overtopping along shorelines, erosion (exacerbated by wave action), sediment displacement, and ice-related damage prevail. These hazards can be exacerbated by climate change, which intensifies the frequency and severity of extreme weather events such as storms, including winds and heavy rainfall. Increased magnitude and intensity of precipitation events contribute to higher water levels, amplifying the risk of flooding. Moreover, changing weather patterns can lead to alterations in storm surge dynamics, further heightening the vulnerability of shoreline areas to inundation. This poses significant threats to local communities, ecosystems, and infrastructure.

In addition to riverine flooding previously mentioned in 2019, shoreline flooding was also significant along the Lake Nipissing shoreline that year. Water levels were similarly the third highest since full dam construction at the Lake Nipissing outlet, with water levels in only 1960 and 1979 recorded higher. Water levels on Lake Nipissing were elevated for an extended period of time such that the Parks Creek back flood structure was in operation for six weeks. Numerous shoreline properties were damaged during this event.

#### *Low water / drought*

Historically, periods of dry weather and low water levels or drought are relatively uncommon in Ontario (about every 10-15 years). However, studies on changing weather patterns indicate that low water levels may become more common, potentially compounded by the province's steadily increasing demands for water and by climate change (OMNR, 2010).

The Ontario Provincial Climate Change Impact Assessment Technical Report (Climate Risk Institute and Dillon Consulting Limited, 2023) indicates drought conditions are expected to have slight increases in moisture deficit across all regions of Ontario. However, drought is particularly challenging to represent due to the need to factor in evapotranspiration and the numerous

definitions of drought used by various communities (e.g., climatological, agricultural drought, etc.). It is expected that the impact of drought conditions on local wildfire risk will lead to the return period frequency to become 2.5 to 3 times that of the baseline conditions (Climate Risk Institute and Dillon Consulting Limited, 2023).

Changes to storm patterns can mean fewer, larger magnitude events can lead to longer periods of dry conditions, while total precipitation may or may not change. Storms of greater intensity may increase runoff and decrease groundwater recharge. This is of concern for several municipal water supplies, as well as for the many residents who rely on private wells. There can be increased competition and conflict over reduced water supply during periods of drought. Drought conditions will also increase demand for irrigation in agricultural areas.

### *Wetlands*

The North Bay-Mattawa Conservation Authority defines a wetland as land that a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface, b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse, c) has hydric soils, the formation of which has been caused by the presence of abundant water, and d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water, but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause c) or d).

Wetlands are an essential natural resource. In Northern Ontario, wetlands are a prevalent and integral component of the ecology. They are amongst the most biologically diverse ecosystems on earth. Wetlands have a wide range of functions, including filtering surface water, floodwater attenuation and then either slowly releasing it, even significantly later during drier periods or infiltrating it into the groundwater system.

Wetlands contribute to the maintenance of water quality by filtering and capturing pollutants, sediments, soil-bound nutrients, etc. Wetlands, particularly in Northern Ontario, are a significant support for flora and fauna. Wetlands contribute economic, cultural, social well-being by ensuring a healthy environment and providing people the opportunity to enjoy and appreciate its qualities.

Activities on lands adjacent to wetlands will typically have an effect on these wetlands. Land use change can lead to impaired ecosystem functions (e.g., loss of natural benefits & services), reduced resiliency to impacts of climate change, and biodiversity loss. The appropriate maintenance and management of wetlands will contribute to community sustainability into the future. Sound wetland management contributes to a healthy environment. Wetlands can only be appropriately managed through awareness and the collective cooperative efforts of public agencies, private sector interests and residents.

### *Unstable slopes*

Slope instability is a process that can result in ground loss or ground movement. These movements can affect the structures or natural features that are present at the top of the slopes or the bottoms of the slopes as well as on the slope face. Ground movement or instability can result in the loss of ground support and cause damage to buildings, roads, utilities. Unstable slopes also increase the risk to public safety.

Soils have unique, site-specific qualities that determine their stability. Detailed assessments, including geotechnical engineering reports, are generally required for sites where slopes are high and steep (i.e., higher than 3 m and steeper than 3 units horizontal to 1 unit vertical) for further review and consideration. The sudden movement of ground can also cause and lead to erosion and sedimentation.

### *Erosion*

Erosion is a pervasive concern across the watershed. Erosion is the process by which a material moves from its parent location due to the force of an erosive agent. Erosion is often caused by natural processes such as water (e.g., stormwater) and wind movement as well as anthropogenic activities including boat wake. Natural erosion rates are accelerated by land use activities that leave soils exposed, like agriculture and land development (Toronto and Region Conservation Authority, 2019). As erosion is accelerated, soil particles – often referred to as sediment - are suspended and carried away by overland flow and deposited into receiving waterbodies and waterways. Eroded sediments are deposited through sedimentation processes.

Hydrology is often studied in conjunction with erosion to consider how the scouring forces of flowing water affect the stream's morphology (Stantec Consulting Ltd., 2015). Safe setbacks are established near steep or unstable stream banks or in relation to meander belt zones. Erosion and sedimentation impact water quality (suspended solids and nutrients), aquatic habitat, and sediment accumulation in waterbodies and waterways. This then impacts flood risk and can have economic impacts for maintaining ditches, culverts and marinas, for example.

## 6.2.3 Water Quality

### *Surface water*

Several subwatersheds were reported to have “many parameters” including phosphorus and potentially bacteria levels that exceed Provincial Water Quality Objectives (PWQO), per 2015 IWMS, such that developing management objectives was recommended (Stantec Consulting Ltd., 2015). Phosphorus concentration is correlated to sediment transport and is of particular concern across the watershed with seven of sixteen sampled subwatersheds (four subwatersheds have no stream sample locations) averaging above the TP PWQO in the 2023 Watershed Report Card. Phosphorus is a nutrient that can contribute to blue-green algae blooms, which have been a recurring issue in several area lakes, including Callander Bay, the source for Callander municipal supply. Shallow, warm-water lakes and embayments (such as

Callander Bay and Wasi Lake) have issues with oxygen depletion, and this anoxia triggers phosphorus release from lake sediments, impacting fish habitat and water quality alike. Climate change impacts could enhance these lake processes.

Chloride is another parameter of concern, particularly for the protection of aquatic life. The Canadian Council of Ministers of the Environment (CCME, 2011) have established long-term chronic exposure and short-term acute exposure water quality guidelines of 120 mg/L and 640 mg/L, respectively. The long-term dataset from Chippewa Creek indicates maximum concentration in non-winter (April to November) samples exceed the long-term exposure guideline (182 mg/L) and median concentration of winter (December to March) samples is equal to the long-term exposure guideline (120 mg/L). Limited non-winter samples at Parks Creek and Windsor Creek also indicate elevated chloride concentrations but additional samples are required for robust analyses. These sites have not been sampled in the winter.

#### *Groundwater*

This section is based on water quality data available from four groundwater monitoring wells. Generally, where there are Ontario drinking water quality guidelines, objectives, or standards, water quality from these wells is below these established targets. Exceptions are as follows: maximum copper detected in W274-1 and W277-1 (both shallow wells with limited standing water) has been above the Ontario Drinking Water Standards, Objectives and Guidelines (ODWSOG) aesthetic objective for copper (1.0 mg/L). All results for dissolved organic carbon (DOC) and iron at W274-1 have exceeded the ODWSOG aesthetic objectives (5 mg/L DOC; 300 µg/L iron). Lastly, median and maximum values for total dissolved solids at W274-1 also exceed ODWSOG aesthetic objectives (500 mg/L).

#### *PFAS*

There are concerns with per- and poly-fluoroalkyl substances (PFAS) contaminants in the groundwater around the Jack Garland Airport in North Bay and nearby streams which flow into Trout Lake, the municipal water supply for the City of North Bay. PFAS are a large class of synthetic chemicals that are a concern for both environmental and human health (Environment and Climate Change Canada and Health Canada, 2023). Within the context of the DWSP program, PFAS cannot be included as a drinking water threat until a drinking water quality guideline is established and the Ministry of Environment, Conservation and Parks incorporates it as a prescribed drinking water threat.

#### 6.2.4 Other Issues

##### *Anthropogenic Pressures*

In addition to the environmental issues, there are development, industrial, and recreational pressures on the landscape. Development pressures include urban expansion, intensification, and redevelopment of seasonal-use properties to permanent residences, as well as future highway expansion. Industrial pressures include aggregate extraction, forestry and logging activities, agricultural land use, including traditional and hobby farms, peat production, small-

scale hydroelectric production, and the Trans-Canada pipeline. Future development and industrial activities should consider the cumulative downstream and groundwater conditions in addition to the impacts of climate change on resource issues, particularly as it relates to water quantity (e.g., erosion and flood risk), quality (e.g., habitat), and wetland protection. Best management practices should be used to mitigate these downstream effects.

Land use change is a primary factor in the development process. Changes may include the removal of vegetation, stripping of topsoil and alterations to topography and drainage patterns. Without careful planning focused on minimizing the potential impacts of these activities, anthropogenic pressures such as construction, can have adverse impacts on adjacent and downstream natural features and private properties.

Recreational pressures stem from the vast areas of natural landscape in the North Bay-Mattawa watershed from residents and visitors alike. Some of these pressures include boating, fishing (and ice fishing), hunting, off-road motorized vehicles (i.e., ATVs and snowmobiles), camping, swimming, and hiking. These activities, among others, can also enable the transport of invasive species into this area.

An overview of resource issues are detailed by subwatershed in Table 6. Information was primarily sourced from 2015 Integrated Watershed Management Strategy and supplemented with recent water quality results where phosphorus issues were previously unknown. Phosphorus data is reported in the 2023 Watershed Report Card and accompanying Explanatory Document.

#### *Data and knowledge*

There are few long-term historic datasets in the area to establish subwatershed baseline conditions. This would entail climatological data, hydrological data, and water chemistry data (surface and groundwater). As of the 2015 Integrated Watershed Management Strategy (IWMS), 13 of 20 subwatersheds lacked or had very limited data available (Stantec Consulting Ltd., 2015). This especially applies to the subwatersheds that were added to the NBMCA in 2002 as well as those in rural organized and unorganized townships. Limited water quality data has since been collected in some of these, but full baseline characterization (parameters detailed in the 2015 Integrated Watershed Management Strategy) remains a challenge. This hampers the identification of management needs. Resource management strategies need to consider cumulative downstream impacts. Of the subwatersheds with existing watershed management plans, many recommendations have not been fully implemented (as of 2015). Some subwatersheds may appear to have stable conditions, but with unknown risk factors and baseline conditions, future conditions remain uncertain.

Additionally, the absence of real-time precipitation data underscores the need for enhancements in data availability and accuracy to bolster flood forecasting and response capabilities.

Table 6: Resource issues by subwatershed, as identified in the 2015 Integrated Watershed Management Strategy. Double checkmark signifies “very high” land use change vulnerability.

Resource Issue	Duchesnay Creek	Chippewa Creek	Parks Creek	Jessups Creek	La Vase River	Lake Nipissing Shoreline / North Bay	Windsor / Boulder / Bear Creeks	Burford Creek	Callander Bay / South Shore	Wistiwasing (Wasi) River	North River	Trout Lake	Turtle Lake	Kaibuskong River	Lake Talon	Sharpes Creek	Amable du Fond River	Pautois Creek	Boom Creek	Lower Mattawa River	
Baseline data lacking	✓						✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Existing management plan insufficient		✓	✓			✓			✓	✓				✓							
Climate change - high sensitivity	✓	✓	✓		✓	✓			✓	✓											
Climate change - high vulnerability		✓							✓	✓				✓							
Flooding	✓	✓	✓	✓	✓	✓			✓	✓	✓				✓		✓				✓
Floodplain mapping	✓	✓			✓		✓	✓	✓	✓	✓			✓			✓	✓			✓
Stormwater management	✓	✓	✓	✓	✓	✓			✓			✓									
Low water conditions					✓				✓			✓	✓		✓						
Groundwater overburden aquifer	✓	✓									✓			✓		✓					
Water quality concerns	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓						
Erosion and sediment transport	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓		✓							
Phosphorus		✓	✓	✓	✓	✓	✓	✓	✓	✓				✓						✓	
Chloride		✓	✓				✓														
Surface water bacteria objectives		✓	✓	✓	✓	✓		✓													
Blue-green algae									✓	✓				✓	✓						
Oxygen depletion									✓	✓		✓									
Per- and poly-fluoroalkyl substances (PFAS)		✓										✓									
Land use change - high vulnerability					✓				✓	✓				✓✓	✓			✓			✓
Development pressures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Highway expansion		✓	✓		✓								✓	✓		✓	✓	✓	✓	✓	✓
Industrial development	✓			✓	✓							✓									✓
Aggregate extraction	✓	✓					✓			✓	✓	✓		✓	✓	✓	✓	✓			✓
Forestry and logging		✓								✓	✓			✓	✓	✓	✓	✓	✓	✓	✓
Agricultural land use					✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peat production												✓									
Hydroelectric production																	✓				✓
Trans-Canada pipeline	✓	✓										✓	✓	✓		✓	✓	✓	✓	✓	✓
Recreational pressures	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Invasive species									✓												

## 7. Programs and Services Descriptions

### 7.1 Overview of NBMCA Programs and Services

The Conservation Authorities Act and accompanying regulations were amended by the Province of Ontario since 2017, including a new categorization of Conservation Authority (CA) programs and services. The NBMCA Programs and Services Inventory was updated accordingly, per the requirements of the Conservation Authorities Act.

- **Category 1:** Mandatory programs and services
- **Category 2:** Municipal programs and services provided on behalf of a municipality
- **Category 3:** Programs and services advisable by the CA to implement in the CA's jurisdiction.

The Table 2 below provides an overview summary of the program areas.

**Table 7: Overview of NBMCA Programs and Services**

Program Area	General Description
<b>Category 1 (Mandatory)</b>	
<b>A. Corporate Services</b> ("General Functions" per O. Reg. 402/22)  <b>Category 1</b> <b>(Mandatory)</b>	These are operational activities and capital works that provide a corporate-wide supporting function that are not related to the provision of a specific program or service. They include governance support, finance, human resources, geographical information systems (GIS), information technology (IT), communications, legal expenses, office equipment and supplies, administrative office buildings, vehicle fleet, asset management, etc.
<b>B. Planning and Regulations</b>  <b>Category 1</b> <b>(Mandatory)</b>	The main goal of the Planning and Regulations operational program is to protect life and property from natural hazards specified in O. Reg. 686/21. They include natural hazard input and review for member municipalities, planning boards, and unincorporated areas; Section 28 permitting process; and technical studies such as updating the regulated areas.
<b>C. Water Resources Management</b>  <b>Category 1</b> <b>(Mandatory)</b>	The main goal of the Water Resources Management program is to protect life and property from natural hazards specified in O. Reg. 686/21. They include operational activities and capital works covering flood forecasting and warning, Water Erosion Control Infrastructure (WECI) provincial grant funded projects, other flood and erosion control projects, ice management, natural hazard infrastructure operational plan and asset management plan, low water response, watershed-based resource management strategy, and watershed monitoring (provincial partnership surface water and groundwater monitoring programs).
<b>D. Conservation Areas and Lands</b>	The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including operational activities and capital works to provide safe, passive recreation to the public through the

Program Area	General Description
<b>Category 1 (Mandatory)</b>	management of NBMCA owned lands including public parks and trails, Section 29 enforcement, maintenance of assets such as bridges, benches, pavilions, etc., tree planting on NBMCA lands, land inventory, conservation area strategy, policy for land acquisition and disposition, Planning Act comments as the land owner.
<b>E. Source Protection Authority (SPA)</b>  <b>Category 1 (Mandatory)</b>	These are operational activities to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. They include governance support to a Source Protection Committee and to the NBMSPA, technical studies, policy updates/development, proposal review and comments, plan input and review, and significant threat policy implementation.
<b>F. On-site Sewage System (OSS) Program</b>  <b>Category 1 (Mandatory)</b>	These are operational activities to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. They include permitting and compliance for on-site sewage systems (septic systems) in municipalities and unorganized townships, and mandatory maintenance inspections to over 500 properties identified under the Clean Water Act, 2006.
<b>Category 2 (Delegated by a Municipality)</b>	
<b>G. Watershed-Municipal Programs</b>  <b>Category 2 (Delegated by a Municipality)</b>	These are operational activities that include watershed-wide monitoring that supplement the mandatory watershed monitoring (under Water Resources Management program area), and septic system reinspection program under the Trout Lake Management Plan.
<b>Category 3 (Non mandatory; advisable by NBMCA)</b>	
<b>H. Watershed-Support Programs</b>  <b>Category 3 (Non mandatory)</b>	These are operational activities and capital works that NBMCA has determined are advisable to provide to further the purposes of the Conservation Authorities Act. They include benthic monitoring, watershed report card, land acquisition and disposition, land lease and agreement management, stewardship and restoration, Miskwaadesi (Painted Turtle site), septic systems related plan input and review, Mattawa River Canoe Race.
<b>I. Ski Hill</b>  <b>Category 3 (Non mandatory)</b>	These are operational activities and capital works that support the Laurentian Ski Hill Snowboarding Club, which is operated by a separate Board and staff. NBMCA owns most of the major capital assets.

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

**ORIGIN:** Githan Kattera, Water Resources Coordinator  
David Ellingwood, Director Water Resources/Deputy CAO

**DATE:** February 29, 2024

**SUBJECT:** Floodplain Mapping Projects Update

**Background:**

NBMCA has received funding over the last five years to undertake improvements to floodplain mapping available in our jurisdiction. Projects for five subwatersheds are currently underway: Chippewa Creek, Parks Creek and Jessups Creek in the City of North Bay with Water's Edge Environmental Solutions as the consultant; La Vase River in North Bay and East Ferris with AHYTECH Geomorphic as the consultant; and Landsdowne Creek in Callander and East Ferris with Water's Edge Environmental Solutions as the consultant. For each project, the consultant gathers information about the watershed including records of flows and surveys water crossings. Computer models are run to characterize the runoff response from different precipitation events and snowmelt. A hydrology report and hydraulic report summarize this modelling work. The elevations can then be plotted to generate maps that show the areas that would be affected by a particular event, such as the 100-year regulatory flood event.

**Analysis:**

Chippewa Creek and Parks Creek have existing floodplain mapping, while Jessups Creek has not been previously mapped. The consultant has prepared draft floodplain mapping for Chippewa Creek, Parks Creek and Jessups Creek which have been reviewed by NBMCA staff. As part of the review, staff have examined how individual properties along the watercourses could be impacted by flooding and how much of the property may be regulated by NBMCA under s.28 of the Conservation Authorities Act. Where floodplain mapping already exists, a comparison can be made between the existing mapping and the draft floodplain mapping.

Table 1 below provides a summary of the number of properties where the draft floodplain map includes some part or all of a property. Table 2 shows NBCMA staff's property impact analysis. A simplified methodology was used to examine the percent of the property within the mapped floodplain and to state a high-medium-low ranking. The ranking is based on the degree to which development might be regulated. Further details will be presented at the Board meeting.

The next step in floodplain mapping project is to conduct a public engagement on the draft reports and draft mapping. Following the public engagement, revisions may be considered and a package will be brought to a future Board meeting for endorsement.

Table 1. Number of Properties within Floodplain Based on Draft Floodplain Mapping for Chippewa Creek, Parks Creek and Jessups Creek.

<b>Area of Floodplain on Property (draft map compared to existing map)</b>	<b>Chippewa Creek (# properties)</b>	<b>Parks Creek (# properties)</b>	<b>Jessups Creek (# properties)</b>
Similar area in floodplain	487	474	*
Increased area in floodplain	46	25	*
Decreased area in floodplain	7	9	*
Completely new property (shows on draft map, but not existing map)*	121	56	174
<b>Total number of properties</b>	<b>661</b>	<b>564</b>	<b>174</b>

\* Note: Jessups Creek does not have existing floodplain mapping for comparison.

Table 2. Property Impact Analysis for Draft Floodplain Mapping on Chippewa Creek, Parks Creek and Jessups Creek.

<b>Ranked Impact on Property Development</b>	<b>Chippewa Creek (# properties)</b>	<b>Parks Creek (# properties)</b>	<b>Jessups Creek (# properties)</b>
Low Impact	327	340	70
Medium Impact	143	150	86
High Impact	191	74	18
<b>Total number of properties</b>	<b>661</b>	<b>564</b>	<b>174</b>

**Recommendation:**

**THAT** the members receive the report Floodplain Mapping Projects Update as presented and direct staff to proceed with public consultation.

**Recommended Resolution:**

**THAT** Floodplain Mapping Projects Update members report is received and appended to the minutes of this meeting; and

**THAT** staff are directed to proceed with public consultation on draft floodplain mapping for Chippewa Creek, Parks Creek and Jessups Creek.

**Submitted By**

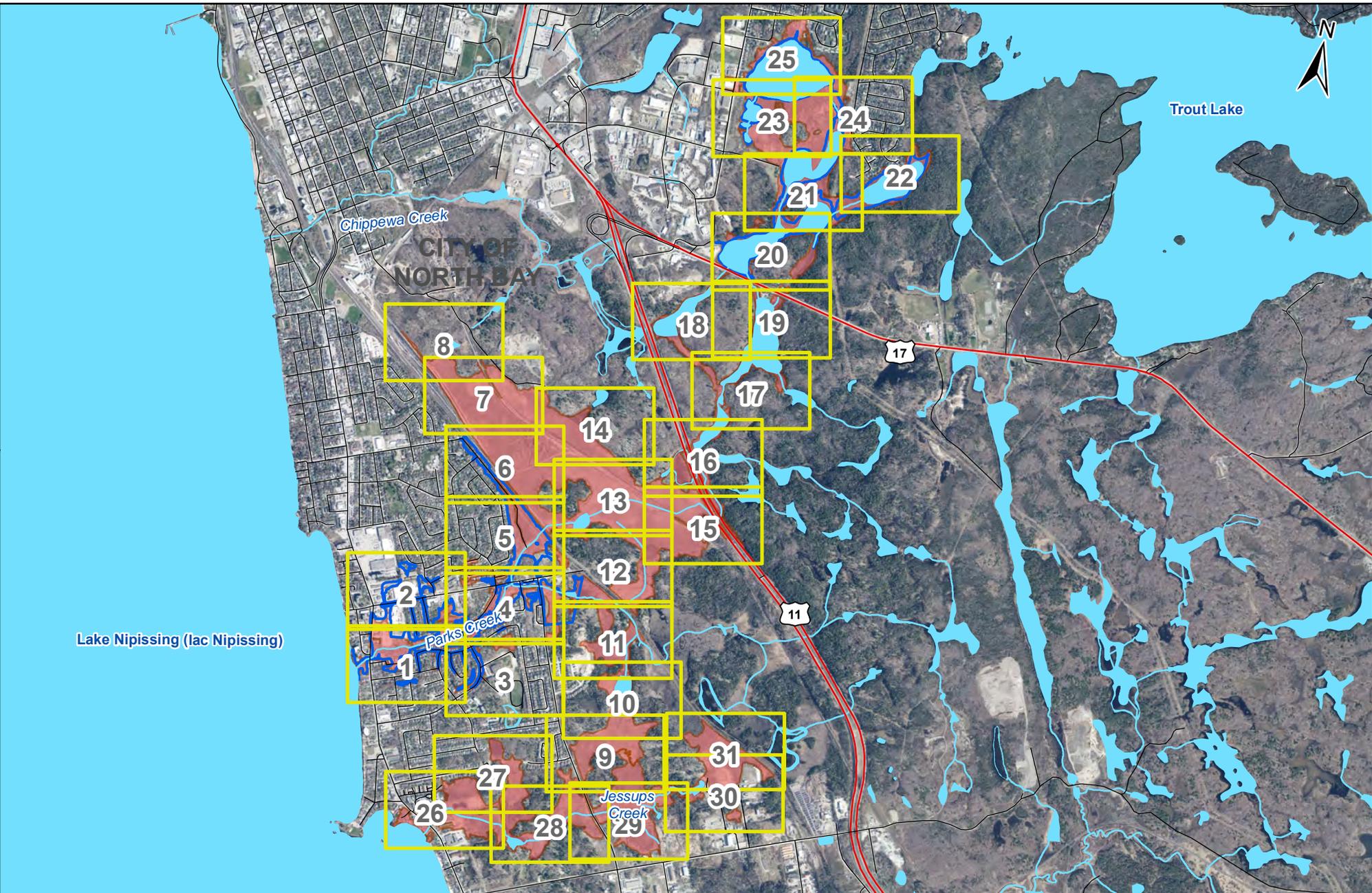
**Githan Kattera, Water Resource Coordinator**

**David Ellingwood, Director, Water Resources/Deputy CAO**

**Reviewed By**

**Chitra Gowda, CAO, Secretary Treasurer**

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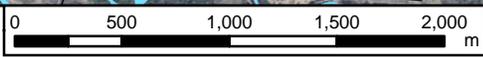


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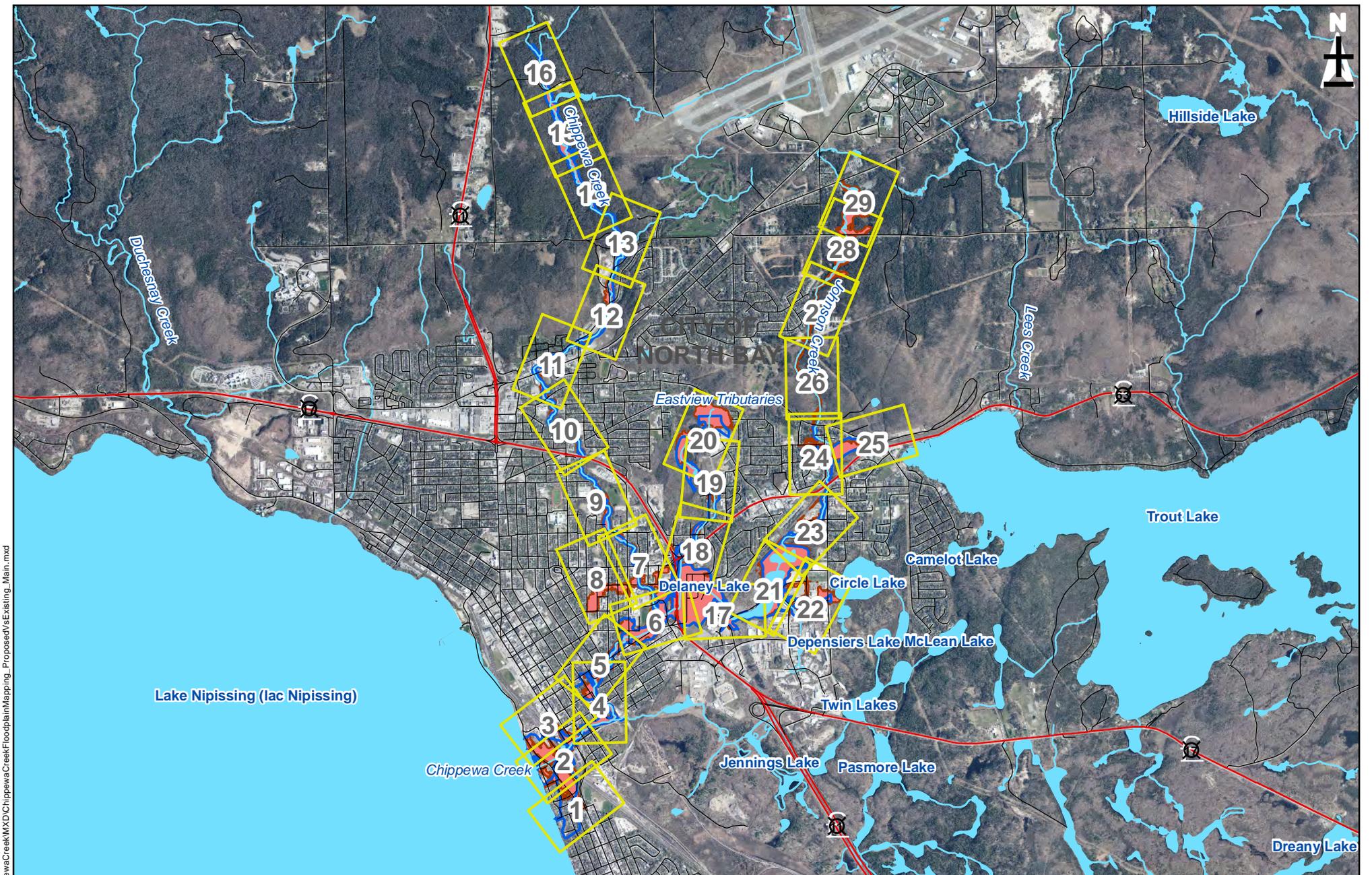
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-  WATERCOURSE
-  WATERBODY
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-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
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**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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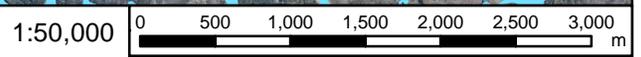


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**LEGEND**

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- WATERBODY
- PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
- EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**



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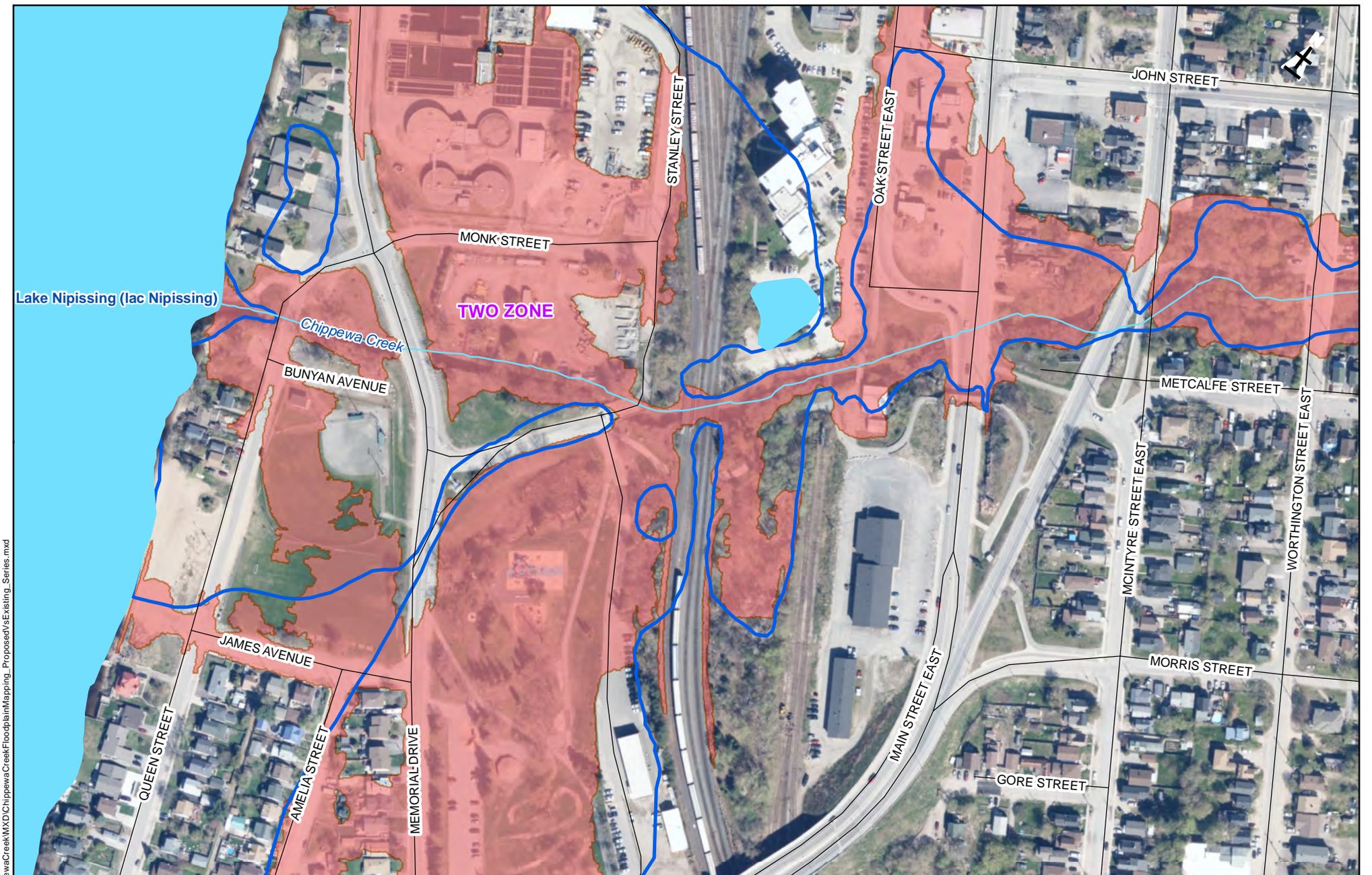
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 1 OF 29

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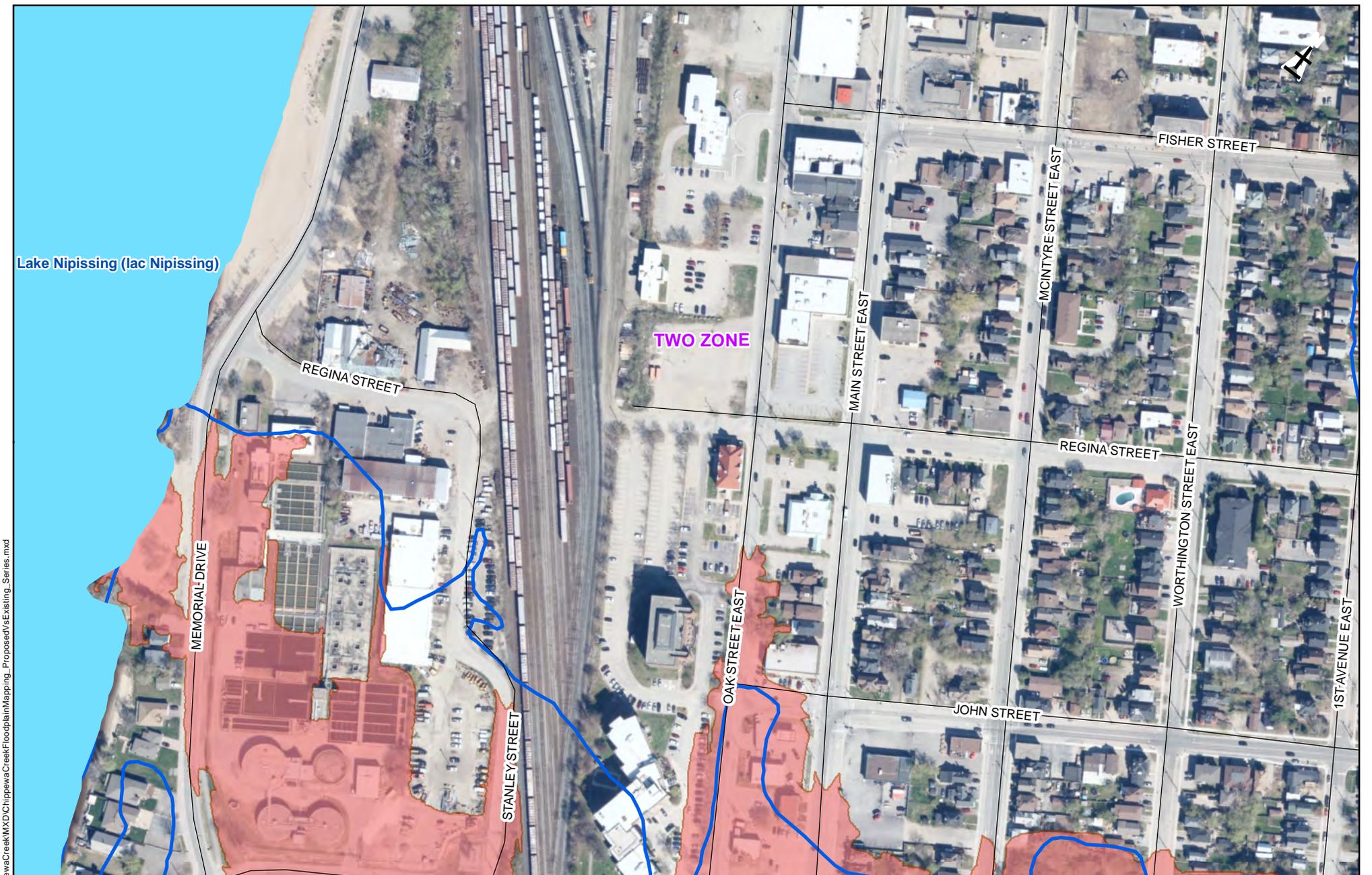
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 2 OF 29

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  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 3 OF 29

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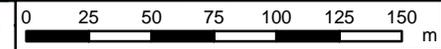
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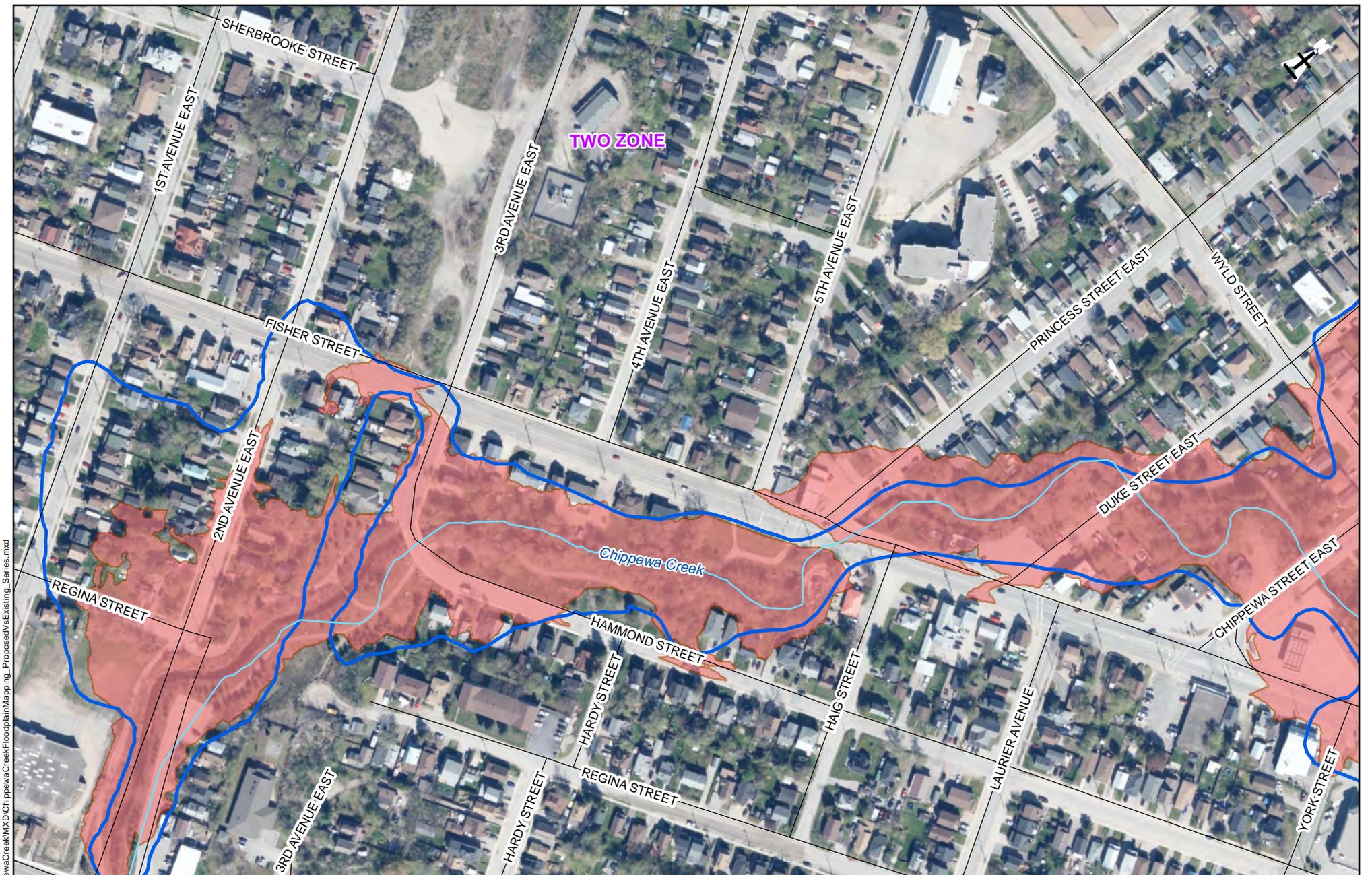
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 4 OF 29

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TWO ZONE

Chippewa Creek

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  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

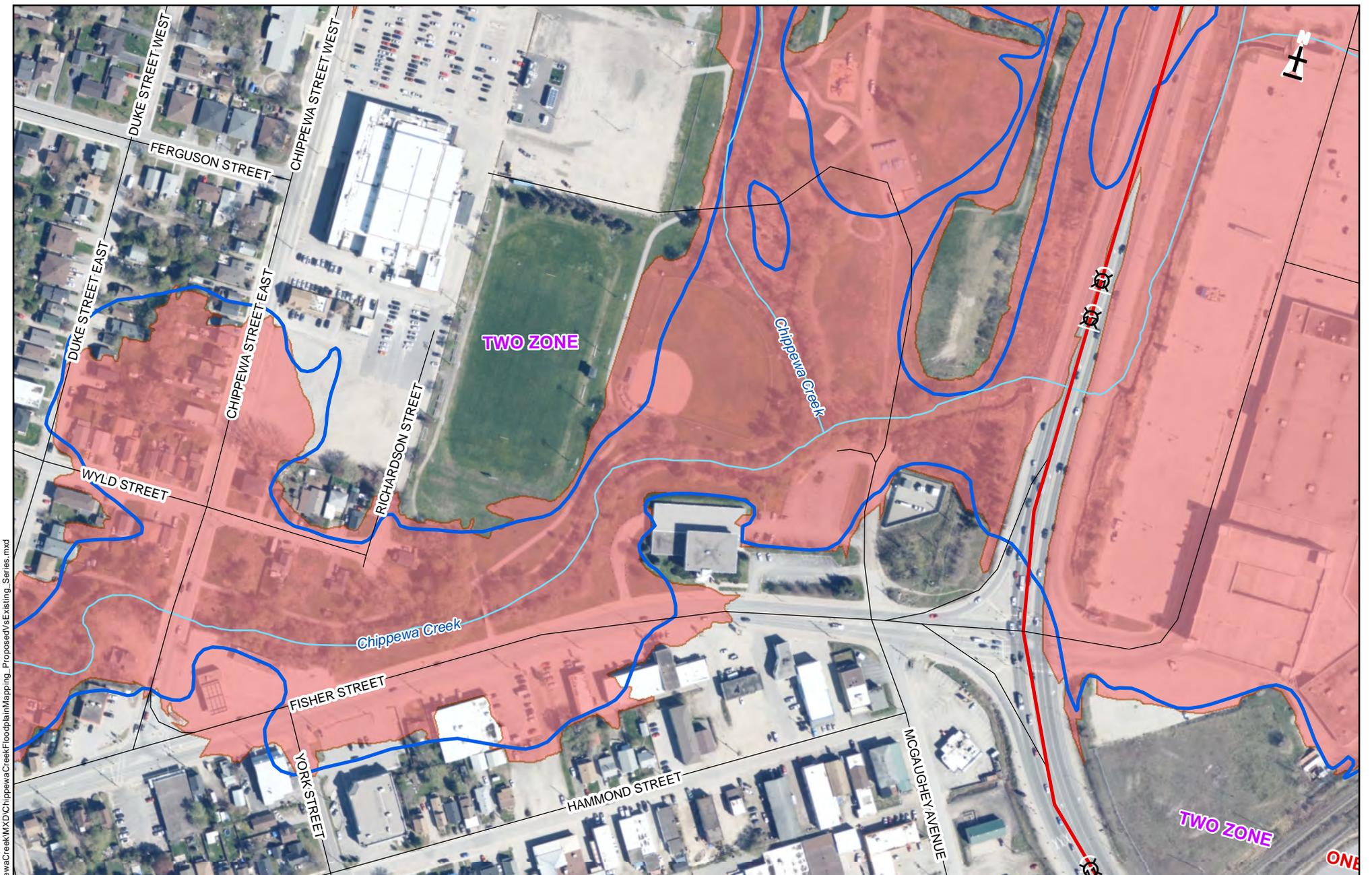
MAP 5 OF 29

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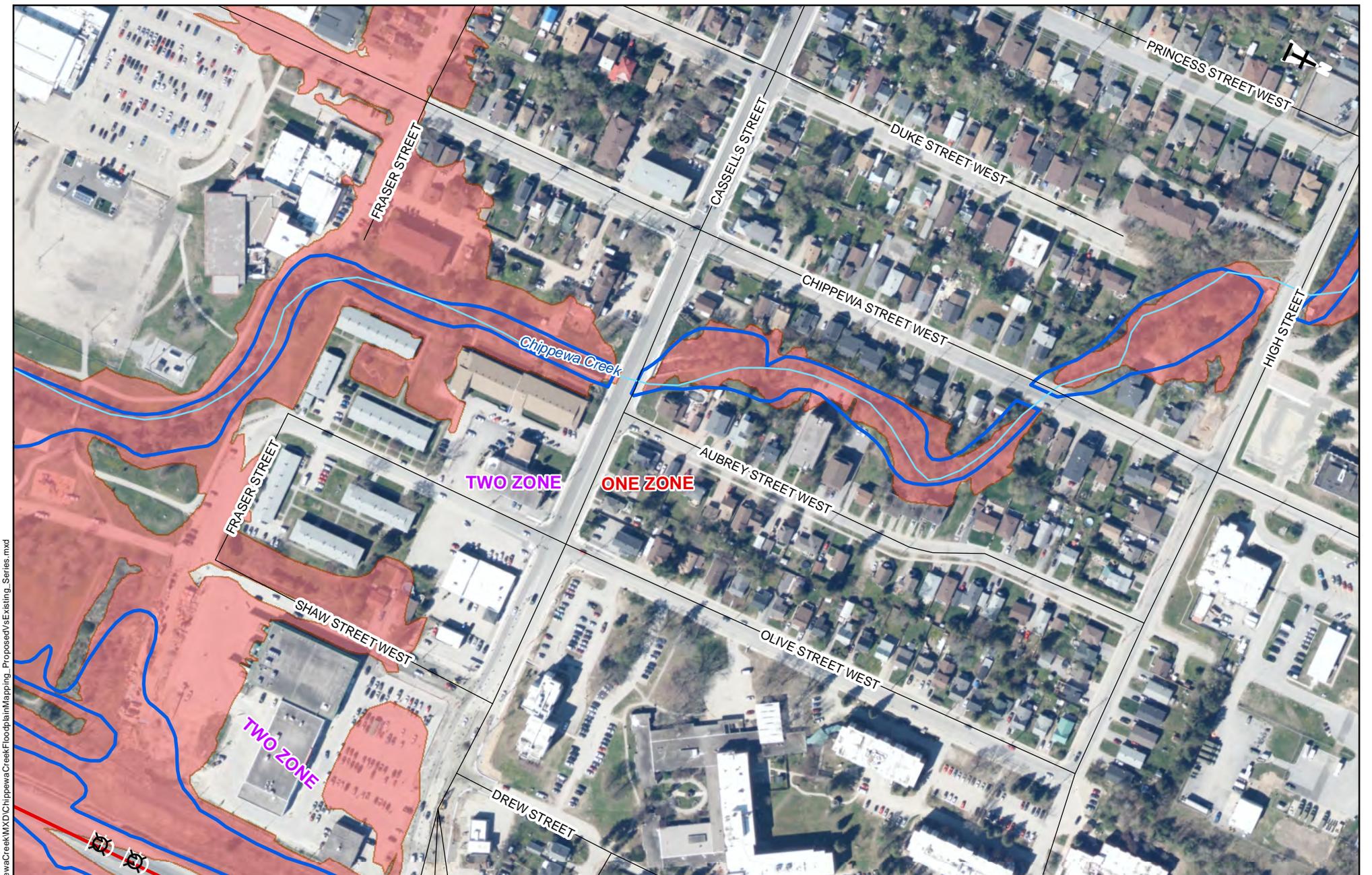
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 6 OF 29

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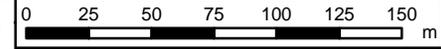
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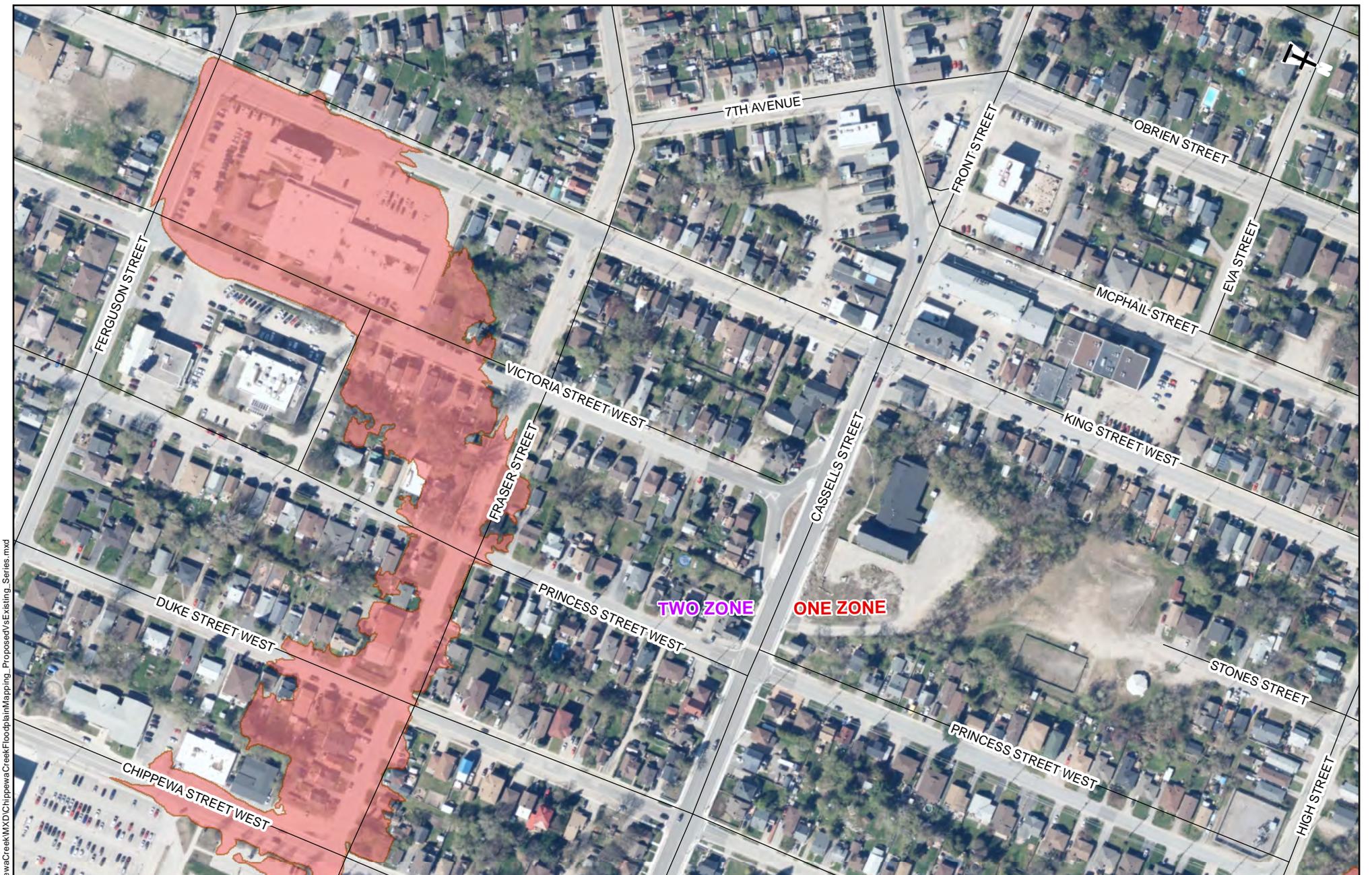
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 7 OF 29

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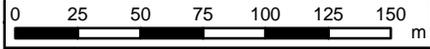
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  -  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 8 OF 29

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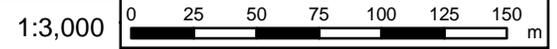


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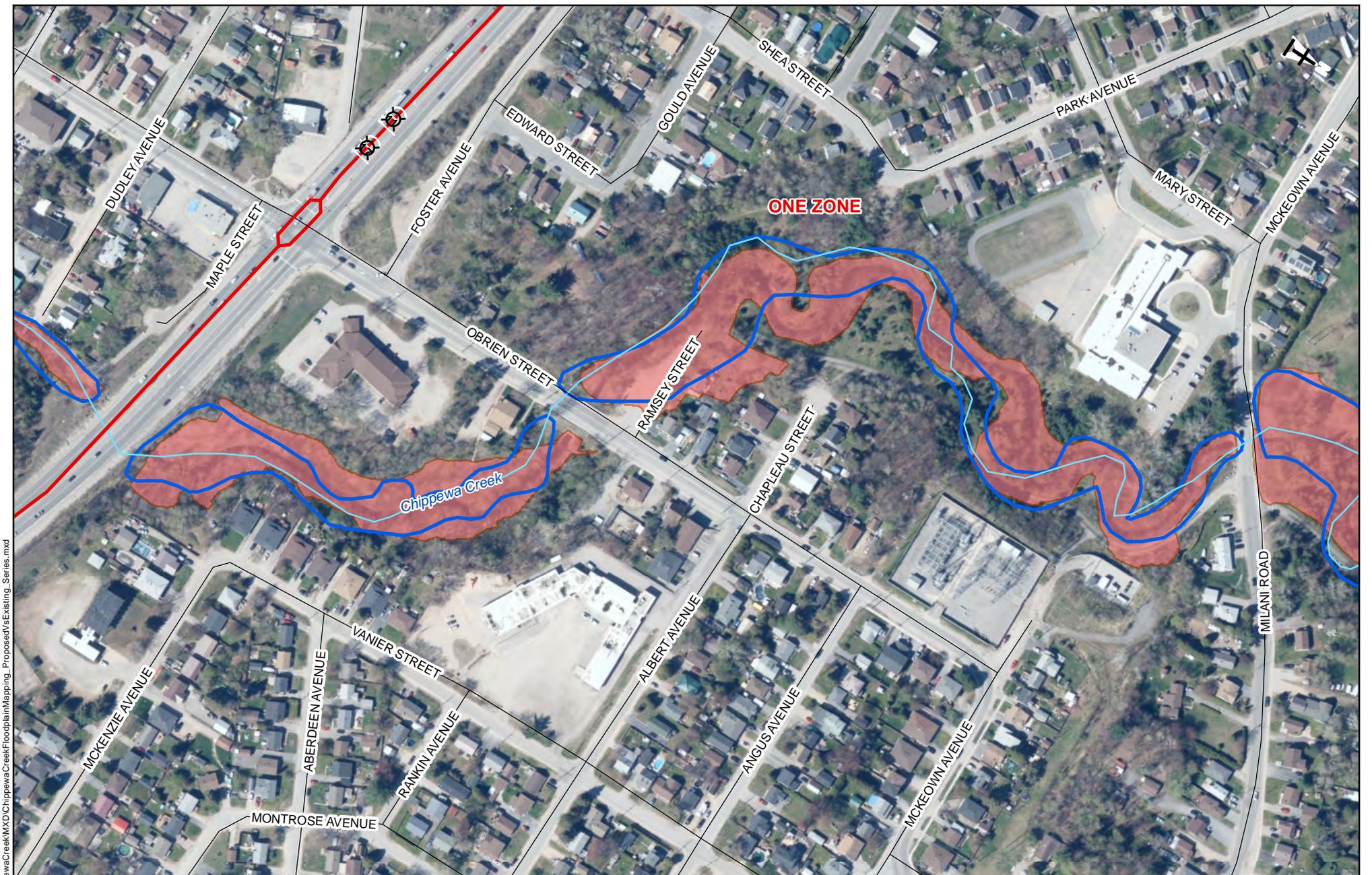
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 9 OF 29



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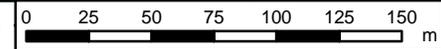
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 10 OF 29

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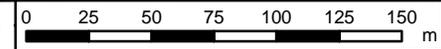
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 11 OF 29

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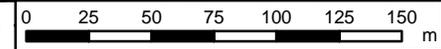
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 12 OF 29

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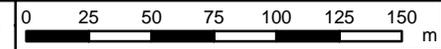
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**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 13 OF 29

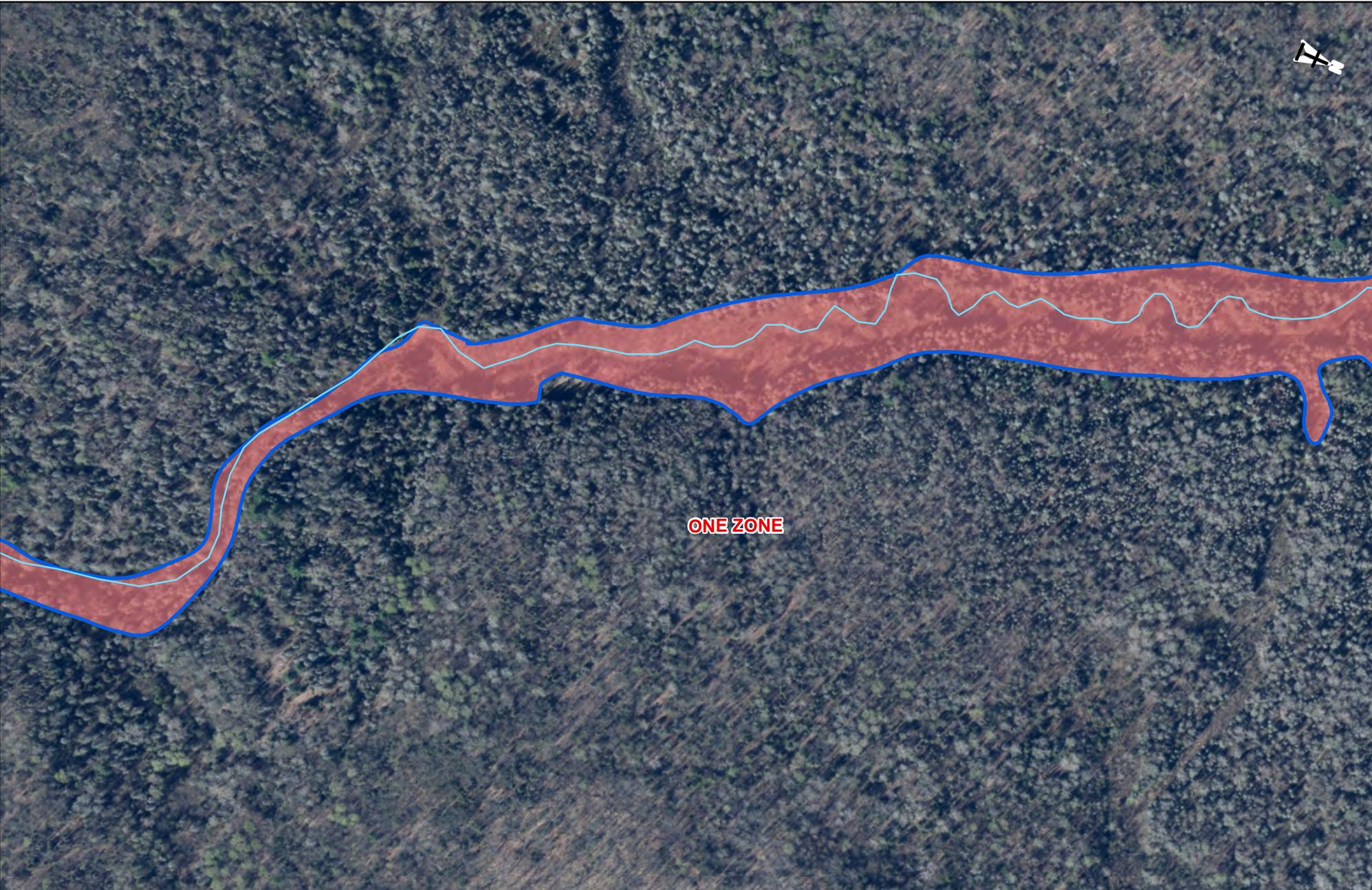
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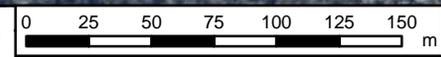
ONE ZONE

- LEGEND**
-  ROAD
  -  HIGHWAY
  -  WATERCOURSE
  -  WATERBODY
  -  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  -  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 14 OF 29

1:3,000



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**ONE ZONE**

**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

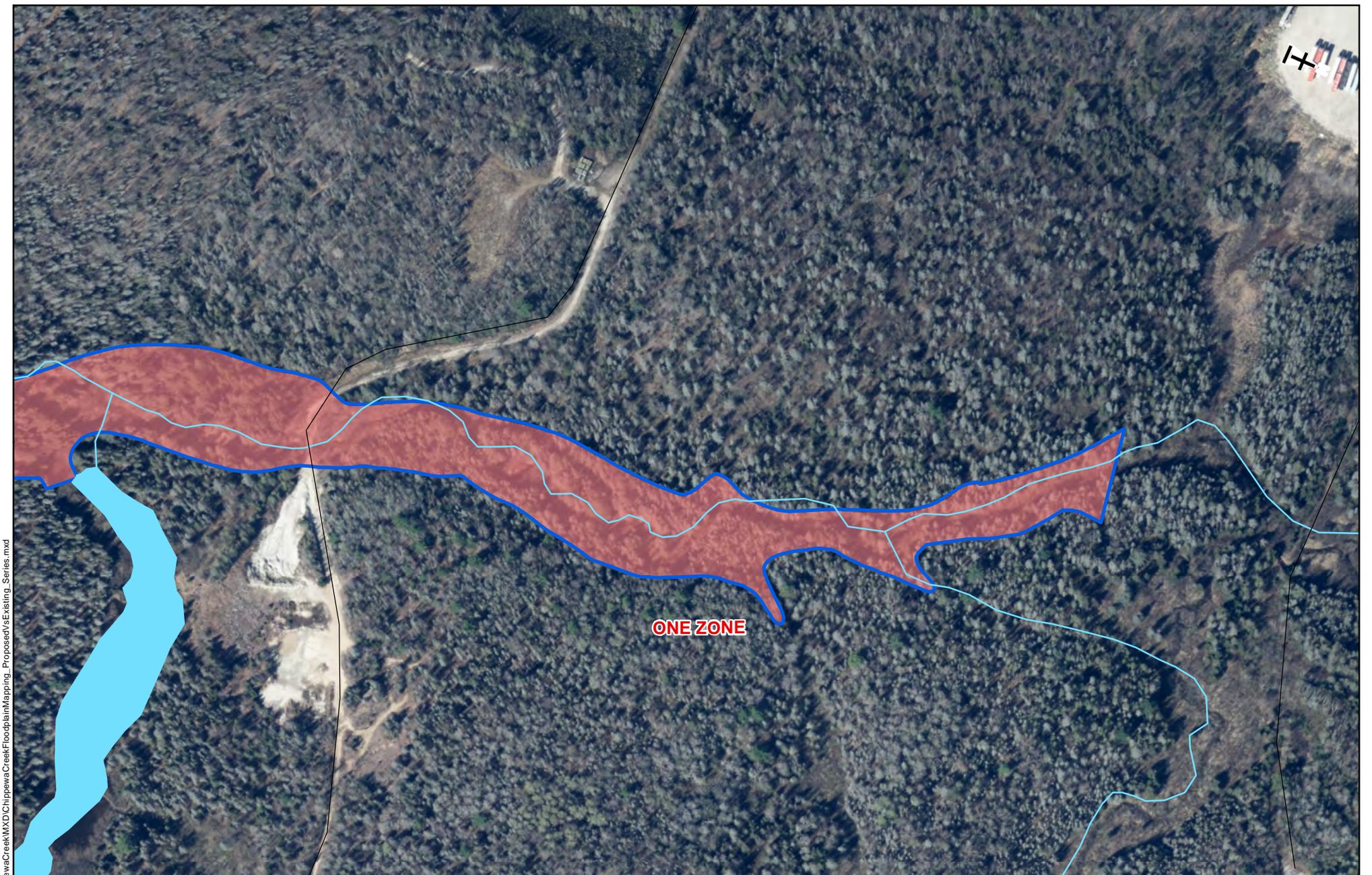
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 15 OF 29

1:3,000



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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

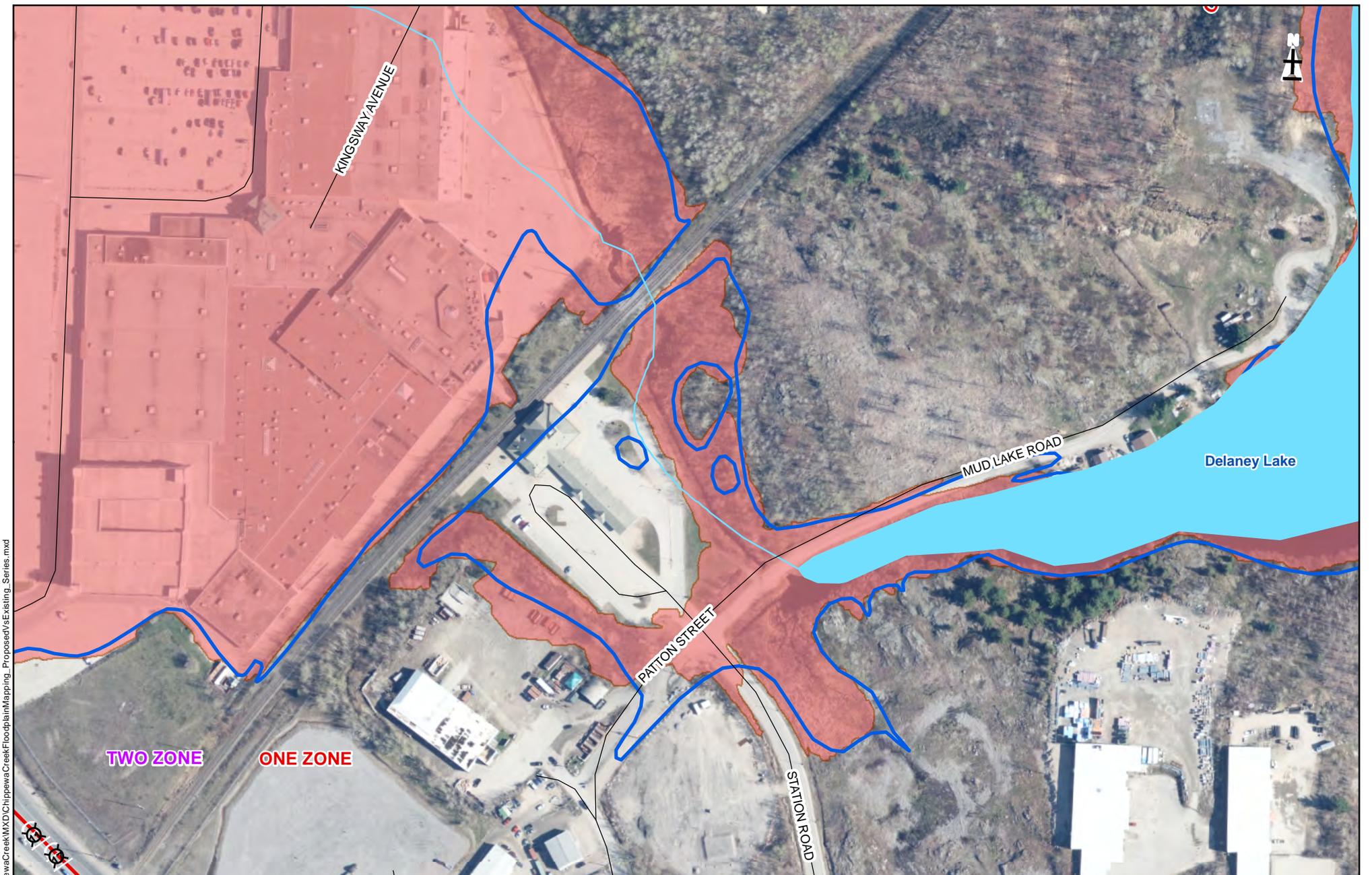
MAP 16 OF 29

103

1:3,000 0 25 50 75 100 125 150 m



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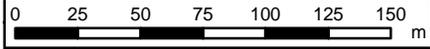
**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

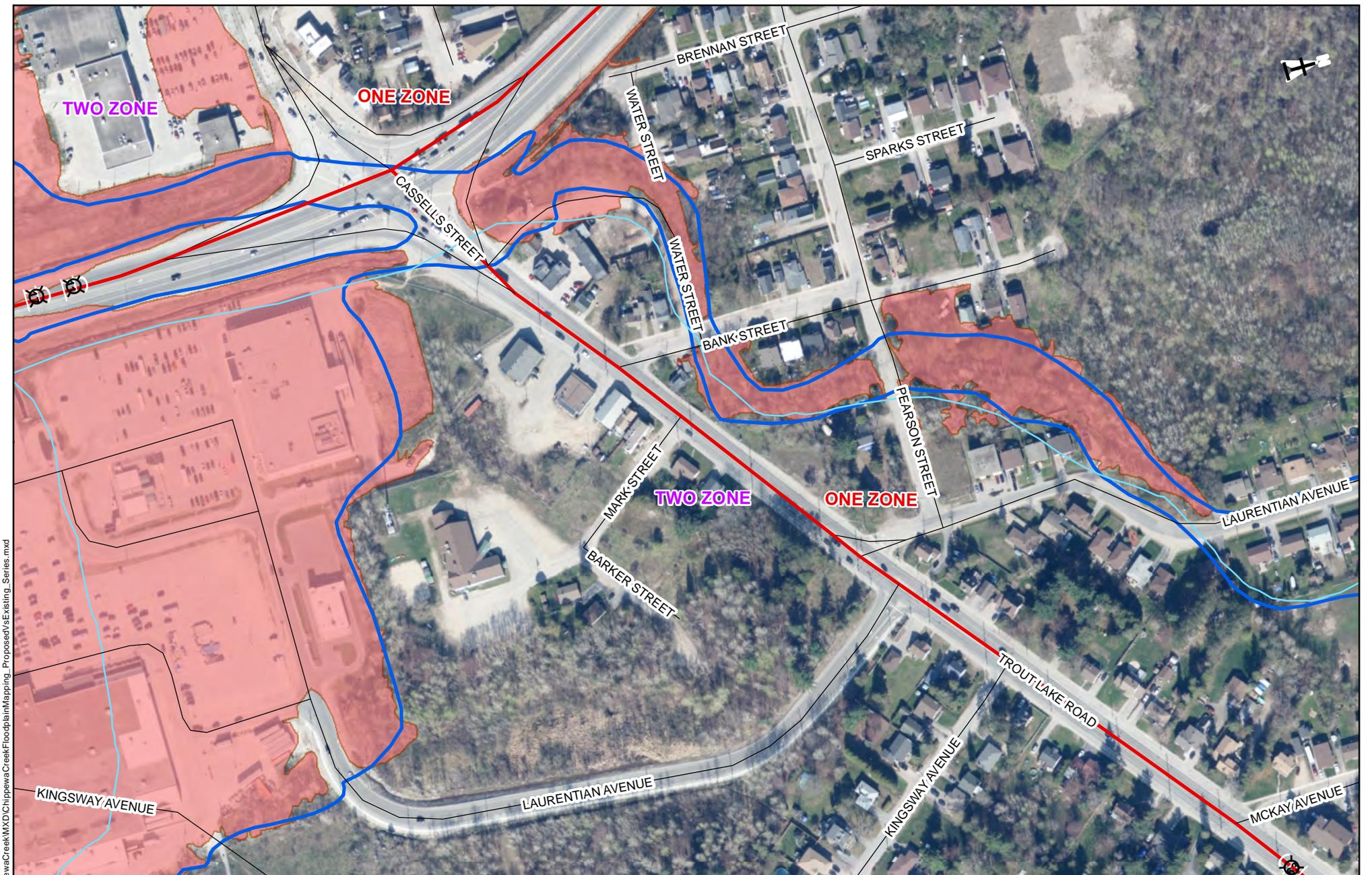
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 17 OF 29

1:3,000



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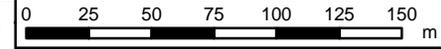
**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

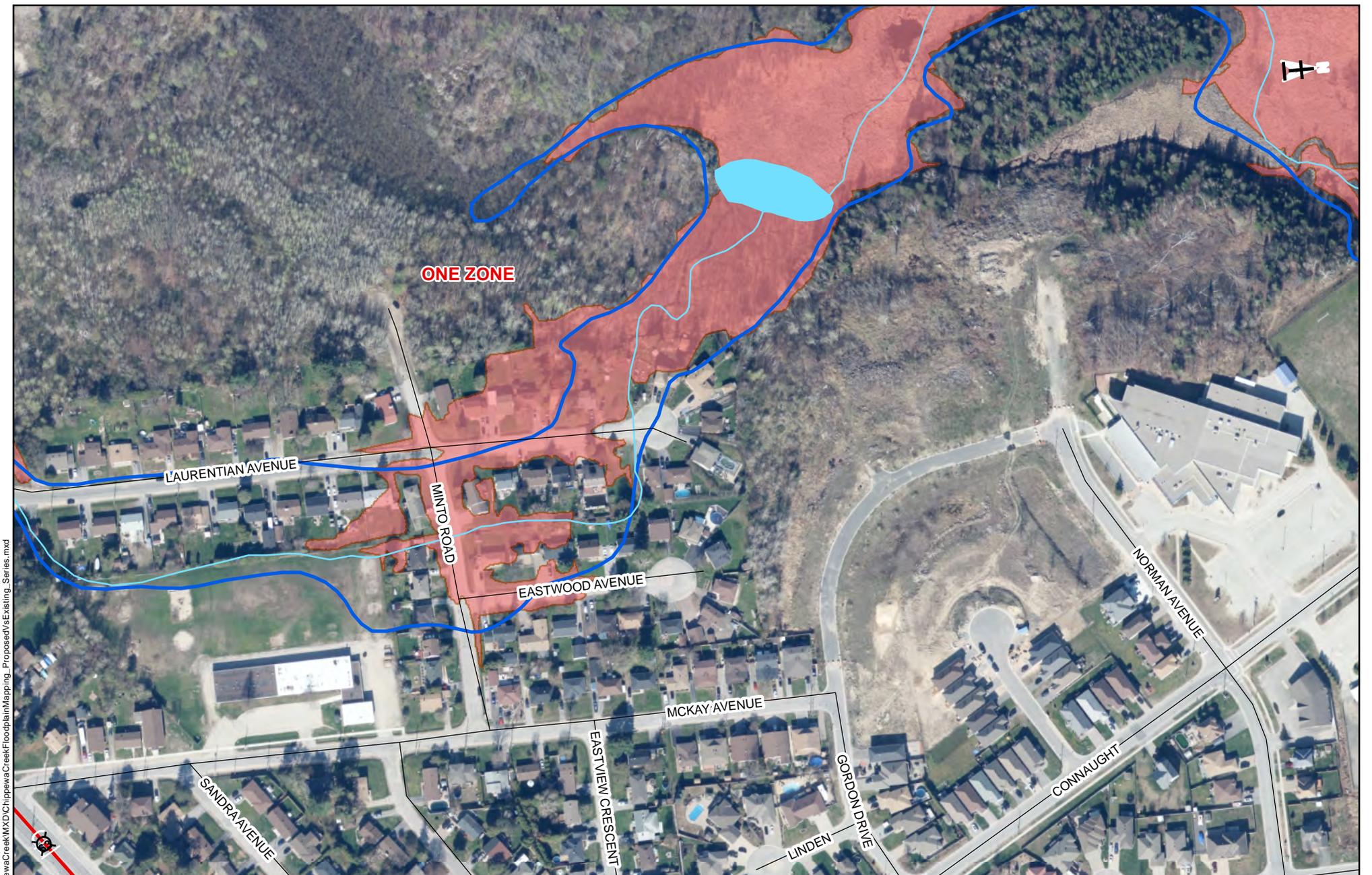
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 18 OF 29

1:3,000



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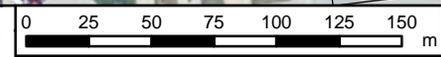
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

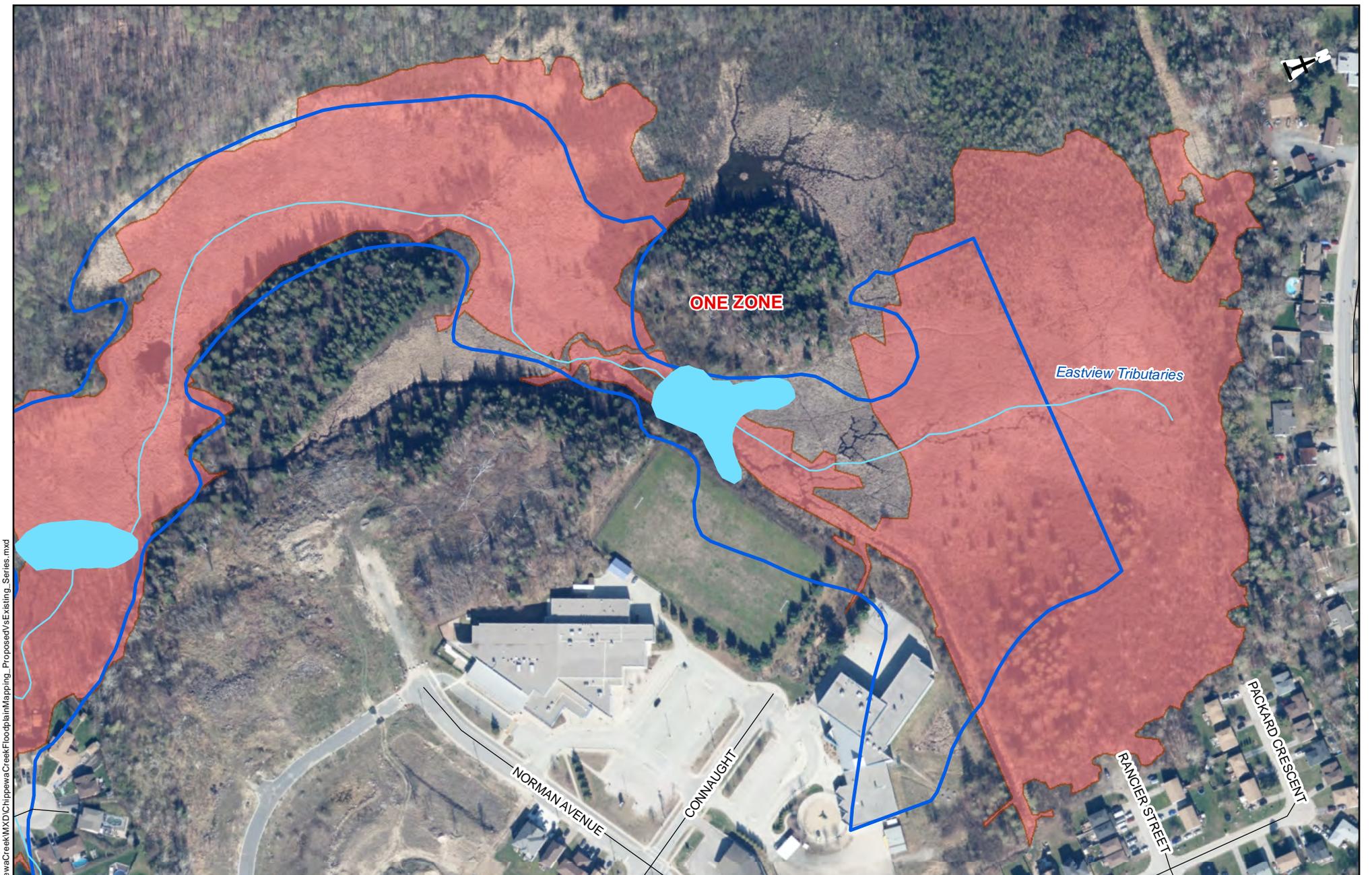
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 19 OF 29

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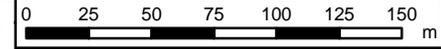
**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
- EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

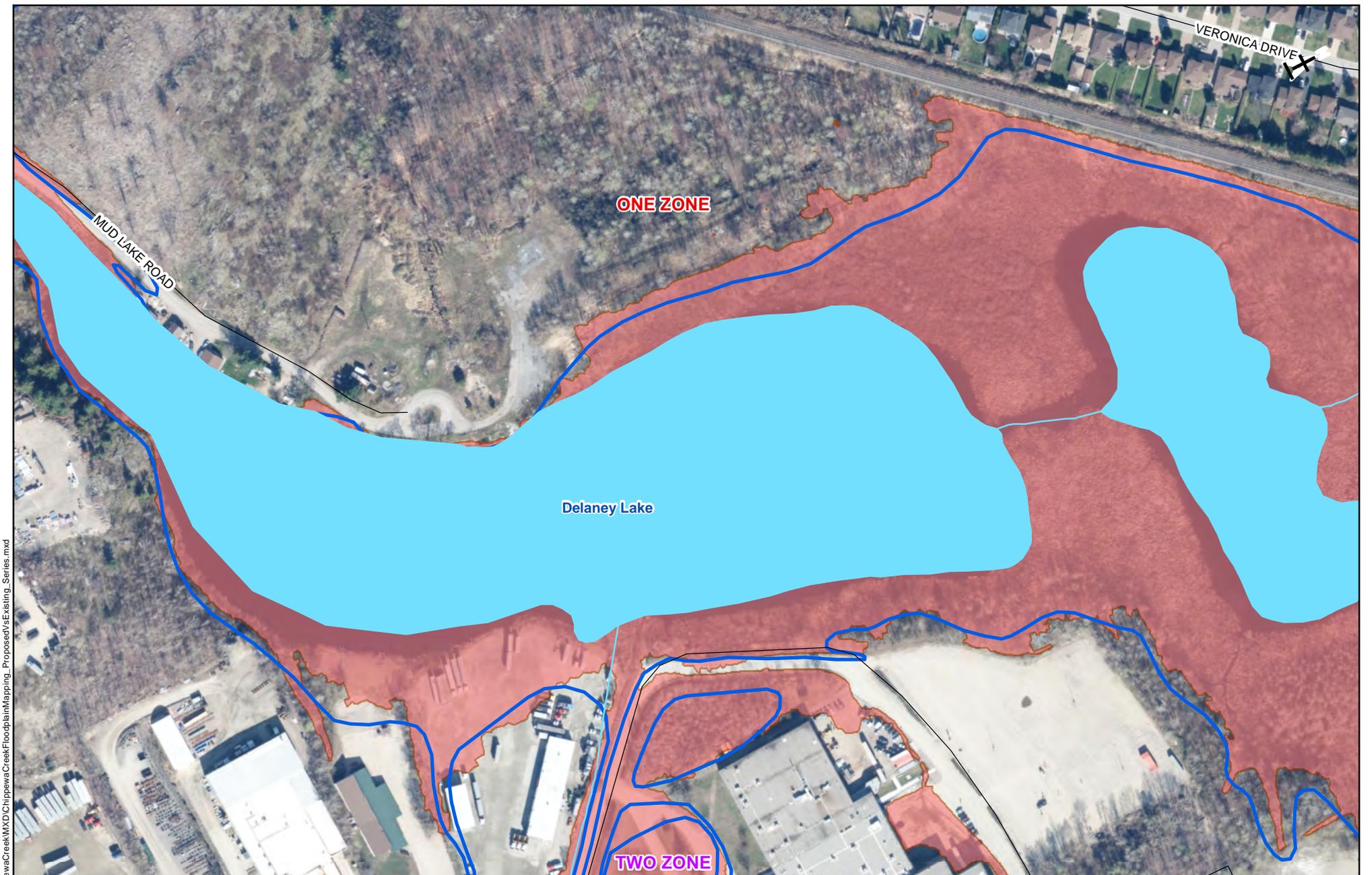
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 20 OF 29

1:3,000



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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

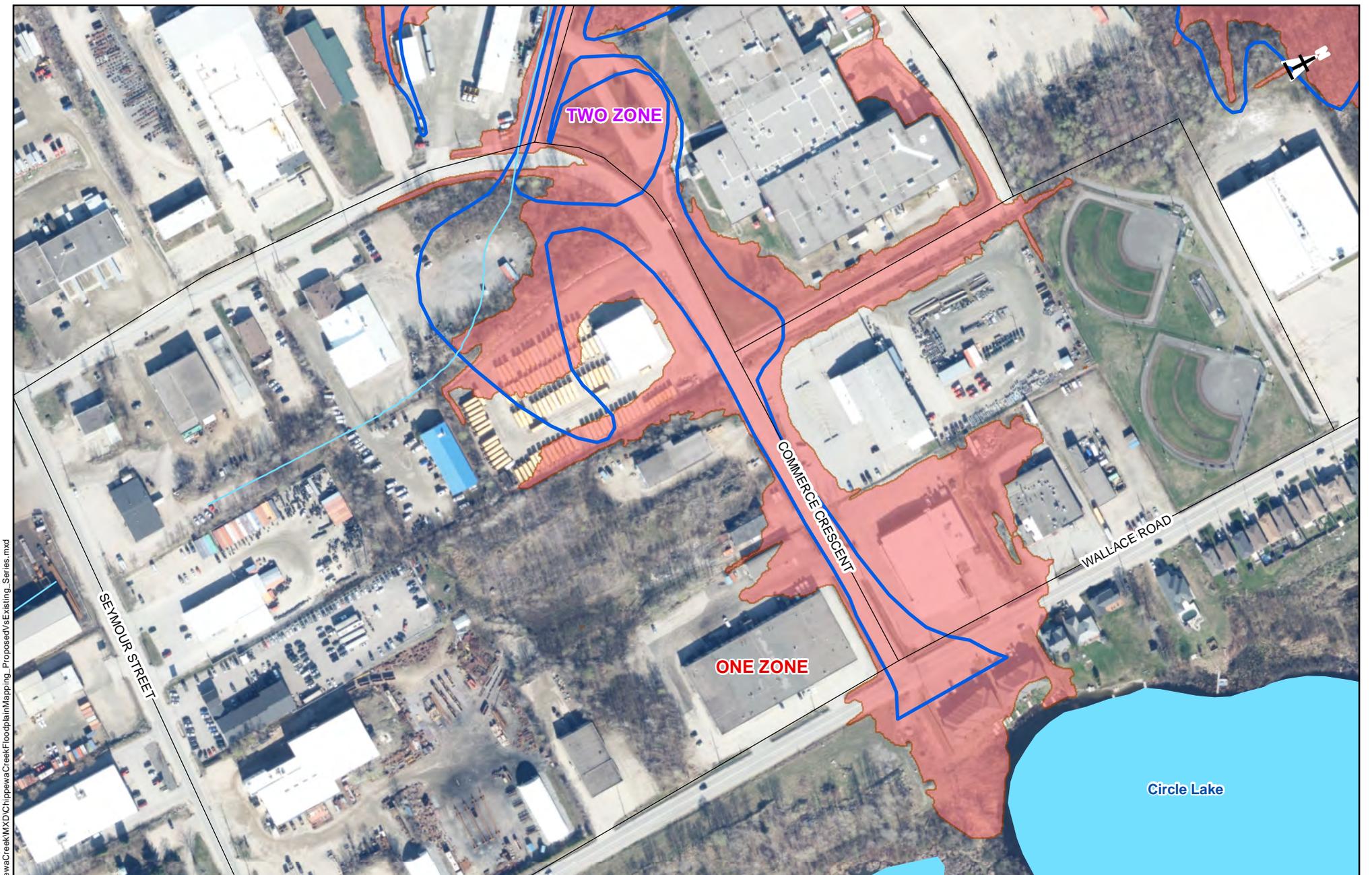
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 21 OF 29

1:3,000 0 25 50 75 100 125 150 m



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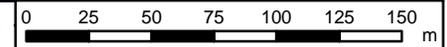
**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
- EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 22 OF 29

1:3,000



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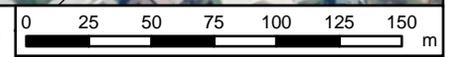
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

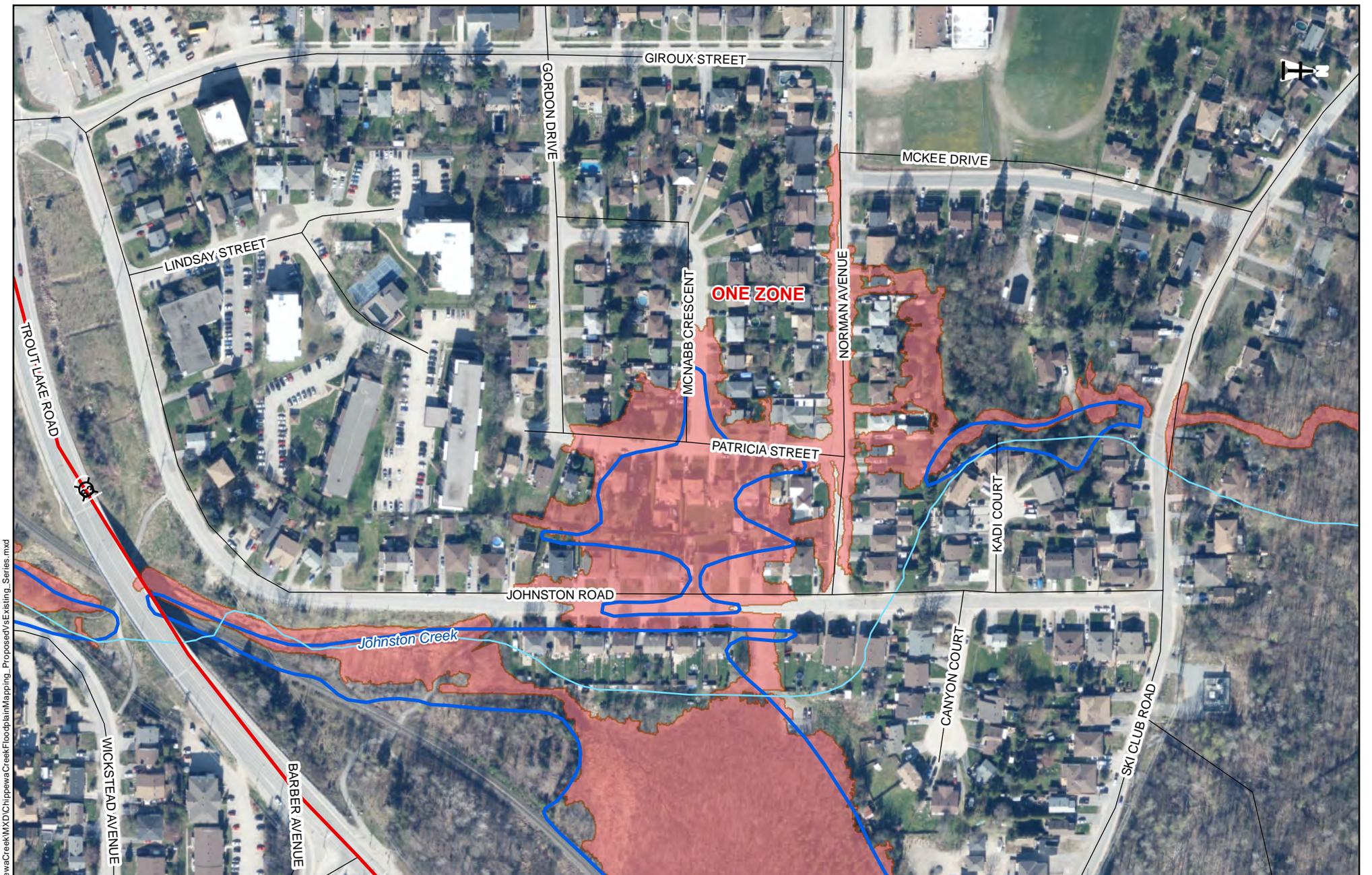
**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 23 OF 29

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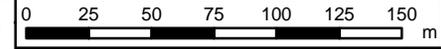
**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
- EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 24 OF 29

1:3,000



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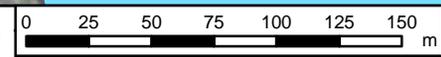
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 25 OF 29

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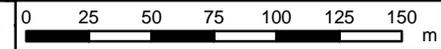
**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 26 OF 29

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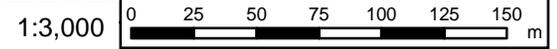


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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
  - EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 27 OF 29



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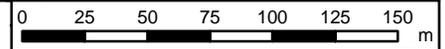
-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

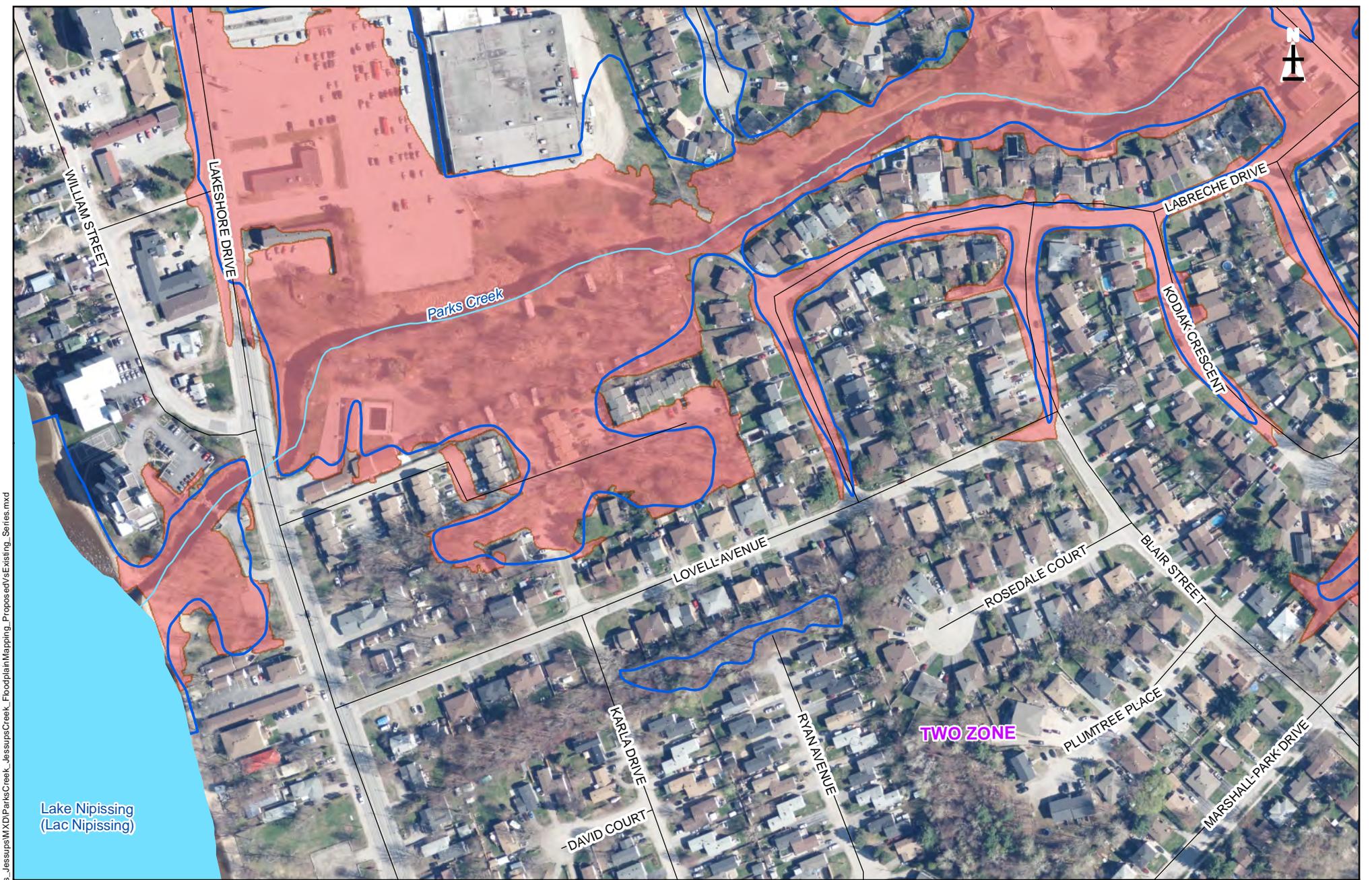
MAP 28 OF 29

115

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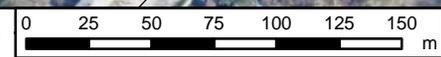
- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 1 OF 31

116

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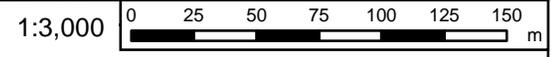
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

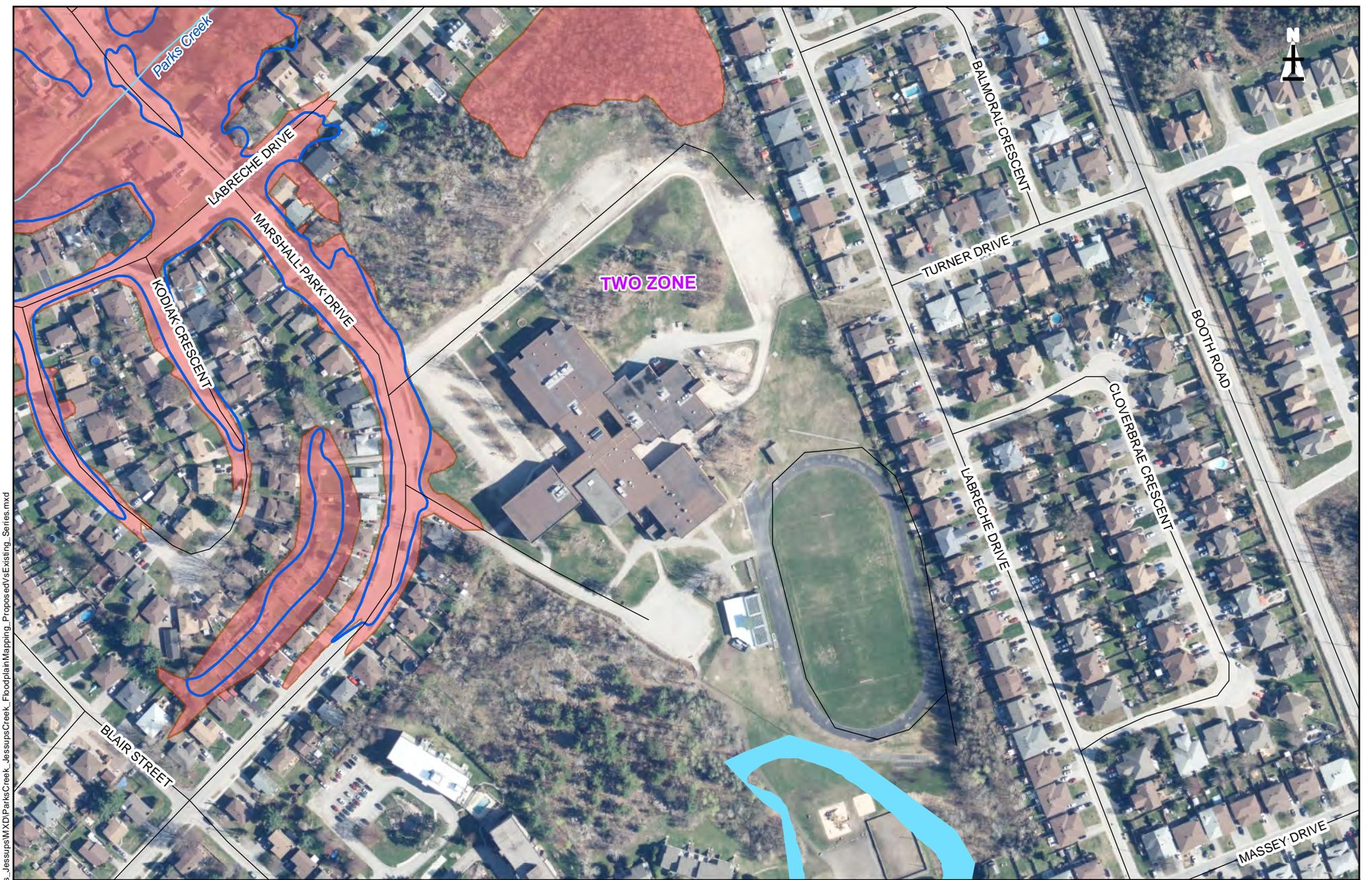


MAP 2 OF 31

117



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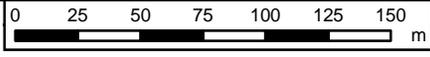
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**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

1:3,000

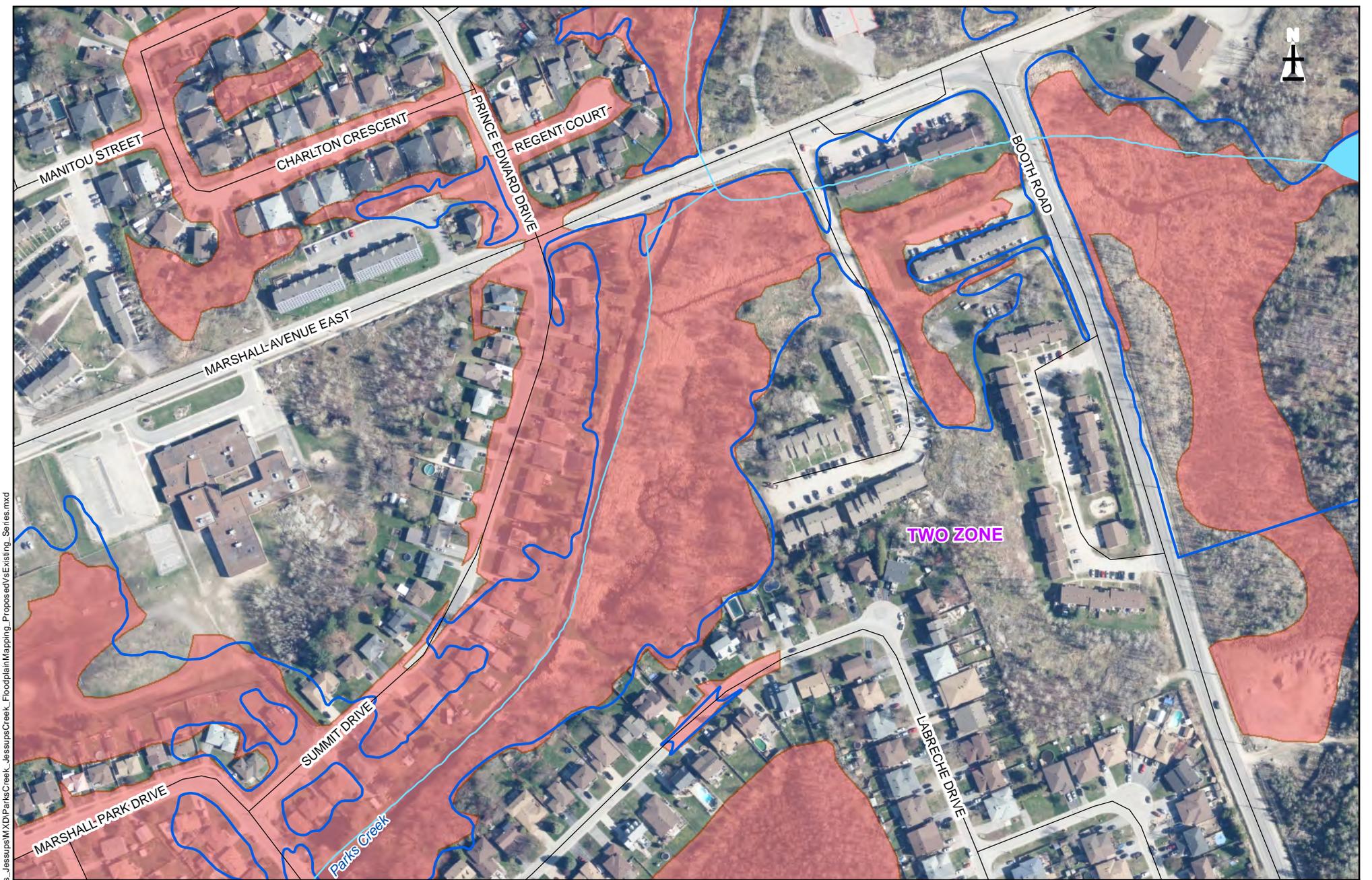


MAP 3 OF 31

118



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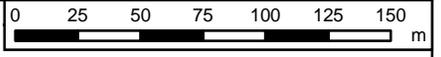
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**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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MAP 4 OF 31

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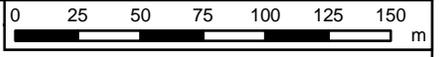
- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 5 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

1:3,000



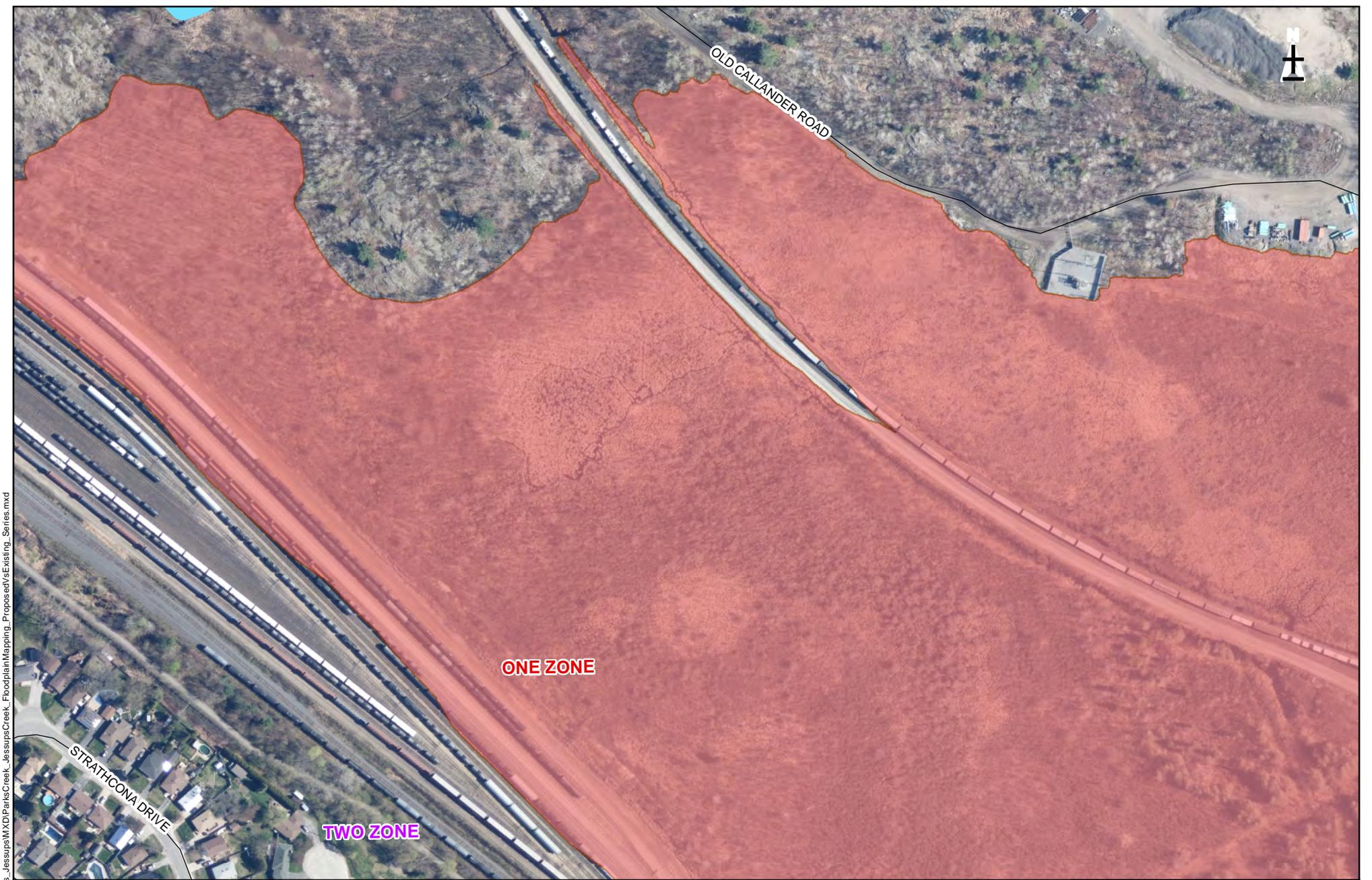
MAP 6 OF 31

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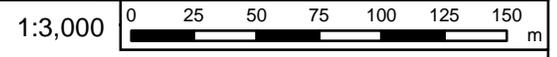
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 7 OF 31

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ONE ZONE

TWO ZONE

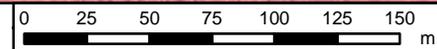
OLD CALLANDER ROAD

**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

1:3,000



MAP 8 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

1:3,000



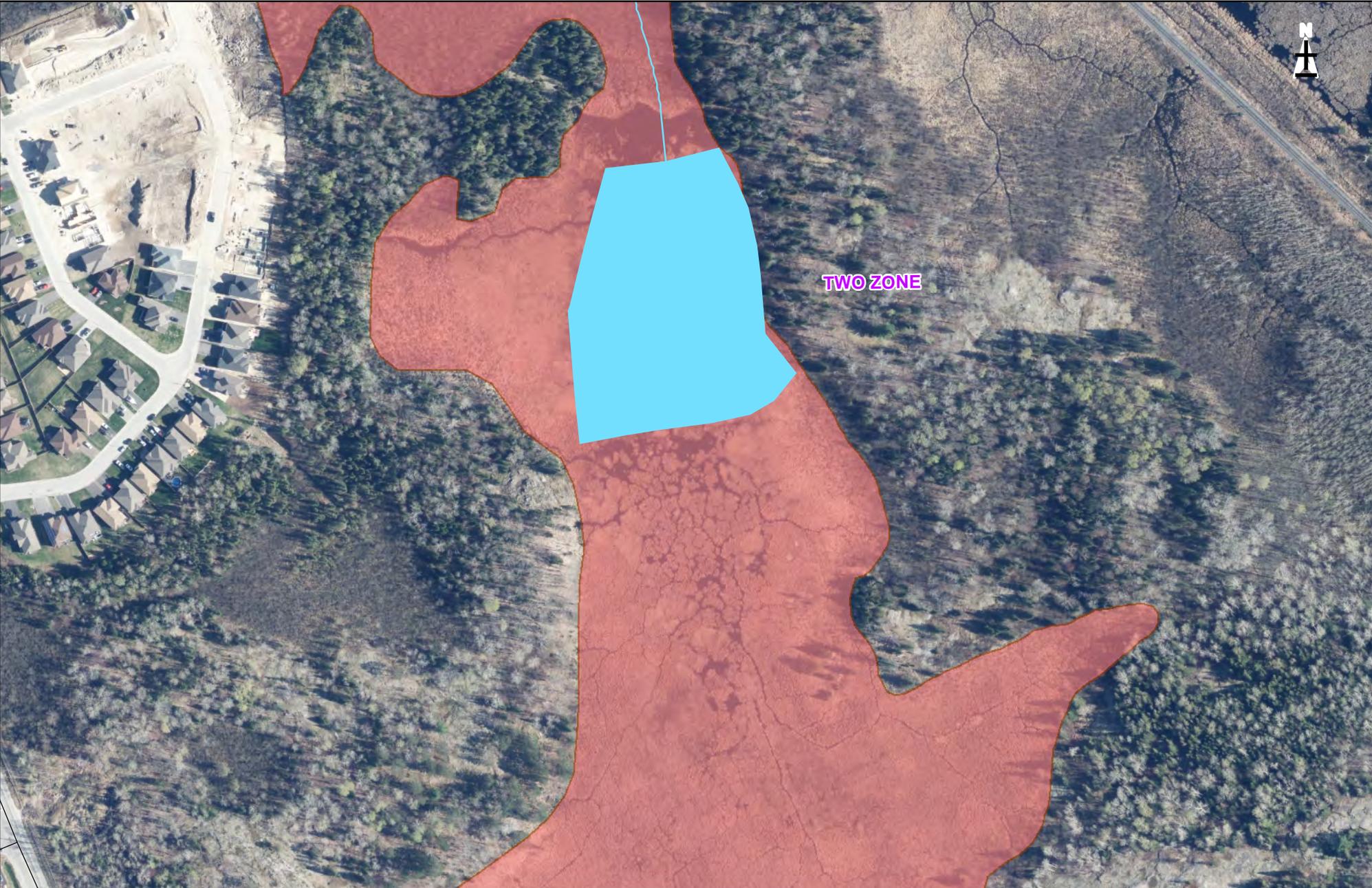
MAP 9 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

1:3,000

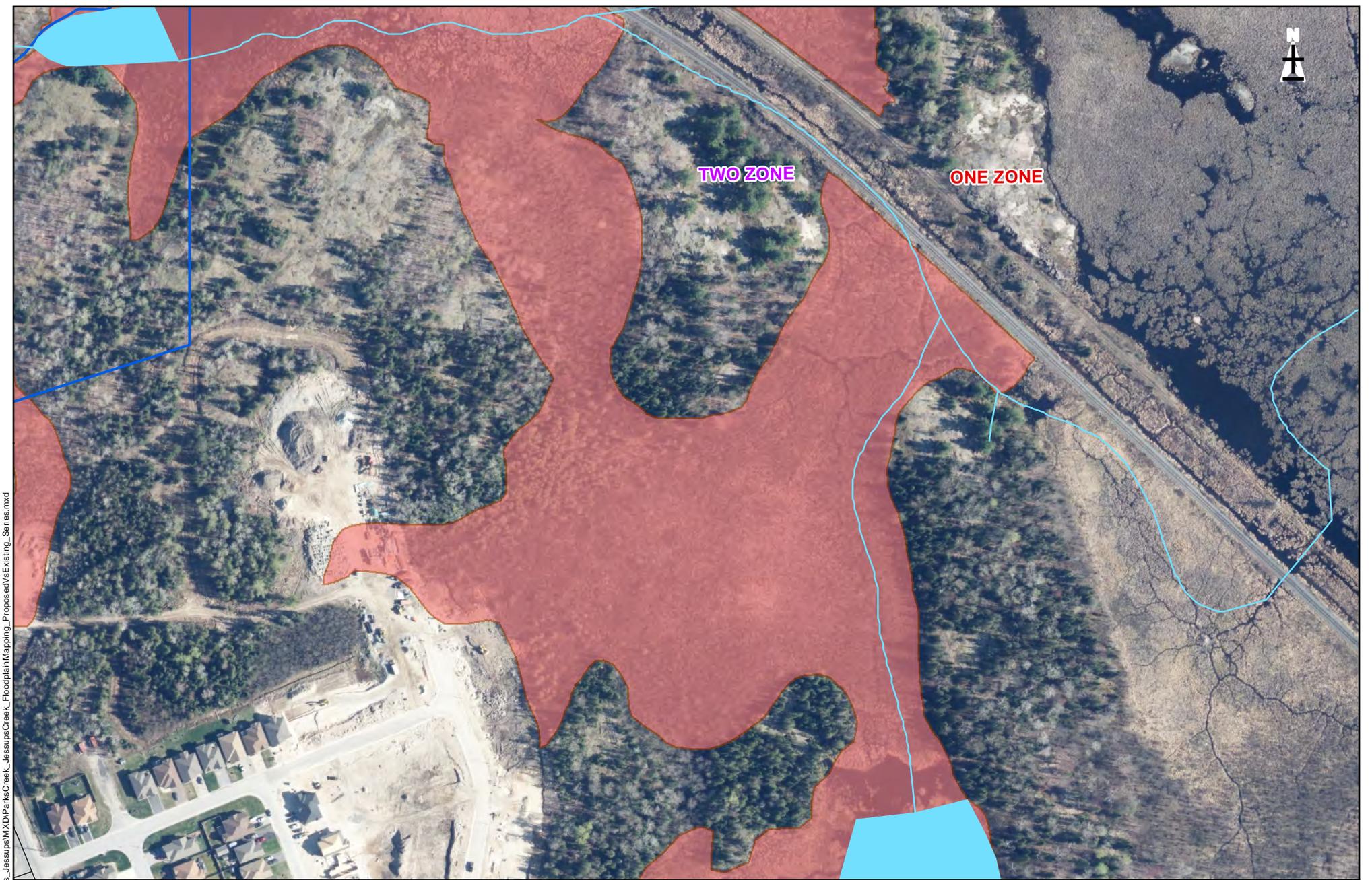


MAP 10 OF 31

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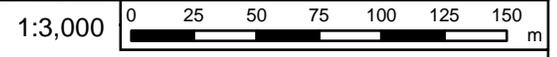


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**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**



MAP 11 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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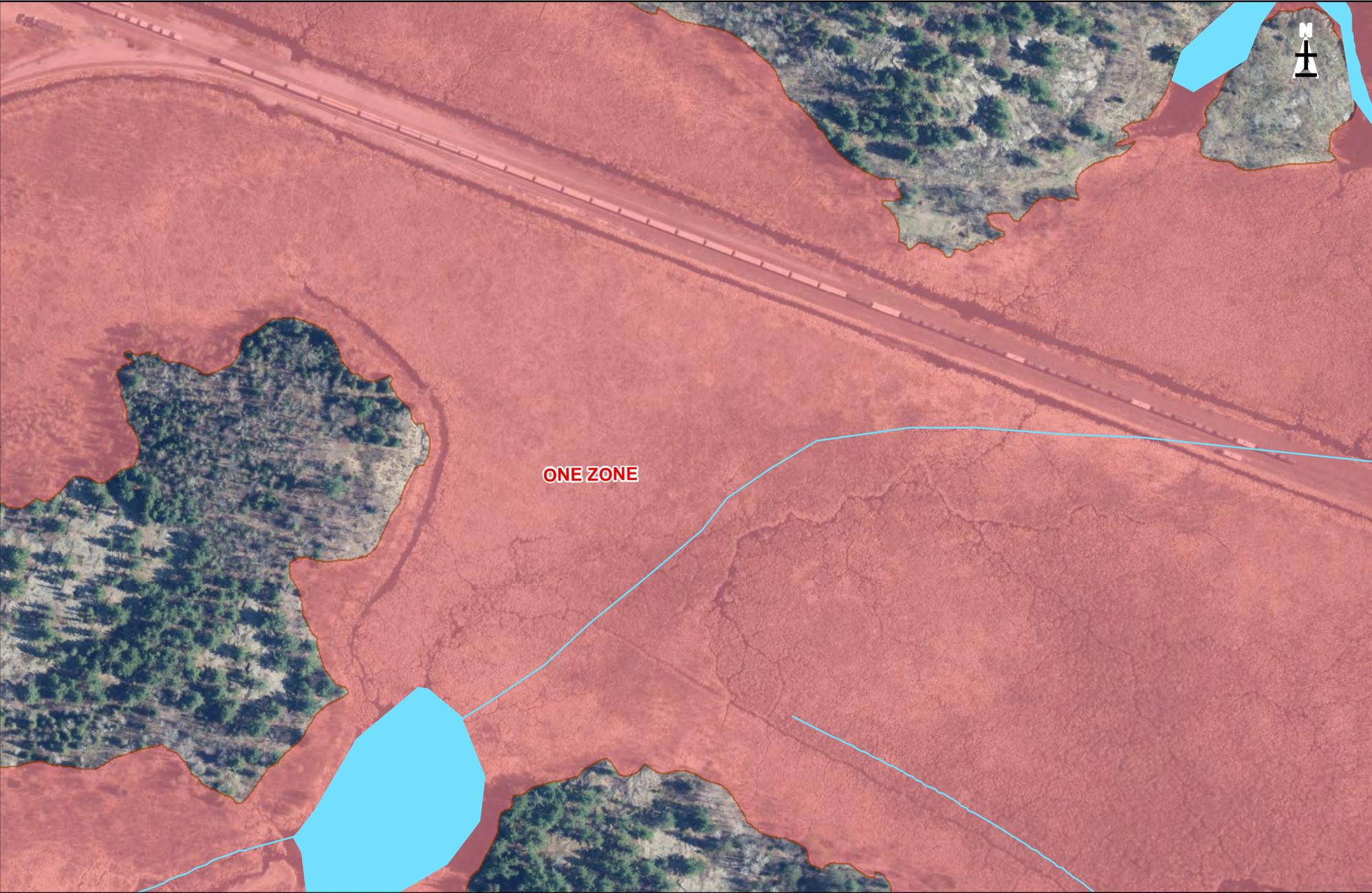
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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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MAP 13 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 14 OF 31

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 15 OF 31

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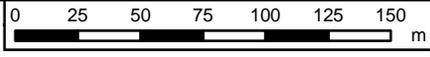
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-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 16 OF 31

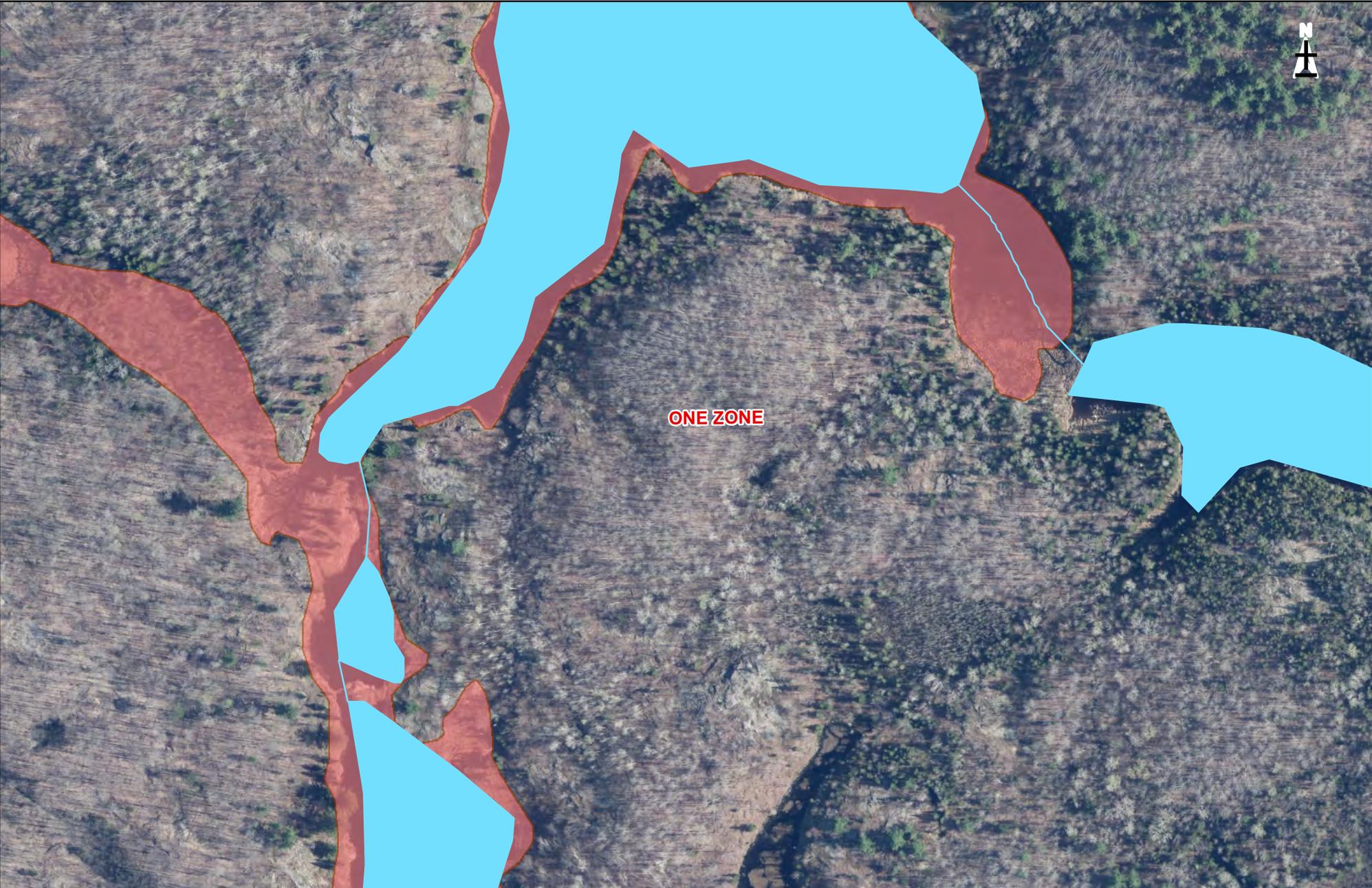
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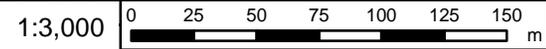
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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**



MAP 17 OF 31

132



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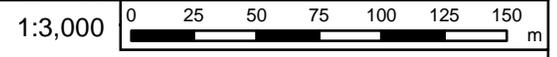


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**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**



MAP 18 OF 31

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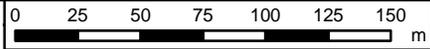


**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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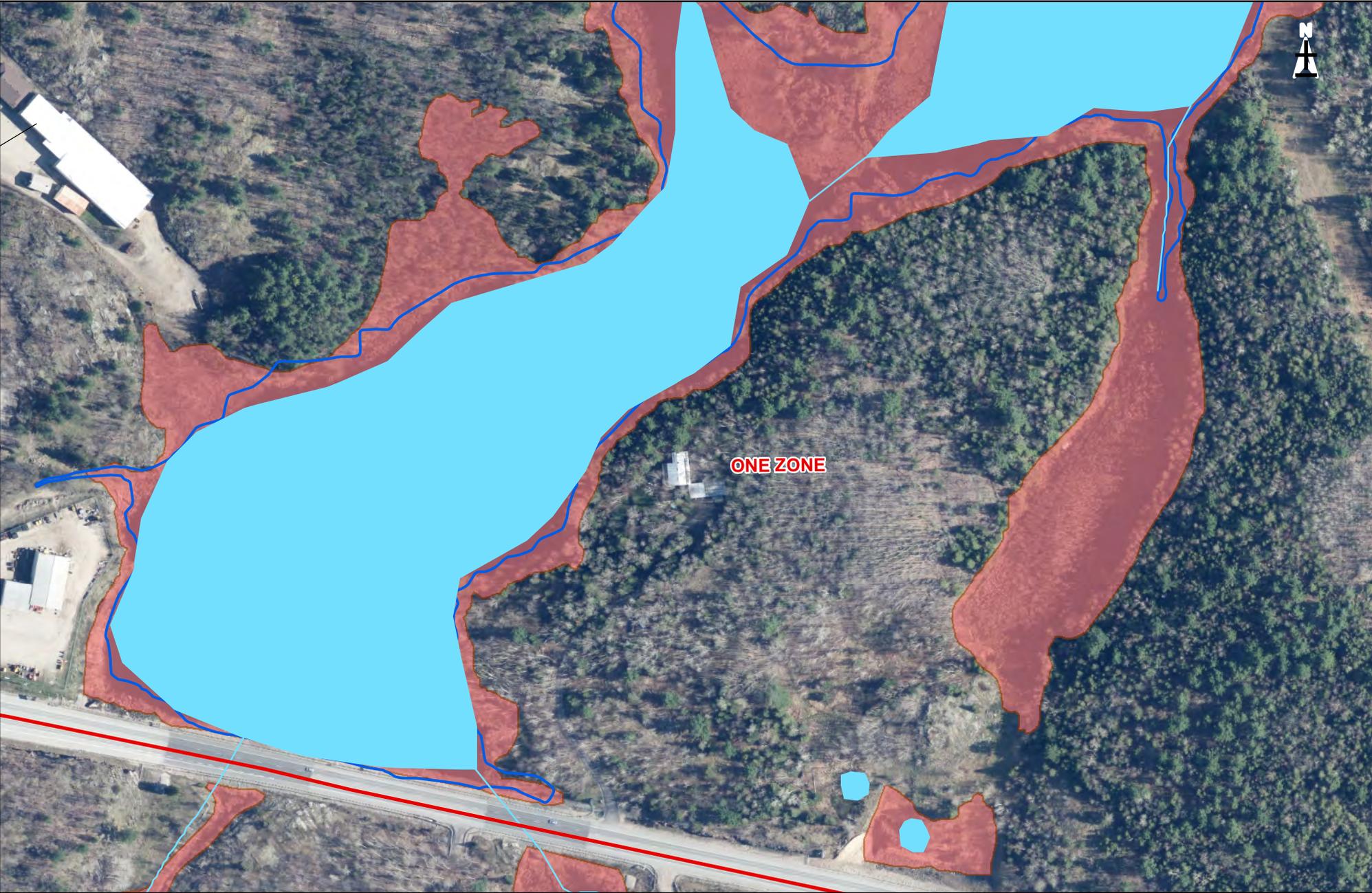
MAP 19 OF 31

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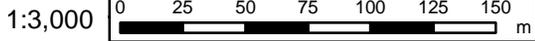
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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

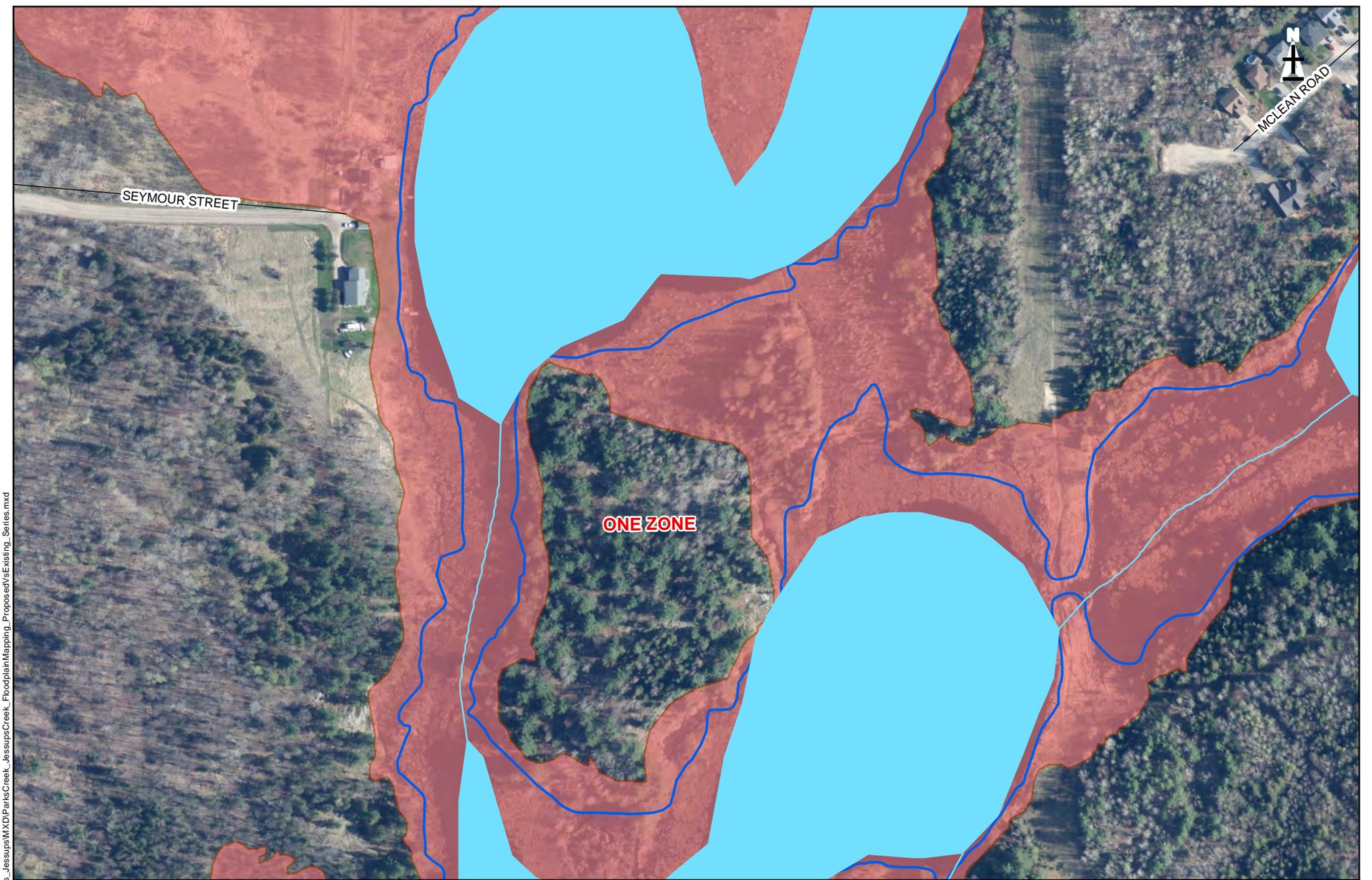


MAP 20 OF 31

135



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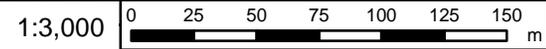


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**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

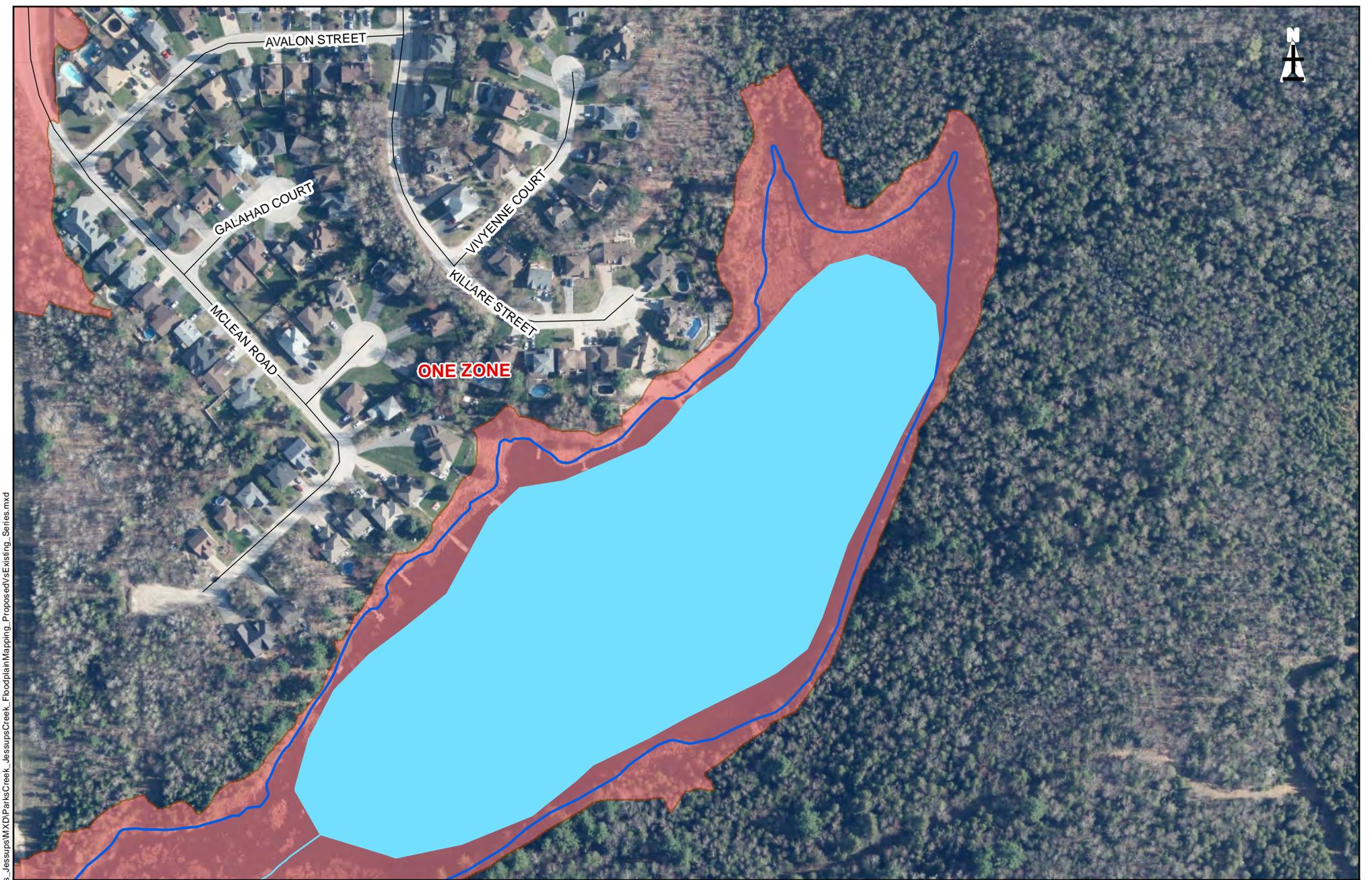


MAP 21 OF 31

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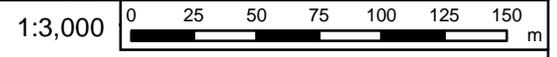


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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

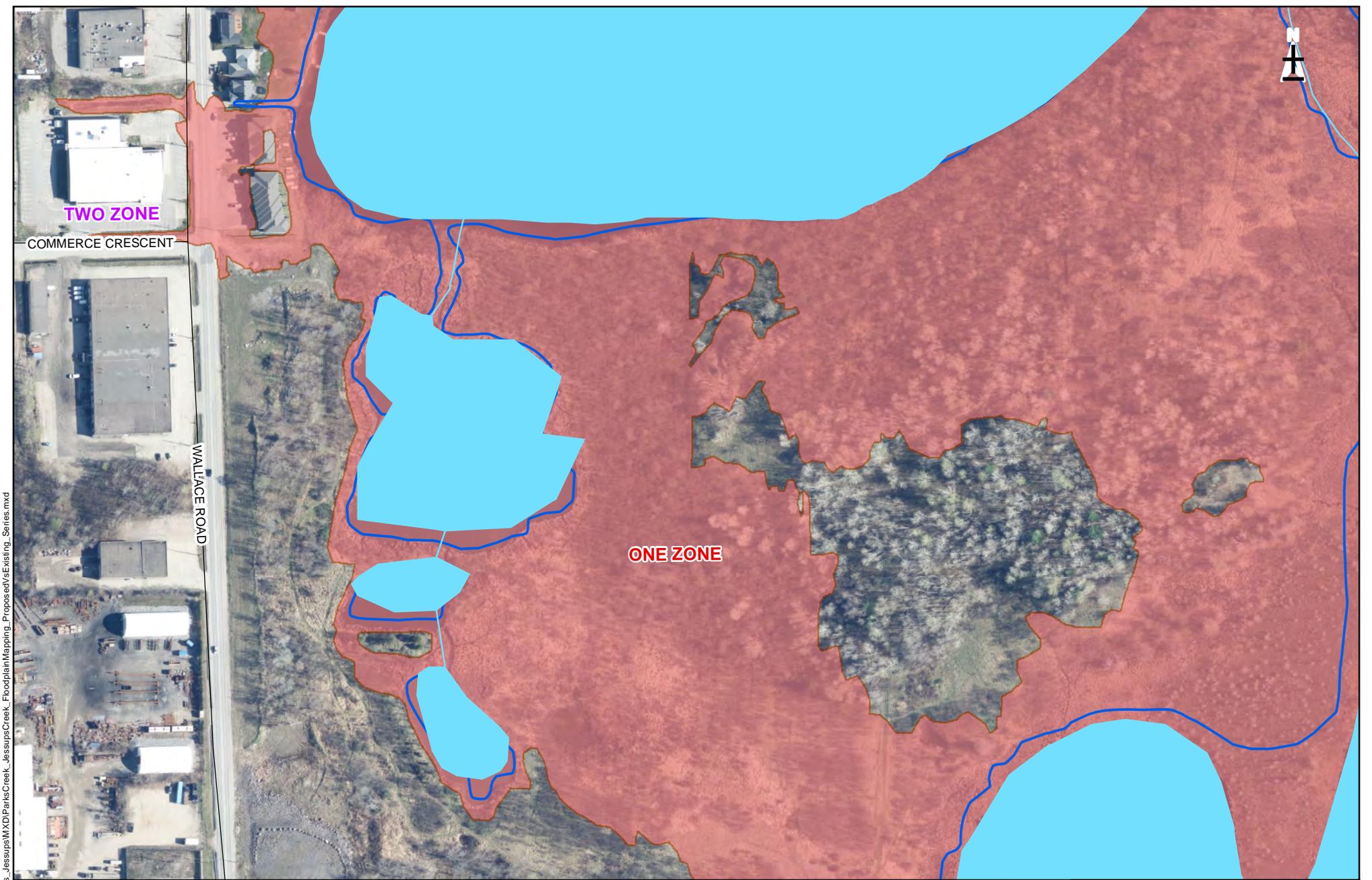


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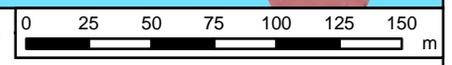
- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 23 OF 31

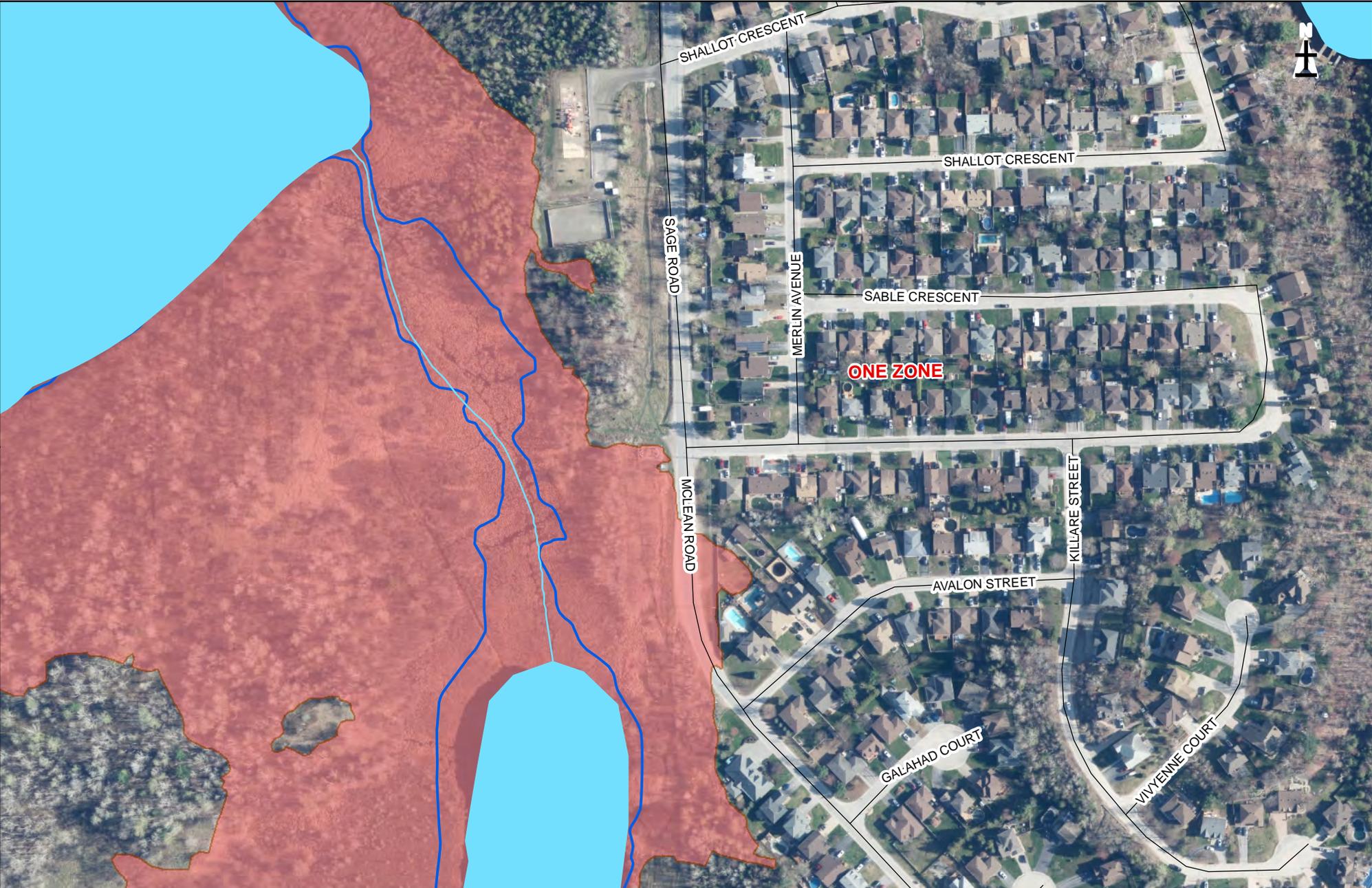
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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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MAP 24 OF 31

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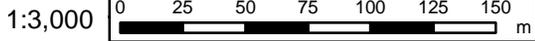
**LEGEND**

- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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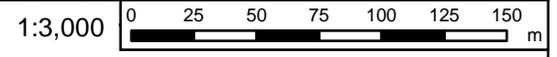
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**



MAP 26 OF 31

141



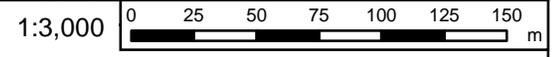
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- LEGEND**
- ROAD
  - HIGHWAY
  - WATERCOURSE
  - WATERBODY
  - PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
  - MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

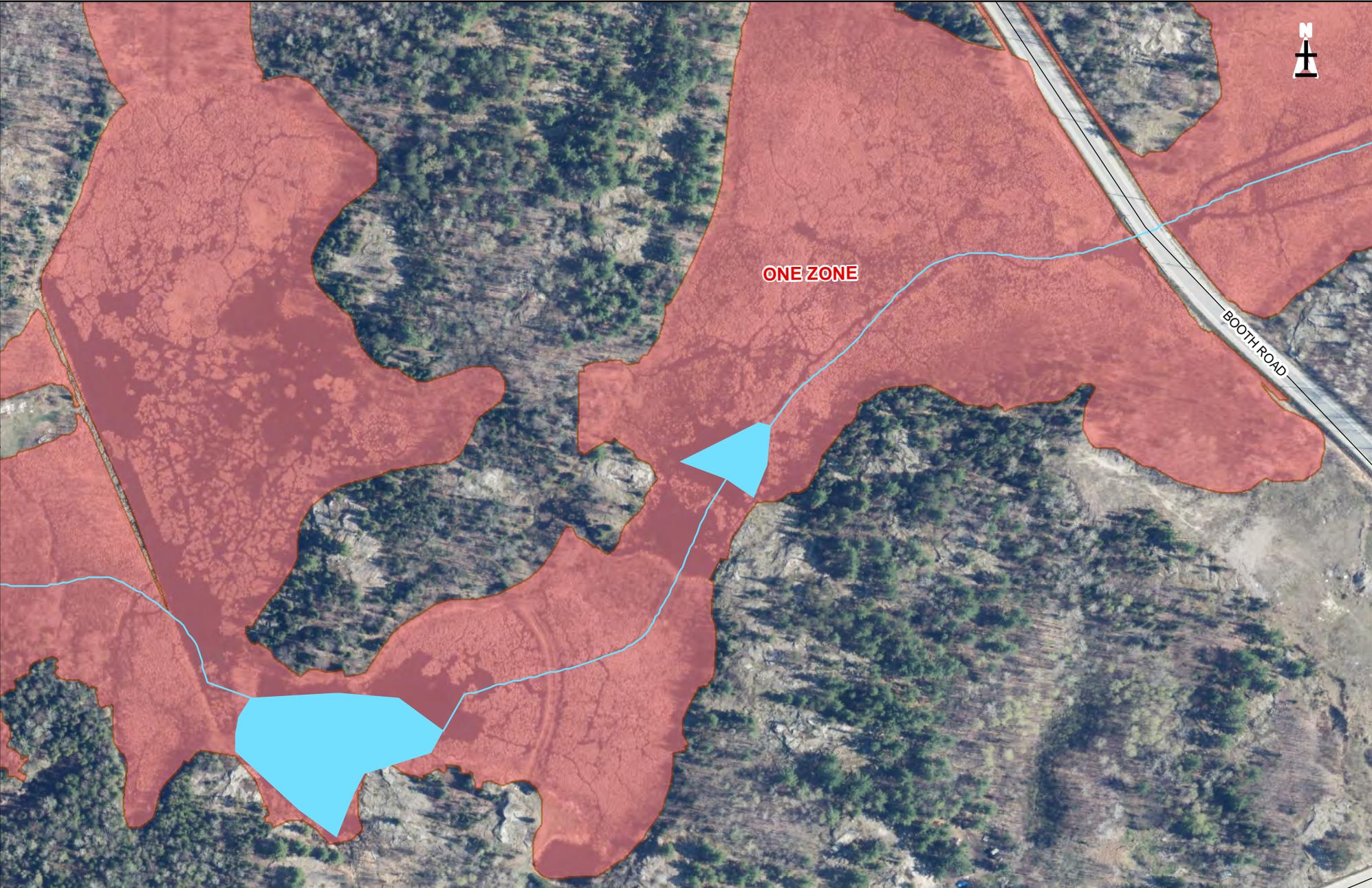


MAP 27 OF 31



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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

MAP 28 OF 31

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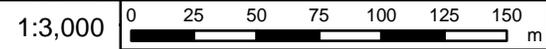
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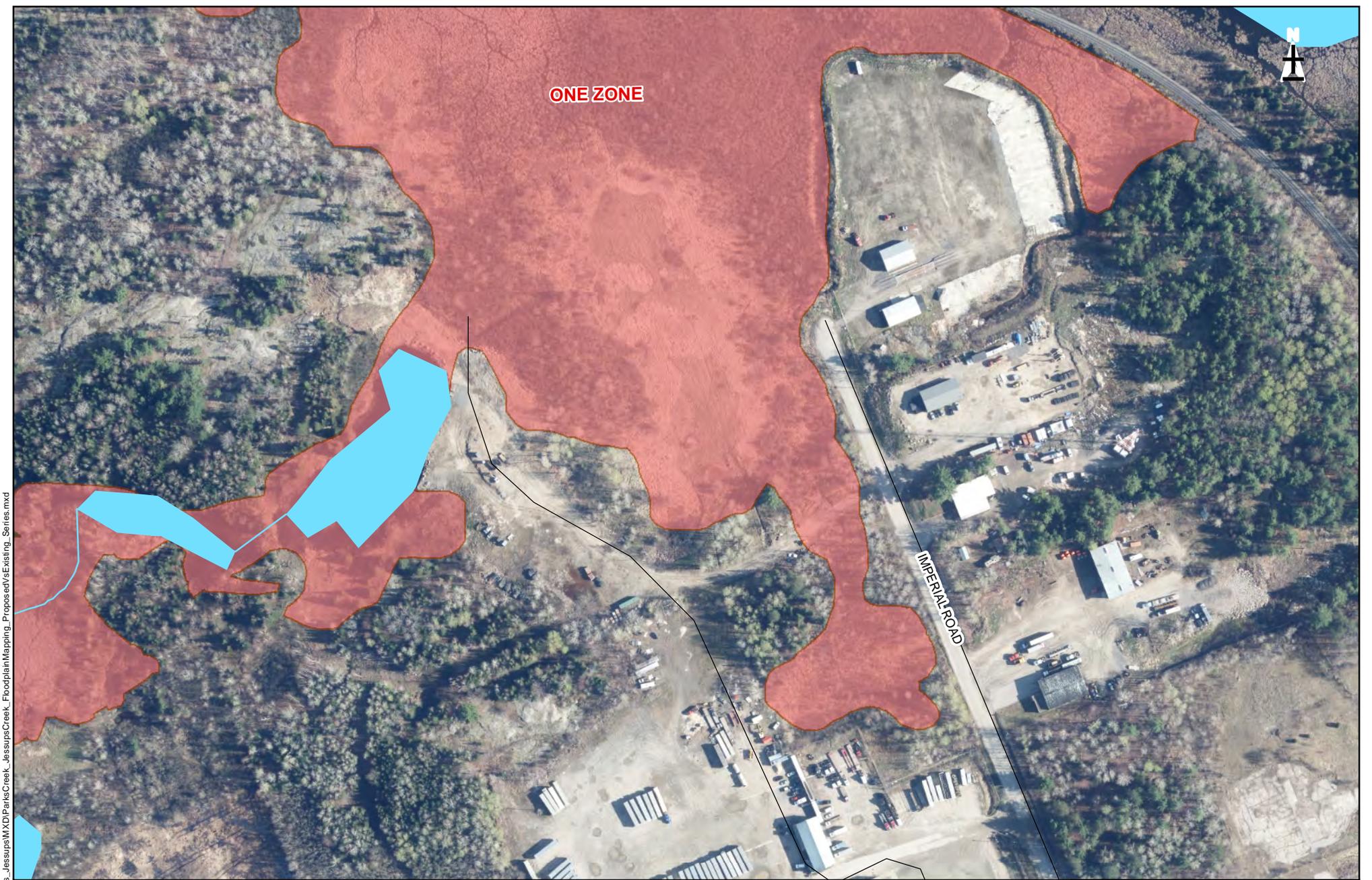
- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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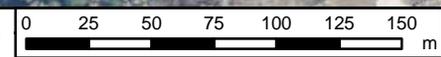
- ROAD
- HIGHWAY
- WATERCOURSE
- WATERBODY
- PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
- MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  EXISTING PARKS CREEK AND JESSUPS CREEK REGULATORY FLOODPLAIN
-  MAP PAGE EXTENT

**PARKS CREEK AND JESSUPS CREEK  
PROPOSED VS EXISTING FLOODPLAIN MAPPING**

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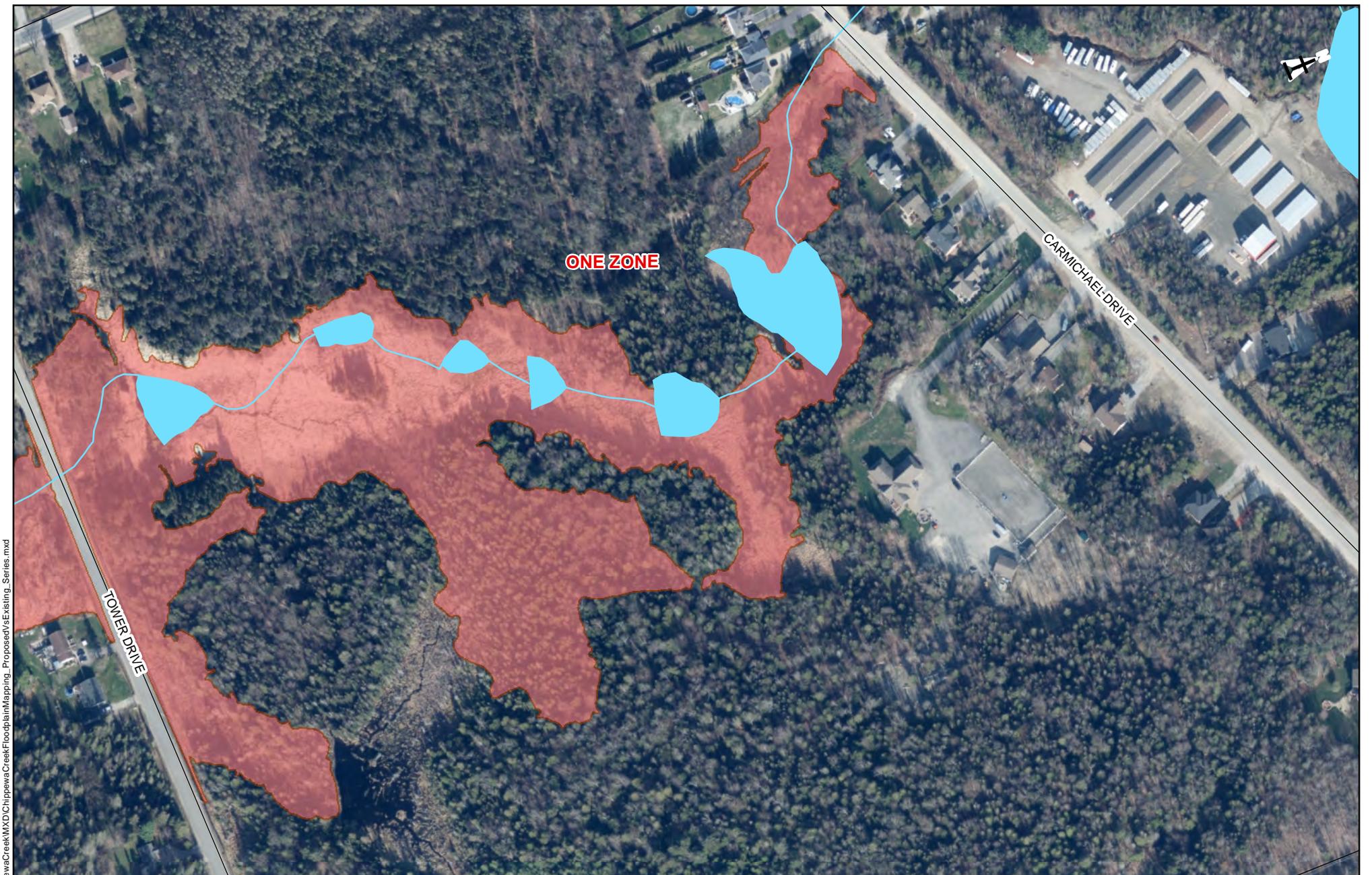


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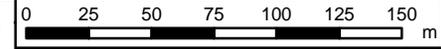
**LEGEND**

-  ROAD
-  HIGHWAY
-  WATERCOURSE
-  WATERBODY
-  PROPOSED CHIPPEWA CREEK REGULATORY FLOODPLAIN
-  EXISTING CHIPPEWA CREEK REGULATORY FLOODPLAIN

**CHIPPEWA CREEK PROPOSED AND EXISTING FLOODPLAIN MAPPING**

MAP 29 OF 29

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

**ORIGIN:** Rebecca Morrow, Executive Assistant/Deputy CAO  
Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

**DATE:** February 29, 2024

**SUBJECT:** Updated North Bay-Mattawa Conservation Authority Personnel Policy

**Background:**

The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) issued an order on January 22, 2024, directing NBMCA to update the workplace harassment and violence policy as follows.

The policy/program must include a method for when complaints are about senior managers or board members; and the policy/program must also include an avenue for senior managers to report a complaint. The program must also state, and it is required by the legislation that written results be provided to the complainant and alleged harasser. These results must state whether the complaint meets the definition (of workplace harassment, discrimination or violence), and is substantiated, or not substantiated; and if found substantiated, what actions were taken to correct the situation. Interim measures to be put in place for complaints to be made and investigated until fully documented and approved by Board.

**Analysis:**

The Personnel Policy has been updated to include the changes required in the order issued by the MLITSD. The changes include an updated complaint procedure to address complaints received.

**Recommendation:**

That the NBMCA approve of the changes as outlined in the attached updated Personnel Policy.

**RECOMMENDED RESOLUTION:**

**THAT** the updated Personnel Policy be approved and appended to the minutes of this meeting.

**Prepared by**  
**Rebecca Morrow, Executive Assistant/Deputy CAO**

**Reviewed By**  
**Chitra Gowda, Chief Administrative Officer, Secretary Treasurer**



## **NORTH BAY-MATTAWA CONSERVATION AUTHORITY**

### **Personnel Policy**

<b>Date</b>	<b>Version</b>
<b>1994</b>	<b>1</b>
<b>2008</b>	<b>2</b>
<b>2017</b>	<b>3</b>
<b>August 18, 2022</b>	<b>4</b>
<b>September 28, 2022</b>	<b>5</b>
<b>June 29, 2023</b>	<b>6</b>
<b>August 17, 2023</b>	<b>7</b>
<b>February 29, 2024</b>	<b>8</b>

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# **North Bay Mattawa Conservation Authority - Personnel Policy**

## **INTRODUCTION**

### **Preamble**

Employees of the North Bay-Mattawa Conservation Authority shall be governed by the personnel policies contained in this Personnel Policy.

Amendments to the personnel policies may be made from time to time with the approval of the Board of Directors.

In any case of conflict between these personnel policies and any applicable legislation, such legislation takes precedence.

It is understood that employees of the Authority shall be treated in a fair and equitable manner free from discrimination and harassment as defined by the Ontario Human Rights Code.

Where there is reference to The Employment Standards Act or the Ontario Human Rights Code in the personnel policies, employees shall direct any inquiries regarding interpretation of the Act to the Secretary-Manager and/or the Board of Directors.

Approved by  
The Board of Directors

## **Welcome to the Team**

On behalf of the team, I welcome you to our Conservation Authority. Each member of our team brings a different perspective and unique skills and experiences to help us continue to fulfil our mandate as environmental leads and stewards of our local natural environment.

We are a diverse organization with different areas of focus and work together to integrate comprehensive watershed management into everything we do. The North Bay-Mattawa Conservation Authority (NBMCA) has created a work environment founded on the principles of honesty, integrity, co-operation, and respectful communications in order to promote trust and good working relationships within our team.

Our continuous accomplishments throughout the watershed are not possible without the dedication and support of our staff. All members of the NBMCA team recognize that our work is vitally important to the health and well-being of communities in the watershed.

Having proven our adaptability and professionalism over more than five decades, we continue to push forward with our vision and are excited to see how you can contribute your creativity and energy to managing our watershed as part of the team at the NBMCA.

The NBMCA is committed to:

- Supporting a work environment that encourages originality, innovation, and promotes enthusiasm in meeting new and old challenges and the needs of our customers;
- Ensuring a safe, respectful and caring working environment;
- Acknowledging and honouring the fundamental value and dignity of all individuals, and creates and maintains a work environment that respects diverse traditions, heritages, and experiences;
- Developing and implementing initiatives to reduce our consumption of resources as part of our business practices;
- Reviewing and enhancing our internal and external business partnerships to strive for greater effectiveness; and
- Complying with all federal and provincial labour, employment, and human rights legislation and policies.

### Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

### Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

### Our Values

- Action: Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- Collaboration: Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- Innovation: Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- Transparency: Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- Integrity: Ensure that actions or decisions do not compromise our fundamental values or principles.

Chief Administrative Officer, Secretary Treasurer.

## **Purpose**

This Personnel Policy provides guidance to achieve equitable and consistent conditions for all employees, and to provide guidance for personnel decisions and actions. Questions of policy interpretation should be addressed to the Manager, Finance and Human Resources in consultation with the Chief Administrative Officer (CAO). All employees have responsibilities in ensuring compliance with this Personnel Policy.

The CAO will provide oversight and approvals for significant matters that have the potential to affect the operation of the organization. The CAO, in conjunction with the Manager, Finance and Human Resources, is responsible for ensuring staff compliance with this Policy, and ensuring that it is administered fairly and consistently. Additional responsibilities are set out in the policies for supervisors and managers. They are responsible for ensuring efficiency and that coverage of the department/business unit is met.

All staff are required to review and confirm they understand and will comply with the Personnel Policy upon employment start date, annual performance appraisal reviews, and upon Board approval of updates.

To ensure all staff are familiar with this Personnel Policy, each employee shall read and review this Policy in its entirety and sign the “**Employee Personnel Policy Acknowledgement and Statement of Compliance**” found on the final page of this document. After signing this acknowledgement form, send the original signed form to the Manager, Finance and Human Resources where it will be kept on file.

# EMPLOYMENT PRACTICES

## 1. DEFINITIONS

**Administration** – refers to the CAO and the Manager, Finance and Human Resources.

**Anniversary Date** – the first day of the month in which an employee is appointed to a **permanent full-time** position

**Board of Directors** – refers to the entirety of board members appointed by the elected councils of each member municipality that governs the Conservation Authority and its funded agreements for other programs through the approval of policies and procedures, annual budgets, and other business decisions.

**Chair** – refers to the person who is elected by and presides over the Board of Directors.

**Chief Administrative Officer (CAO)** – refers to the CAO, Secretary Treasurer which is the position/person who is hired by the Board of Directors to run the operations of the organization. The CAO is the liaison between staff and the Board of Directors.

**Deputy CAO** – refers to the Deputy Chief Administrative Officer who reports to and supports the CAO in the implementation of corporate-wide matters with a focus on issues management.

**Director** – an employee who supervises staff within the organization, in addition to the CAO.

**Employee(s)** – refers to all staff hired (employed) and paid by NBMCA and its funded programs.

**Employment Date** – the date on which an employee commences employment with the NBMCA

### Employee Paid Types

**Salaried Employee** – an employee paid based on the approved annual salary scale/grid and paid over fixed bi-weekly periods.

**Hourly Employee** – an employee paid an hourly rate for number of hours worked within a payroll period of two weeks.

### Employee Status Types

**Permanent-Full-time Employee** – an employee hired for an unspecified period of time i.e., no end date and successfully completed the probationary period indicated in their employment contract.

**Contract/Temporary Employee** – an employee hired for a specified task, project or job for a fixed period of time with a start and end date.

**Part-time Employee** – an employee hired that works no more than 30 hours of a regular full work week.

**Employment Agreement** – refers to the legal binding contract between a hired employee and NBMCA.

**North Bay-Mattawa Conservation Authority (NBMCA)** – refers to the North Bay-Mattawa Conservation Authority which was established under the *Conservation Authorities Act* in 1972.

**Leadership Team** – ~~permanent~~ full-time employees reporting directly to the CAO and responsible for bringing funding opportunities, risk, liability, issues, and other important matters to the CAO in a timely manner; and to provide viable solutions and opportunities for the CAO's consideration; and to ensure implementation of the strategic plan.

**Manager/Supervisor** – an employee (including a Director) who supervises staff within the organization, in addition to the CAO.

**Probationary Period** – the initial period as set within an employee's employment contract who are required to demonstrate that they are able to meet the performance expectations of the position satisfactorily. Probationary period will be set for a minimal term of three (3) months and the employee can be dismissed without cause or notice within this period.

**Staff** – refers to all employees of the NBMCA.

**Vice-Chair** – refers to the person who is elected by the Board of Directors and acts for the Chair in their absence.

NOTE: Additional definitions are provided under specific policy sections in this document.

## 2. CONDUCT

NBMCA is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful, collaborative atmosphere. It is a shared responsibility of all employees to work towards the constant improvement of the workplace. NBMCA is committed to conducting business in an open and ethical manner. This is accomplished by creating a workplace built on the strength of trust, accountability, and integrity in all business practices. It is the responsibility of every employee to support and actively participate in the process.

NBMCA strives to protect all of its employees, customers, and the organization itself, from any illegal or damaging actions committed by individuals either knowingly or unknowingly. To assist NBMCA in maintaining an exemplary work environment, all employees are required to conduct themselves in an ethical and professional manner at all times as follows:

- a) All employees are expected to work together to promote a workplace built on trust, accountability, and openness.
- b) All employees are required to disclose any conflicts of interest and perceived conflicts of interest regarding their position at NBMCA.

- c) NBMCA will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- d) Harassment or discrimination will not be tolerated.
- e) Employees shall not use corporate assets or business relationships for personal use or gain, or accept gifts (except of nominal value). For full disclosure, gifts that arrive without notice shall be used for fundraising promotions only. A notification to the gift provider will be sent outlining that the gift will be used as a donation for fundraising efforts.
- f) Employees will not carry out activities or behave in a way that is: (a) hazardous to employee safety, (b) criminal, (c) a negative influence on workplace morale, or (d) detrimental to the success of NBMCA's business. These unacceptable actions/behaviours include, but are not limited to, the following:
  - Intentional damage or destruction of property belonging to either NBMCA or its employees.
  - Arriving to work late without reasonable cause.
  - Failure to properly report workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
  - Failing to successfully meet job requirements.
  - Bias due to external and/or internal personal relationships, for example receiving preferential treatment.
  - Causing an unsafe work environment, thereby endangering the safety of employees.
  - Breach of the workplace violence and discrimination/harassment policies.
  - Theft, including physical and intellectual properties.
  - Dishonest, illegal, or improper business activities.
  - Causing a negative atmosphere affecting other staff member's well-being.
  - Any willful breach of NBMCA security and confidentiality by way of information theft, sale, or other means.
- g) Employees will ensure that confidential and/or sensitive documents that contain information about our customers, staff, and vendors are not to be left in open view and should be securely put away.
- h) Employees will conduct themselves in a professional manner that reflects well on NBMCA, and will provide quality customer service.
- i) Employees will comply with all NBMCA policies and procedures as established and revised from time to time.

NBMCA reserves the right to discipline and, in certain cases, terminate the employment of any employee that engages in conduct unbecoming of NBMCA's standards and policies.

### 3. APPEAL PROCEDURE

1. Employees who have a complaint, concern or difference shall first discuss the matter with their immediate supervisor to try to achieve resolution.
2. If the matter is not resolved, the employee may proceed as follows in order to reach a resolution of their concern.
  - (a) CAO/Secretary Treasurer
  - (b) NBMCA Board of Directors
3. Generally, appeals are to be brought in writing.
4. Results of an appeal are to be formally recorded and signed by both the appellant and immediate supervisor/employer.

### 4. HOURS OF WORK

Hours of work have been established by NBMCA that generally align with those of its municipal, provincial, and other partners. Consistent hours of work provide an atmosphere for team and inter-employee discussions, as well as hours of operation for customer service. NBMCA recognizes that some flexibility is required to meet program requirements and customer and employee needs.

The core business hours of operation are between 8:30 am to 4:30 pm from Monday to Friday or a minimum of 35 hours per week, that includes a 30 minute paid period permitted for a break. ~~Permanent-Full-time~~ employees work during the core business hours. For part-time, casual and contract employees, hours of work shall mean those agreed to by the employee and the CAO, per contractual requirements.

Employees requiring accommodations can fill out the Accommodation Plan (available separately) and submit to their supervisor/manager.

#### Flexible Work Arrangements

The CAO may permit employees to work flexible hours for a time bound period provided that the arrangement is approved in advance in writing by the CAO. For arrangements that differ from core business hours, the Flexible Work Form (available separately) shall be filled out by the employee and direct Supervisor/Manager for review and approval by the CAO.

Flexible work time may not be appropriate for all positions. It will be determined on a case-by case basis in accordance with the following criteria:

- Existing levels of customer service will be maintained or improved.
- The arrangement is operationally feasible. For example, the employee is available during core business hours for team and inter-employee discussions, customer interactions, and as required by the CAO.
- The arrangement is cost effective.
- The overall quality and quantity of work is sustained by the employee.
- The arrangement is mutually acceptable to the employee and the CAO.
- The employee's performance and attendance is satisfactory, and the employee displays

work habits supportive of a successful alternative work arrangement.

- The terms and conditions of employment, policies, and legislation take precedence.

Note the following:

- Flexible work time hours are to be scheduled between 7:00 am and 10:00 am start times with respective finish times between 3:00 pm and 6:00 pm.
- The flexible work time arrangement is considered temporary and will be reviewed with the employee as identified within the agreed period.
- A maximum of three (3) timebound requests for flexible work time hours per person per year will be allowed.
- Employees are required to accommodate and adjust their work time schedule for specific meetings and corporate events during the core business hours in which the employee's attendance is required by the CAO.
- The flexible work time arrangement may be cancelled by either the employee or CAO with normally five (5) business days advance written notice, unless the cancellation is due to an urgent operational need or emergency circumstance.

## 5. ADDITIONAL TIME AND OVERTIME

As per the Ontario Employment Standards Act (ESA):

*Managers and supervisors do not qualify for overtime if the work they do is managerial or supervisory. Even if they perform other kinds of tasks that are not managerial or supervisory, they are not entitled to get overtime pay if these tasks are performed only on an irregular or exceptional basis.*

Managers and Supervisors will therefore not qualify for overtime pay nor for Time Off In Lieu for overtime.

NBMCA acknowledges the following, with the ESA exception noted above:

- 1) hours worked per week in excess of 35 hours and up to 44 hours of paid time, called "additional time"; and
- 2) hours worked per week in excess of 44 hours (ESA), called "overtime".

Additional Time:

Work that exceeds the regular work week of 35 hours, will be acknowledged as "Time Off In Lieu (TOIL) at straight time" or 1 X the number of hours worked up to a maximum of 44 hours.

Overtime:

These are hours worked per week in excess of 44 hours (ESA). The Ontario Employment Standards Act further states that:

*For most employees, whether they work full-time, part-time, are students, temporary help agency assignment employees, or casual workers, overtime begins after they have worked 44 hours in a work week. Their hours after 44 must be paid at the overtime pay rate.*

*An employee and an employer can agree electronically or in writing that the employee will receive paid time off work instead of overtime pay. This is sometimes called “banked” time or “time off in lieu.”*

*If an employee has agreed to bank overtime hours, they must be given 1½ hours of paid time off work, at the applicable regular rate, for each hour of overtime worked.*

*Paid time off must be taken within three months of the week in which the overtime was earned or, if the employee agrees electronically or in writing, it can be taken within 12 months.*

*If an employee’s job ends before they have taken the paid time off, the employee must receive overtime pay for the overtime hours that were worked. This must be paid not later than the later of:*

- *seven days after the date the employment ended and*
- *on what would have been the employee’s next pay day.*

NBMCA intends to fully comply with the framework in the Ontario Employment Standards Act as amended from time to time.

Employees should not work overtime (above 44 hours per week) unless discussed with and approved in advance by their supervisor and the CAO.

Employees should not work additional time (35 to 44 hours per week) unless discussed with and approved by their supervisor. Supervisors are responsible for managing additional time reasonably and for raising concerns to the CAO.

“Time Off In Lieu” (TOIL) shall be used within a reasonable amount of time as determined by the direct supervisor. Any carry over of TOIL is at the discretion of the CAO based upon plans for using the time. TOIL hours should be used before Vacation or Short Term Sickness. Some exceptions may apply.

# HEALTH & SAFETY

## 6. HEALTH & SAFETY



### North Bay–Mattawa Conservation Authority Workplace Health and Safety Policy

#### ***Our Goal is to Achieve Zero: Harm, Accidents and Property Damage***

The Chair, Board of Directors, and General Manager along with all Supervisors, and Workers at the North Bay – Mattawa Conservation Authority are committed to the health and safety of everyone who works and visits Conservation Authority sites and facilities. Every effort will be made to ensure a safe and healthy work environment for all employees, contractors and visitors. To achieve our goal of zero harm, all employees will foster an environment that will promote the identification, reporting and elimination of hazardous conditions in a timely and cooperative manner. Further, all employees have the right and are encouraged to actively participate in health and safety initiatives that will protect themselves and their workers from harm. These rights and responsibilities are written into legislation and supported by all employees at North Bay – Mattawa Conservation Authority.

Our target of zero harm will be achieved through regular application of health and safety information, education training program principles reaching all areas of the organization. The board of directors and management supports the Joint Health and Safety Committee in their efforts to identify and make recommendations to address health and safety concerns.

Only through education, training, effective communication and a strong commitment to incorporating safety in everything we do, can we hope to reduce our lost time injuries, medical aid injuries and property damage. For this reason, all workers at the Conservation Authority are committed to the goal of zero harm, accidents, and property damage incidents.

Chitra Gowda  
CAO, NBMCA

Dave Britton  
Chair, NBMCA

Date

Revised: January 10, 2023

## **7. PERSONAL PROTECTIVE EQUIPMENT**

### **In effect as of January 1, 2024**

North Bay-Mattawa Conservation Authority and its staff are committed to a safe and healthy workplace and will comply with the provincial Occupational Health and Safety Act and associated regulations pertaining to the use of personal protective equipment. NBMCA shall pay the cost of up to a maximum of \$300 for approved safety boots per year per full-time, permanent employee if they require the safety boots for work; and up to a maximum of \$150 for approved safety boots per year per contract and casual employee if they require the safety boots for work. Receipts must be provided in the same fiscal year for reimbursement and footwear must meet the CSA Green Patch footwear standard, which requires a steel toe and a puncture-resistant sole. All personal protective equipment and clothing supplied by NBMCA to employees shall remain the property of NBMCA and shall be returned upon last day of work. The exception is footwear.

## **8. EMPLOYMENT EQUITY**

The Authority is committed to the principles of fairness and non-discrimination in the workplace and to the development and implementation of policies and practices that result in the removal of barriers to employment equity.

The Authority will ensure that when employment and promotional opportunities occur, women, racial minorities, persons with disabilities and Aboriginal peoples will have equitable access to these job opportunities through hiring, promotion and training policies and practices which are free of discrimination barriers.

## **9. WORKPLACE VIOLENCE POLICY**

The North Bay-Mattawa Conservation Authority is committed to providing a working environment, which is supportive of productivity while ensuring the health and safety of every employee.

### **PURPOSE**

The North Bay-Mattawa Conservation Authority (NBMCA) recognizes that workplace violence can be a serious problem and is committed to take the following prescribed steps to the extent legally possible.

1. Prevent, limit and protect workers against violence in the work place.
2. Investigate reports of workplace violence.
3. Provide an appropriate response in order to maintain a safe work environment for all workers.

### **SCOPE**

This policy applies to all employees, volunteers, students, clients of NBMCA services, and person engaged in business with the NBMCA, and visitors to NBMCA properties.

## **DEFINITIONS**

### **Workplace:**

Workplace means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or facilities), work-related social functions, work assignments outside NBMCA offices or facilities, work-related travel, work-related conferences and training sessions.

### **Workplace Violence:**

Any act in which a person is abused, threatened, intimidated or assaulted in the course of his or her employment or purposes related to their employment.

For the purpose of this policy, violence includes but is not limited to:

- Threatening behaviour -such as shaking fists, destroying property or throwing objects
  - Verbal or written threats -any expression of an intent to inflict harm, including: Direct threats -clear and explicit communication which distinctly indicates that the potential offender intends to do harm (e.g., "I am going to make you pay for what you did to me").
  - Conditional threats - involve a condition (e.g., "If you don't get off my back, you will regret it").
- Veiled threats - usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends harm (e.g., "Do you think anyone would care if someone beat up the boss?")
- Physical Attacks - includes hitting, shoving, pushing or kicking a person.

## **AUTHORITY**

Occupational Health & Safety Act, Section 25. (2) (h)  
Canadian Criminal Code (R.S., 1985, c. C-46)  
Human Rights Code

## **DUTIES**

### **Supervisor/Managers:**

- educate employees on the workplace violence policy on a regular basis and to maintain records of this training;
- reduce or eliminate the risk of workplace violence by assessing the risk;
- ensure a copy of the policy is available to all employees;
- ensure that appropriate behaviours are adopted by their department to assist in prevention of workplace violence;
- identify employees that are engaging in behaviour contrary to policy;
- conduct an investigation with the CAO/Secretary Treasurer, Human Resources staff or designate as required, and interview any person involved in the incident;

- contact the police as appropriate and to involve the CAO/Secretary Treasurer, [Human Resources staff or designate](#) as required;
- ensure all parties of workplace violence are treated with respect and consideration; and,
- ensure confidentiality for all parties is maintained within the limits of the law.

#### **Employees:**

- not engage in behaviour contrary to policy;
- report behaviours that contravene this policy;
- participate in training on workplace violence prevention;
- not to make malicious complaints of workplace violence;
- participate in investigations and provide honest disclosure of incidents;
- contact the police if they wish to pursue legal action and inform supervisor of legal action; and,
- participate in outcomes of investigations.

#### **Senior Management:**

- make recommendations to prevent incidences of violence in the workplace;
- assist managers/supervisors in providing the necessary education to employees;
- update policy as required;
- assist in the investigation of workplace violence as required (see appendix 1 );
- contact the police as appropriate and to involve the CAO/Secretary Treasurer, [Human Resources staff or designate](#) as required;
- make every attempt to preserve the safety, dignity and self-respect of all persons involved;
- ensure that all complaints are resolved in a timely manner; and,
- support investigations by outside authorities (e.g., Police and Ministry of Labour, [Immigration, Training and Skills Development](#)).

#### **PROCEDURE**

##### **Informal Assistance or Advice:**

Any staff member of the North Bay-Mattawa Conservation Authority may seek informal assistance or advice on workplace violence from:

- Their Manager/Supervisor
- Joint Health & Safety Committee
- Human Resources

This consultation may include:

- Assisting to determine if workplace violence as defined by Conservation Authority's policy has occurred
- Assisting in the formulation of appropriate responses and options available;

### **FORMAL COMPLAINT AND INVESTIGATION PROCEDURE:**

(See Appendix 1 for the incident report form and Appendix 2 for the procedure/process)

The following procedures shall apply in the instance of a formal complaint:

1. If required, call emergency services to report the incident of violence. The employee shall submit a completed Violence Incident Report Form (Appendix 1) to the employee's Supervisor/Manager, and/or ~~Supervisor of Finance/~~Human Resources staff, as soon as possible, or at least within ~~thirty-fourty-five (3045)~~ working days of the alleged incident(s). While a form can be submitted after 45 working days of the alleged incident(s), it should be recognized that complaints not filed within a reasonable time may be difficult to investigate. Departments receiving complaints shall contact the CAO/Secretary Treasurer ~~or their designate~~ and the Human Resources staff, within 24 hours of receipt of the form. The ~~Conservation Authority/NBMCA~~ is committed to responding to all complaints, however it should be recognized that complaints not filed within a reasonable time may be difficult to investigate.
2. A formal complaint shall be investigated by the affected department's Supervisor/ Manager and the CAO/Secretary Treasurer, Human Resources staff or designate. The investigation process shall include interviewing the complainant, the respondent and any witnesses named along with gathering any necessary information to substantiate the statement collected during the interview process.
3. The investigators shall provide the complainant with an update on the progress of the investigation without providing details of the investigation.
4. ~~Within thirty-ninety (3090) working days of receiving the formal complaint, the Supervisor and the CAO/Secretary Treasurer or designate, investigators shall prepare a report of their results of their investigative investigation. Due to the nature of the investigation, additional time might be necessary beyond the ninety working days; and the investigators will keep the complainant informed. The results of the investigation shall be submitted, along with recommendations, to the CAO/Secretary Treasurer for action. and provide a copy to the complainant the and the Joint Health and Safety Committee. findings. This report shall be submitted, along with recommendations to the General Manager for action.~~
- 5.4. The Supervisor/Manager, ~~and the~~ CAO/Secretary Treasurer, and Human Resources staff shall meet, explain and provide a written outcome of the investigations to the complainant and respondent. The written outcome will state whether the complaint meets the definition, and is substantiated, or not substantiated, and if found to be substantiated what actions were taken to correct the situation.
- 6.5. If as a result of the investigation, it is determined that a complaint of workplace violence is substantiated, action will be taken, depending on a number of factors including the nature, frequency and severity of the incident.

7.6. If the investigation determines that the incident does not constitute workplace violence, or the complaint of violence cannot be substantiated, or is a malicious complaint, the complainant and respondent will be advised in person by the Supervisor/Manager, and the CAO/Secretary Treasurer, and Human Resources staff.

## **POSSIBLE OUTCOMES**

### **Complaint of violence is substantiated:**

Appropriate action against the respondent may include disciplinary actions up to and including dismissal from employment, as defined by the Corporate Disciplinary Policy along with legal action under the Criminal code may result, including a no trespass order, or peace bond.

### **Complaint of violence is malicious:**

Appropriate action against the complainant may include disciplinary actions up to and including dismissal from employment.

### **Complaint of violence is unsubstantiated:**

The details of the complaint will remain on file in the Human Resources department for future reference.

## **SUBMISSION OF COMPLAINTS**

### **Complaints about the immediate Supervisor/Manager**

If a staff member has a complaint about their immediate supervisor/manager, the complainant should submit a completed Violence Incident Report Form (Appendix 1) to the next higher-level manager or to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### **Complaints about the CAO or Deputy CAO or Human Resources staff**

- If a staff member has a complaint about the CAO, the complainant should submit a completed Workplace Violence Incident Report Form (Appendix 1) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If a staff member has a complaint about the Deputy CAO or Human Resources staff, the complainant should submit a completed Workplace Violence Incident Report Form (Appendix 1) to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### **Complaints about a staff member by the CAO or Deputy CAO or Human Resources staff**

- If the CAO has a complaint about a staff member, the complainant should submit a completed Workplace Violence Incident Report Form (Appendix 1) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If the Deputy CAO or Human Resources staff has a complaint about a staff member, the

complainant should submit a completed Workplace Violence Incident Report Form (Appendix 1) to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### Complaints about Board Members

- If a staff member has a complaint about a Board Member other than the Chair or Vice-Chair, the complainant should submit a completed Workplace Violence Incident Report Form (Appendix 1) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If a staff member has a complaint about the Chair or Vice Chair of the Board, the complainant should contact the Ministry of Labour, Immigration, Training and Skills Development and follow their instructions.

### Complaints to the Human Rights Commission:

At any point in the complaint procedures, the complainant has the right to file a complaint with the Ontario Human Rights Commission.

### **CONFIDENTIALITY**

All complaints concerning workplace violence, as well as the names of parties involved, shall be treated as confidential by all parties involved in the investigation. However, the ~~Conservation Authority~~NBMCA's obligation to conduct an investigation in to the alleged complaint may require limited disclosure as required by legislation. No record of an unsubstantiated complaint will be maintained in the personnel file of the complainant or respondents. If there is a finding of improper conduct that results in disciplinary action to the complainant or respondent, it will be reflected only on the file of the person who engaged in such conduct, in the same way as any other disciplinary action.

### **NO REPRISAL**

The North Bay-Mattawa Conservation Authority will take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence.

## Appendix 1: Workplace Violence Incident Form

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Date and Time of Incident:</b>	<b>Department:</b>
<b>Location of Incident:</b>	<b>Supervisor/Manager:</b>
<b>Type of incident:</b> <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Threatening behaviour	<b>Police Report Filed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medical attention/first aid obtained:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Investigation conducted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Explain what happened: (please attach any relevant documentation)</b>          	
<b>Assailant:</b> Name (if known): _____ Gender (if known): _____ Height (approximate): _____ Weight (approximate): _____ Age (approximate): _____	
<b>Other Information:</b> Was the assailant involved in any previous violence incidents? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any measures in place to prevent a similar incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide any other relevant information:   	
<b>Names of Witnesses:</b>   	
<b>Employee Signature:</b>   	

## **10. DISCRIMINATION & HARASSMENT**

### **POLICY**

The North Bay-Mattawa Conservation Authority recognizes and affirms its responsibility to provide a working environment, which is supportive of productivity and the dignity and self esteem of every employee. The NBMCA will direct its efforts to providing and maintaining work environments in which all employees are free from discrimination and harassment.

The prevention and reporting of discrimination and harassment situations is the responsibility of each individual.

### **PURPOSE**

- To establish the principles and mandatory requirements for the maintenance of a work environment that is free from discrimination and harassment.
- To alert all employees, officers, and management to the fact that workplace discrimination and harassment is against the law.
- To establish a process for receiving complaints and to provide a mechanism to deal with those complaints effectively.
- To ensure employees that a complaint will be treated confidentially and may be reported without fear of retaliation or reprisal.

### **SCOPE**

This policy applies to all employees, volunteers, students, clients of NBMCA services, and person engaged in business with the NBMCA, and visitors to NBMCA properties.

### **DEFINITIONS**

#### **Workplace:**

Workplace means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises (offices or facilities), work-related social functions, work assignments outside Conservation Authority offices or facilities, work-related travel, work-related conferences and training sessions.

#### **Protected Grounds:**

Protected Grounds means those grounds set out in the Ontario Human Rights code (the Code) and include, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or handicap.

#### **Discrimination:**

Discrimination means differential treatment of an employee that is contrary to the Ontario Human Rights Code and is based on a protected ground.

**Harassment:**

Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment could occur based on any of the prohibited grounds included in the Code. For the purposes of the Policy, harassment in the workplace includes personal and sexual harassment, poisoned work environment, and abuse of authority.

**Personal Harassment:**

Personal harassment includes, but is not limited to:

- verbal harassment based on any of the protected grounds; stereotyping; namecalling;
- insults; threats; slurs; crude, degrading, suggestive, or unwelcome remarks; offensive songs; jokes or innuendos based on any of the protected grounds;
- physical harassment: unwelcome physical touching or solicitation;
- interfering or adversely affecting an individual's work performance;
- denying an individual's dignity and respect;
- written or graphic materials: graffiti; unwanted notes or letters etc.; and
- avoidance or exclusion of any group or individual.

**Sexual Harassment:**

Sexual Harassment is any conduct, comment, or physical contact of a sexual nature that:

- is unwelcomed by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, racial, homophobic, leering (suggestive staring) or sexist slurs;
- written or verbal abuse or threats;
- unwelcomed remarks, jokes, taunts, or suggestions about a person's body, a person's physical or mental capabilities, attire, or on other prohibited grounds of discrimination;
- unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour;
- displays of degrading, offensive or derogatory material such as graffiti or pictures;
- physical or sexual assault;
- sexually oriented remarks or behaviour that creates an intimidating, hostile or offensive work environment producing an atmosphere conducive to sexual harassment.

A specific instance of sexual harassment or inappropriate Human Rights related comments or conduct might not meet the literal definition of harassment under the Code. However, there could be circumstances in which a single incident of inappropriate behaviour may be significant or substantial enough to constitute a breach of the Code, by creating a "poisoned atmosphere" for some individuals because of their sex.

**Poisoned work environment:**

A poisoned work environment is characterized by any activity or behaviour, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace.

The concept of a poisoned environment as a form of harassment is based on the impact of comments or conduct on an individual because of his or her connection to a protected ground in the code, rather than the number of times the behaviour occurs. A poisoned environment can be created by the comments or actions of any person regardless of his or her position of authority or status in a given environment, including a co-worker, Supervisor, or Manager.

**Abuse of Authority:**

Examples of abuse of authority include but are not limited to such acts or misuse of power as intimidation, threats, blackmail or coercion.

**AUTHORITY**

Occupational Health & Safety Act, Section 25. (2) (h)

Canadian Criminal code (R.S., 1985, c. C-46)

Human Rights Code

**RIGHTS, RESPONSIBILITIES & DUTIES**

**Employer:**

- investigating all allegations of discrimination/harassment and ensuring appropriate documentation of all complaints;
- administering the provisions of this Policy and ensuring compliance;
- ensuring that all employees are familiar with this Policy and the procedure for handling complaints under the Policy;
- taking corrective action and/or disciplinary action as required.

**Managers and/or Supervisors:**

- actively promoting a positive, harassment-free work environment and intervening if problems occur or upon request by an employee;
- refusing to condone harassment;
- ensuring that employees are aware of their rights and responsibilities under this Policy and of the mechanisms that are in place to investigate and resolve harassment complaints.

**Complainants:**

An employee has the right to file a complaint and to obtain a review of that complaint without fear of retaliation, through the procedures established by this Policy.

Employees are encouraged to take assertive action should they feel they or any colleague has been subjected to any type of discrimination or harassment. They should make their feelings of discrimination/harassment known to the respondent immediately by advising the respondent that the behaviour is not welcome, is offensive and must cease immediately.

### **Employees should:**

- maintain a record of the times, dates, witnesses and the nature of the behaviour for future reference; and
- co-operate fully with all stages of the mediation or investigative processes.

It is the right of the complainant, if so desired, to drop the allegations of harassment, made in good faith, without resolution, provided:

- the decision is made without coercion; and
- the complainant understands that, where reasonable suspicion or definite evidence of harassment exists, the supervisor and/or manager will be required to complete the
- investigation and remedy the situation.

### **Respondents:**

Employees against whom a complaint has been lodged are entitled to and shall:

- be informed as soon as practical that a complaint has been filed; and
- be presented with a statement of allegations and afforded an opportunity to respond

### **Witnesses:**

Employees are obligated to meet and co-operate with those responsible for investigation of the complaint.

No employee shall be subjected to retaliation because that employee has participated as a witness.

Employees are obliged to maintain confidentiality with respect to any investigation.

## **PROCEDURE**

### **INFORMAL RESOLUTION**

#### **Step 1: Self Help**

An employee who believes they are being harassed or discriminated against is encouraged to indicate to the person(s) whose comments or conduct are offensive in a clear, direct and firm way, either verbally or in writing, that the comments or actions are considered offensive and that a complaint will be filed if the offensive conduct continues. The employee should maintain a written record of the date, time, details of the offensive conduct, and names of witnesses, if any.

#### **Step 2: Referral to Management**

Employees who are not confident or comfortable with Step 1 and who wish to progress an informal complaint, or who are aware of situations where discriminatory or harassing behavior may be occurring, are encouraged to report these matters preferable in writing, using the Discrimination/Harassment Complaint Form, to their immediate Supervisor. If the immediate Supervisor is not available, the employee is encouraged to proceed to the next level of supervision in the department.

The Supervisor or Manager will undertake a review of the complaint, which will include discussing the allegation with the complainant, and where appropriate the respondent(s), witnesses and/or other appropriate personnel. Discussions or, at minimum, contact with the complainant should be conducted within ~~three (3)~~forty-five (45) working days of the complaint being received. The Supervisor/Manager may seek out assistance from the CAO/Secretary Treasurer and/or Human Resources Department or designate.

The complainant and the alleged offender may each be accompanied by a co-worker.

This process encourages the ongoing development of a respectful workplace while providing an opportunity to resolve complaints in an expeditious manner at the front lines of the organization.

Documentation associated with informal complaints and their resolution should be forwarded through the Human Resources Department for appropriate filing.

### **FORMAL COMPLAINT AND INVESTIGATION PROCEDURE**

If informal attempts at resolving the matter are not appropriate, or prove to be ineffective, a formal complaint may be filed. The following procedures shall apply in the instance of a formal complaint:

1. The employee should submit a completed Discrimination/Harassment Complaint Form to the CAO/Secretary Treasurer, preferably within the thirty (30) working days of the alleged incident(s). Although the Conservation Authority is committed to responding to all complaints, it should be recognized that complaints not filed within a reasonable time may be difficult to investigate. The employee shall submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the employee's Supervisor/Manager, and/or Human Resources staff, as soon as possible, or at least within forty-five (45) working days of the alleged incident(s). While a form can be submitted after 45 working days of the alleged incident(s), it should be recognized that complaints not filed within a reasonable time may be difficult to investigate. Departments receiving complaints shall contact the CAO/Secretary Treasurer and the Human Resources staff, within 48 hours of receipt of the form. The NBMCA is committed to responding to all complaints, however it should be recognized that complaints not filed within a reasonable time may be difficult to investigate.
2. A formal complaint shall be investigated by the affected department's Supervisor/Manager and the CAO/Secretary Treasurer, Human Resources staff or designate. The investigation process shall include interviewing the complainant, the respondent and any witnesses named along with gathering any necessary information to substantiate the statement collected during the interview process.
3. The investigators shall provide the complainant with an update on the progress of the investigation without providing details of the investigation.
4. Within ninety (90) working days of receiving the formal complaint, the investigators shall prepare a report of the results of their investigation. Due to the nature of the investigation, additional time might be necessary beyond the ninety working days; and the investigators will keep the complainant informed. The results of the investigation shall be submitted, along with recommendations, to the CAO/Secretary Treasurer for

action.

5. The Supervisor/Manager, CAO/Secretary Treasurer, and Human Resources staff shall meet, explain and provide a written outcome of the investigations to the complainant and respondent. The written outcome will state whether the complaint meets the definition, and is substantiated, or not substantiated, and if found to be substantiated what actions were taken to correct the situation.
6. If as a result of the investigation, it is determined that a complaint of discrimination/harassment is substantiated, action will be taken, depending on a number of factors including the nature, frequency and severity of the incident.
- ~~1. If the investigation determines that the incident does not constitute discrimination/harassment, or the complaint of discrimination/harassment cannot be substantiated, or is a malicious complaint, the complainant and respondent will be advised in person by the Supervisor/Manager, and the CAO/Secretary Treasurer, and Human Resources staff.~~
- ~~2. A formal complaint shall be investigated by the CAO/Secretary Treasurer or designate. The investigation process shall include interviewing the complainant, the respondent and any witnesses named by either. Either party may be accompanied by a co-worker.~~
- ~~3.7. Within fifteen (15) ninety (90) working days of receiving the Formal complaint After completion of the investigation the CAO/Secretary Treasurer or designate shall prepare a written report of their investigative finding.~~

## **POSSIBLE OUTCOMES**

### **Complaint is substantiated:**

Appropriate action against the respondent may include disciplinary actions up to and including dismissal from employment, as defined by the Corporate Disciplinary Policy along with legal action under the Criminal code may result, including a no trespass order, or peace bond.

### **Complaint is malicious:**

Appropriate action against the complainant may include disciplinary actions up to and including dismissal from employment.

### **Complaint is unsubstantiated:**

The details of the complaint will remain on file in the Human Resources department for future reference.

## **SUBMISSION OF COMPLAINTS**

### **Complaints about the immediate Supervisor/Manager**

If a staff member has a complaint about their immediate supervisor/manager, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the next higher-level manager or to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### **Complaints about the CAO or Deputy CAO or Human Resources staff**

- If a staff member has a complaint about the CAO, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If a staff member has a complaint about the Deputy CAO or Human Resources staff, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### **Complaints about a staff member by the CAO or Deputy CAO or Human Resources staff**

- If the CAO has a complaint about a staff member, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If the Deputy CAO or Human Resources staff has a complaint about a staff member, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the CAO. A formal complaint shall be investigated by the CAO or designate. The above procedure is followed.

### **Complaints about Board Members**

- If a staff member has a complaint about a Board Member other than the Chair or Vice-Chair, the complainant should submit a completed Discrimination/Harassment Complaint Form (Appendix 3) to the Chair of the Board of Directors. A formal complaint shall be investigated by the Chair or designate. The above procedure is followed.
- If a staff member has a complaint about the Chair or Vice Chair of the Board, the complainant should contact the Ministry of Labour, Immigration, Training and Skills Development and follow their instructions.

### **Complaints to the Human Rights Commission:**

At any point in the complaint procedures, the complainant has the right to file a complaint with the Ontario Human Rights Commission.

### **Complaints under the Criminal Code:**

Sexual and other forms of assault are covered under the Criminal code. In these instances, the Police can be asked to investigate. Sexual and other forms of assault are serious criminal offences that should be reported to Police.

### **CONFIDENTIALITY**

It is recognized that individuals may find it difficult to come forward with a complaint under this Policy because of concerns of confidentiality. Therefore, all complaints concerning discrimination or harassment, as well as the names of parties involved, shall be treated as confidential. The Conservation Authority obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained in the personnel file of the complainant. If there is a finding of improper conduct that results in disciplinary action, it will be reflected only on the file of the person who engaged in such conduct, in the same way as any other disciplinary action.

### **NO REPRISAL**

Reprisal in any form against any party involved in a discrimination or harassment investigation is prohibited and complaints can be filed under the procedure defined within this Policy.

## **DISCIPLINE**

Disciplinary action taken under this Policy and procedure shall take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension, without pay, or termination of employment for just cause. Deliberate false accusations are of an equally serious nature and will also result in disciplinary action up to and including termination of employment for just cause. It should be noted, however, that an unproven allegation does not mean that discrimination or harassment did not occur or that there was a deliberate false accusation. It simply means that there is insufficient evidence to proceed or that while the complainant may have genuinely had reason to believe that there had been discrimination or harassment, the investigation did not bear out the complaint.



## **11. EMPLOYEE DISCIPLINE**

### **POLICY**

There are a number of methods available in order to correct inappropriate behaviour in a Workplace. At all times, it is important to separate the person from the performance or behaviour that is at issue. The overall objective is to secure improved performance and maintain a positive relationship between employees and supervisors. Employees themselves are primarily responsible for appropriate performance and must feel capable of taking responsibility for their work without anxiety over punitive measures when genuine errors are made.

Discipline in the organization should be seen as a corrective measure(s) applied to the employee(s) in order to improve unsatisfactory performance and/or conduct. All employees will be required to abide by the Employee Discipline Policy while employed by the North Bay-Mattawa Conservation Authority.

### **PURPOSE**

1. Establish a system of regulations and procedures governing disciplinary measures.
2. Encourage good employee/employer relations by providing fair and consistent treatment of staff throughout the organization.
3. Assist Managers and other Supervisors in dealing with unsatisfactory employee actions or behaviours.

### **SCOPE**

The following policy, rules and conditions apply to all employees of the North Bay -Mattawa Conservation Authority.

### **DEFINITIONS**

#### **Disciplinary Action(s):**

- A. Action taken in instances where the employee should be aware of the performance and conduct expected of him/her; where the employee has the capacity to meet the performance conduct expected, but fails to provide satisfactory performance or conduct.
- B. Action taken where the employee is not aware of the performance standard, reflects a requirement for improved communication between the supervisor and the employee, and may be considered as a mitigating circumstance in certain discipline investigation and penalty assignments.

### **DUTIES**

#### **CAO/Secretary Treasurer:**

- Review and evaluate, in consultation with the Management Team, the discipline program policies and procedures for the corporation.
- Approve modifications, deletions, or additions in the discipline program of the Corporation.

**Supervisor of Finance / Human Resources:**

- Recommend addition, modification, or deletions in the discipline program of the corporation;
- Ensure the implementation and evaluation of all NBMCA discipline programs;
- Assist and advise departments in the application and monitoring of NBMCA discipline policies and procedures currently in place; and,
- Ensure the collection and maintenance of permanent records of all disciplinary actions.

**Management Team:**

- Responsible for the administration of discipline in their department.
- Ensure that all employees are aware of all aspects of the discipline policy in the NBMCA.
- Recommend to the Supervisor of Finance/Human Resources any changes to the discipline policy for the organization.
- Take necessary disciplinary actions as appropriate per the discipline policy.
- Assist supervisors and managers in matters pertaining to the discipline policy.

**Supervisors/Managers:**

- Ensure all employees in his/her charge are aware of the discipline program of the North Bay-Mattawa Conservation Authority;
- Assist the CAO/Secretary Treasurer and the Management Team in the application of the discipline program including investigations, gathering of information and documentation of facts;
- Counsel and advise employees of job performance problem areas and corrective action required. Supervisors/Managers are primarily responsible for setting clear expectations for appropriate behaviour and using positive performance management techniques in the first instance;
- Take necessary disciplinary action as appropriate per the discipline program.

**LEVELS OF DISCIPLINE**

There are four categories of disciplinary action. In general, the applications of these categories will reflect the number of times the offence as occurred:

**LEVEL ONE****First Offence**

If not in itself serious enough to warrant suspension or discharge, an employee will be given an oral reprimand and advised that another offence will result in a written warning.

**The Oral Reprimand**

Follows discussion of the problem with the employee. The oral reprimand is an important step in the disciplinary process, because it is at this point that cause for further action can be prevented or, if cause persists, it provides the foundation for further action. The oral reprimand normally takes the form of a warning to caution the employee that further action may be taken if the matter is not resolved.

### **Oral Warning**

Shall be recorded and noted by the Supervisor/Manager and submitted to Human Resources to be placed in the employee file.

### **LEVEL TWO**

#### **Second Offence**

If not in itself serious enough to warrant suspension or discharge, an employee will be given a written warning from the Supervisor/Manager and advised that another offence will result in suspension.

#### **The Written Warning**

Is normally applied in circumstances where the employee has failed to respond to an oral reprimand. However, where a first offence is sufficiently serious, a written reprimand may be applied in the first instance. The written warning may contain a caution to the employee in respect of future recurrences. A copy of the written warning will be hand-delivered or forwarded by registered mail to the employee, one will be forwarded to the Supervisor of Finance/ Human Resources for placement in the employees file.

### **LEVEL THREE**

#### **Third Offence**

If not in itself serious enough to warrant discharge, an employee will be given a time period of suspension without pay, and warned that another offence may result in discharge.

#### **Written Notice of Suspension or Other Disciplinary Action**

Requires authorization and/or investigation by the CAO/Secretary Treasurer. A supervisor shall be permitted to have access to an employee's personnel file for the purpose of reviewing any history of verbal or written warnings given to the employee over a given period of time. The written notice of discipline is used to indicate the application of discipline, the reason for discipline and the actions that have been taken to modify the behaviour by the Supervisor and/or Manager. A copy of the written notice of suspension or other disciplinary actions will be hand-delivered or forwarded by registered mail to the employee, one will be forwarded to the Supervisor of Finance/Human Resources for placement in the employee's file.

### **LEVEL FOUR**

#### **Fourth Offence**

An employee may be discharged. This kind of disciplinary action must involve discussions between the CAO/Secretary Treasurer, the Supervisor/Manager and the Supervisor of Finance/Human Resources.

#### **Discharge**

May result from:

- A lack of response by an employee to corrective forms of discipline; An initial offence if such offence is of a serious nature;

- A "culminating incident", which in itself would not normally result in discharge, but in consideration of other documented and cumulative problems with the employee, justifies discharge. The documentation of the incidents prior to such a culminating incident shall specify all previous documented incidents of discipline, and must contain notice of warning to the employee that the next incident will be considered a "culminating incident: and discharge will result.

When it becomes necessary to discharge an employee, he/she shall be given a termination notice indicating the reason for the discharge. The termination notice should make reference to previous disciplinary action and should specify when the discharge is to become effective.

A copy of termination notice will be forwarded to the Supervisor of Finance/Human Resources for placing in the employee's personnel file.

### **Other Penalties**

As noted in Level Three. Other penalties that may be deemed appropriate, such as disciplinary demotion may be imposed. Each case shall be determined based upon its own merits and the fact case pertaining to it. Before such penalties are contemplated, the General Manager shall be consulted.

### **Notice of Discharge or Discipline**

Upon request, the Supervisor/Manager, the Supervisor of Finance/Human Resources and the CAO/Secretary Treasurer will discuss the discharge or discipline with the employee. Following this discussion, the three supervisory staff will consult and prepare a complete report with recommended actions to be taken. If discharge is deemed necessary under the circumstances, the CAO/Secretary Treasurer must authorize the discharge of the employee.

## **12. TRAVEL EXPENSES**

1. Employees, when authorized to travel on normal duty or to attend conferences, meetings, courses of instruction and trips of a similar nature shall be entitled to reimbursement for expenses as follows:
  - a. kilometre rate equivalent to the prevailing provincial rate established for northern Ontario when using a privately-owned vehicle, or fare for public transportation for travel in excess of normal "to and from work" travelling;
  - b. reasonable out-of-pocket expenses for meals, overnight accommodation and gratuities;
  - c. taxi fare, telephone and tax expenses, parking charges;
  - d. registration or other fees;
  - e. such incidental expenses not covered herein as may occur occasionally.
2. Expense claims shall be supported by receipts for accommodation, transportation (i.e., air, bus, train fare, parking) and registration fees, when applicable.
3. Accommodation expenses will be paid at the single room rate in the convention/conference headquarters or equivalent.
4. Air or rail transportation expenses will be paid at the lowest available fare and the use of a personal vehicle may be allowed provided the total charge is no greater than the most economical type of public conveyance.
5. All travel claims will be approved by appropriate supervisor and the CAO/SecretaryTreasurer.

## **13. VEHICLE ALLOWANCE**

1. Employees who are authorized by the CAO/Secretary Treasurer to use personal vehicles on Authority business shall be paid the mileage/kilometre rate based on prevailing rates for the region as approved by the Board of Directors.
2. The Authority pool of vehicles shall be based at the Authority office and available for use by all officers to reduce, to the maximum possible extent, the need for officers' use of their personal vehicles for work-related travel.

## **14. JURY DUTY**

1. When an employee is absent from work by reason of a summons to serve as a juror or a subpoena as a witness, the employee may either;
  - (a) treat the absence as leave without pay and retain any fee received as a juror or witness; or
  - (b) treat the absence as leave with pay and present to their supervisor a certificate showing period of service along with the fee received as a juror or witness excluding mileage or travelling expenses;
  - (c) such leave of absence shall not constitute a break in service for vacation credits.

## **15. ASSOCIATION/MEMBERSHIP FEES**

- (1) Employee membership fees in business/professional associations may be paid by the Authority provided that such membership is of direct assistance to the employees in the performance of their duties and is approved by the CAO/Secretary Treasurer on an annual basis.
- (2) Employees who receive and maintain their professional accreditation through membership in a "licensing body" association such as APEO, Institute of Chartered Accountants, Ontario Professional Planner's Institute, etc., are responsible for payment of their own professional fees/dues.

## **16. INDEMNIFICATION POLICY**

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgment, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a part by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) and to the extent only that such costs, charges and expenses aforesaid are not covered by insurance and if:

- (a) such Member, Officer or Employee acted honestly, in good faith with a view to the best interest of the Authority, and within the scope of such Member's, Officer's or Employee's duties; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

## **17. CARRY OVER POLICY**

- Vacation days may be carried over from one year to the next year up to a maximum of two (2) weeks and must be used by no later than June 30th of each year.
- Overtime hours may be carried over from one year to the next year up to a maximum of two (2) weeks and must be used by no later than June 30th of each year.

## **18. WORKING FROM HOME**

NBMCA acknowledges remote work from home arrangements when necessary and to provide flexibility to employees. These arrangements shall be reviewed in advance and is subject to the approval of the CAO. A time bound agreement must be established. Employees working from home are expected to be available during core business hours and show the same amount of productivity as if they were in the office. Employees are required to:

- ensure the confidentiality and/or security of information is maintained in accordance with NBMCA policies.
- report to their supervisor any incidents of loss, damage, or unauthorized access as soon as becoming aware of such incidents.
- have access to email and phone and be available to respond to requests in a timely manner.
- have appropriate access to internet, as required in performing their roles, and will not be reimbursed for internet expenses.
- ensure appropriate and safe workspace set-up and will not be reimbursed for home office materials.

Every effort will be made to provide employees with an NBMCA laptop to facilitate working from home; however if an NBMCA laptop is not available or practical, employees may use home computers adhering to the security/confidentiality provisions of the NBMCA. Employees will not be reimbursed for the purchase of personal computers.

If an employee is required to use a personal device for work-related calls, they will be reimbursed for long distance and/or overage charges provided the phone bill is submitted with the expense claim form.

Work from home arrangements will be reviewed on a case by case basis and will be evaluated based on position, expectations, remote location suitability (for example internet reliability), frequency, employee performance and tenure. NBMCA has the right to terminate any remote work from home agreements for any reason. Work from home arrangements are a privilege and any abuse may result in disciplinary action.

Requests made by employees should be submitted using the Work-From-Home Request Form (available separately) to their direct supervisor. With the supervisor's recommendation, the form will be forwarded to the CAO for approval. All ongoing requests will be reviewed at least quarterly.

An employee's request for a work-at-home agreement does not make the employee eligible for any form of subsidy or issuance of a T2200 as working from home is not a requirement of the role.

## 19. ATTENDANCE MANAGEMENT

The effective operation of NBMCA depends on safe and productive efforts from all employees. The commitment of each employee is demonstrated by their attendance. Since we work in a team environment, unscheduled absences from work delay and inhibit progress and our ability to successfully meet day-to-day obligations. Employees who are chronically absent or tardy adversely affect NBMCA productivity and staff morale, thus diminishing the quality and level of normal business operations. This policy section's goal is to address and/or correct absenteeism and attendance issues before they become counterproductive and/or disruptive to the NBMCA.

NBMCA is committed to promoting and maintaining a high standard of attendance with the assistance of dedicated employees. The following basic responsibilities are fundamental to ensuring day-to-day effectiveness. An employee is responsible for:

- a) being at work during scheduled work times unless for reasonable and unavoidable causes;
- b) making every effort to live and work safely by following the proper safety rules and procedures, and by practicing accident prevention;
- c) notifying their Supervisor/Manager as far in advance as possible of any absence from work and to provide, as required, the appropriate documentation to support the absence and/or fitness to return to work;
- d) speaking with their Supervisor/Manager as soon as possible about any unforeseen circumstances including the reasons for being absent or late (for example sickness, lateness due to weather), and to identify any obligations that may be affected. If the Supervisor/Manager is not available, the employee shall advise reception or the CAO;
- e) speaking with their Supervisor/Manager regularly during their absence to update them on their condition and projected return to work;
- f) attending to personal affairs and obligations outside of working hours to the best of their ability or use Time Off in Lieu (TOIL) when this is not possible;
- g) avoiding minor ailments and inconveniences to prevent attendance at work, if possible;
- h) providing NBMCA with sufficient information to enable reasonable forms of accommodation; and
- i) protecting co-workers by staying at home if you are ill.

As an employer, NBMCA will keep attendance records. If the employee does not improve their attendance, the Employee Discipline policy section will apply and may result in termination of employment. Should an employee have record of absenteeism or lateness reflecting excessive usage, or show patterns of absenteeism or suspected abuse, or be absent for three (3) or more days consecutively, NBMCA has the right to ask for a medical note.

## 20. DRESS CODE

The dress code ensures that staff dress in a manner that reflects positively on the image of the Conservation Authority.

- a. Employees shall dress in a clean, neat, and respectful manner.
- b. Employees shall dress appropriately for their work environment (e.g., office or outdoor field work) to effectively carry out their job.
- c. Employees are required to wear appropriate footwear at all times.
- d. Employees shall wear protective personal equipment and safety work boots to meet health and safety requirements.
- e. If an employee is deemed to be wearing inappropriate attire, their manager is responsible for coaching the employee accordingly. The employee is responsible for addressing the issue in a timely manner as determined by their manager. Examples of dress that are not acceptable include cut-off shorts, sweatpants, track suits, halter tops, tube tops, clothing that displays inappropriate language or logos or clothing with noticeable tears. Examples of footwear that are not acceptable include “flip flops”.

Conducting business, or when involved with frequent contact with the public, staff are encouraged to display/wear an identifier indicating NBMCA. This could include name tags, clothing with NBMCA logo, or safety clothing with integral reflective strips.

Uniforms may be provided relevant to the role of the employee, subject to approval by their manager and the CAO. Cleaning and maintenance of uniforms shall be the responsibility of each individual employee. Uniforms shall be clean and presentable at the start of each work day.

## **HIRING/EMPLOYMENT STATUS**

### **21. JOB POSTINGS**

- (1) When a vacancy occurs or a new position is created, it shall be advertised at all work locations within the Authority. If no satisfactory application is received, the vacancy shall be advertised externally. All applications will be acknowledged.
- (2) On filling a vacancy, the Authority shall give primary consideration to qualifications and ability to perform the required duties.
- (3) Appointments to regular staff shall be authorized by the CAO/Secretary Treasurer.
- (4) References shall be provided on request.
- (5) When a new employee is hired, a probationary period of six months shall be required.

A performance appraisal shall be made after serving three months and prior to the recommendation of appointment to full-time staff.

### **22. TRAINING OPPORTUNITIES**

- (1) The Authority supports development of annual professional development plans and training needs assessment.
- (2) Where a training opportunity exists, a written request to attend which identifies the performance related objectives of the activity, is submitted to the CAO/Secretary Treasurer for review and approval.
- (3) Evaluation of the training will occur following attendance. A formal report will be submitted to the CAO/Secretary Treasurer and will form part of the employee annual performance appraisal.

### **23. PROBATIONARY PERIOD**

"Probationary period" means the initial period of employment in a full-time complement position that allows for an evaluation of the employee's performance on the job. It also gives the employee an opportunity to become familiar with the new position and working environment.

- (1) The probationary period for a new employee filling a complement position is six months.
- (2) If a job filled by a contract employee becomes a complement position, and the employee is selected to fill the complement position, the probationary period is six months calculated from the date the employee started the non-complement job.
- (3) A performance evaluation by the supervisor will take place at three months and six months.
- (4) If, at six months, the CAO/Secretary Treasurer and/or Board of Directors requires more time to assess the employee's performance, the probationary period may be extended for an additional period of up to 6 months. The maximum period under which an employee can

remain at probationary status is 12 months. At expiry of such term, the employer is obligated to either terminate the employee for failure to meet the requirements of the position, or to grant the employee full-time status.

- (5) The employee will be appointed to full-time staff after successful completion of the probationary period.
- (6) Employees who do not meet the requirements of the position during the probationary period will be terminated if there is no other suitable position available within the Authority.
- (7) Upon successful completion of probation, the employee is eligible to participate in the Life Insurance, A.D. & D., Long Term Disability and Pension benefits.

## **24. HIRING CHECKLIST**

When hiring or re-hiring an employee the CAO/Secretary Treasurer, or designate, must ensure that the following matters are properly and promptly attended to:

- for new employees, a completed TD1 form for payroll purposes arrangements for:
  - i) orientation
  - ii) discussion of benefits
- explain:
  - i) duties of the position
  - ii) hours of work, salary rate, overtime, paid holidays
  - iii) operational & personnel manuals
  - iv) expense claims and time sheets
  - v) Safety Manual
- distribute:
  - i) Personnel Policy
  - ii) Position Description
  - iii) Operational Manual
  - iv) Key to office (full-time complement employee)

## 25. BENEFITS SYNOPSIS (GUIDELINE)

A full-time employee is one engaged to fill a complement position on a regular work week (35 hours) schedule who has completed the probationary period.

Full-time employees are eligible for the following benefits:

- Bereavement Leave
- Canada Pension Plan
- Dental Insurance
- Jury/Witness Day
- Leaves of Absence
- Life Insurance
- Long Term Disability
- Major Medical Expenses
- OMERS Pension Plan
- Paid Holidays
- Maternity Leave
- Semi Private Hospital Care
- Short Term Disability -Sick Leave Plan
- Employment Insurance
- Vacation Credits

A **part-time and/or contract employee** is one engaged to work for a specific length of time on a non-continuous or non-recurring basis. Part-time and/or contract employees are eligible for the following benefits:

- Canada Pension Plan
- Employment Insurance
- Vacation Pay

## 26. FULL-TIME STAFF COMPLEMENT

The following represents position titles of the current Authority full-time staff complement:

- Chief Administrative Officer/Secretary Treasurer
- Director, Planning & Development
- Water Resources Engineer
- Manager Drinking Water Source Protection
- Supervisor, Finance/Human Resources

- Supervisor, Field Operations
- Regulations Officer
- Manager, Septic Program
- Supervisor, Communications and Outreach
- Supervisor, Parry Sound Septic Program
- Water Resources Specialist
- GIS Specialist
- DSSI - North Bay office
- DSSI - Parry Sound office
- Maintenance Foreman
- Administrative Assistant
- Database Management Technician
- Community Relations Co-ordinator
- Accounts Clerk

**Total complement: 20**

## **27. CONTRACT EMPLOYEES**

"Contract Employee" means an employee engaged through a formal contract for a specified period of time on a non-continuous or non-recurring project.

1. A job description must be prepared and the position classified to relate to positions in the regular staff group or in order to determine the appropriate remuneration prior to engaging the employee.
2. An employee will be hired under a formal agreement when the job is one-time-only non-recurring project or when the job is to fill a specific seasonal requirement which is non-continuous.
3. The employment contract will be renewed on an annual basis for projects that are in excess of 12 months.
4. Terms, conditions and benefits will be specified in the contract.

## **28. TERMINATION OF EMPLOYMENT**

The Authority shall pay to the employee any payments to which the employee is entitled upon ceasing employment as a result of:

(a) DEATH

Such payments shall be made to the employee's estate or beneficiary, upon presentation of required documentation to the insurer.

(b) RESIGNATION

Employees must give one week notice for each year of employment with a minimum of at least two weeks notice of their resignation from the Authority.

(c) RETIREMENT

The normal retirement date shall be at the first of the month following the employee's 65th birthday unless the Board of Directors authorizes the employee to continue for a specific period.

(d) TERMINATION

Employment may be terminated at any time with proper notice and in accordance with the provisions of The Employment Standards Act.

## **29. TERMINATION/RESIGNATION CHECK LIST**

In the event of termination, resignation or retirement from employment with the Authority, the employee's immediate supervisor must ensure that the following matters are properly and promptly attended to:

Ensure all necessary forms are completed (payroll/tax purposes);

Ensure that records contain the employee's current address;

Ensure that the following items are returned, if applicable, by the employee prior to distribution of final papers;

Credit cards Bell Card Keys

Operational Manual Files/Diskette

Vehicle with related equipment Brief Case

Other Equipment

## EMPLOYEES BENEFITS

### 30. GROUP INSURANCE PLAN

Full-time and full-time probationary employees (regular employees) shall be eligible for the benefits as outlined in the appended EMPLOYEE BENEFITS document which includes detailed information regarding the following coverage:

- a. Life Insurance
- b. Extended Health Care
  - i. Hospital Expenses
  - ii. Drug Expenses
  - iii. Major Medical Expenses
  - iv. Out of Province Expenses (SOS)
  - v. Optical Expenses
- c. Dental
- d. Long Term Disability
- e. Accidental Death & Dismemberment Benefit. See City of North Bay Group Benefit Plan.

### 31. SHORT TERM DISABILITY

~~Permanent F~~full-time employees shall be eligible for the benefits as outlined in the Short Term Sick Leave Plan described below. This benefit can only be used for an employee who needs to take a leave for an extended period of time as indicated below and who cannot work due to an illness, sickness, an accident or disability.

#### Short Term Sick Leave Plan

##### Effective June 29, 2023

An employee must use five consecutive days of sick leave before being eligible for consideration for the short term sick leave plan. The short term sick leave plan will be adjudicated by an external company. The short term sick leave plan is a combination of:

- 1) One week of up to 75% of the weekly earning paid by NBMCA (only to fill the gap of a one week waiting period with Service Canada's EI);
- 2) Service Canada's EI Sickness Benefit (which must be applied to first); and
- 3) NBMCA's Top Up Plan through an external adjudicator such that the employee will receive up to 75% of their weekly earning up to \$800 per week for up to 17 weeks per calendar year.

As part of the EI application process, the employee shall obtain a medical note and records of employment (ROEs) and provide these documents to Service Canada. Should an employee's application to EI Sickness Benefits be denied, NBMCA's Top Up Plan will no longer be eligible; and Time Off In Lieu, vacation, or unpaid leave will be required for the absence.

Any changes from NBMCA's Top Up Plan is at the discretion of the Board of Directors on a case by case basis.

Prior to starting short term sick leave, the employee is encouraged to develop a Communications Plan with their immediate supervisor for the duration of the leave period. It is the responsibility of the employee to communicate with NBMCA throughout the leave.

Any Employee absent from work on Short Term Disability may be required to submit to the adjudicator a medical certificate covering the nature and duration of the illness as well as any other documentation required by the adjudicator to adjudicate the claim.

When an employee expects to exceed the 17 weeks of short term sick leave, they need to apply for Long Term Disability (LTD). Employees should contact the Human Resources Department after a minimum of eight (8) weeks to begin the process of applying for LTD. The Group Benefit booklet provides more details or contact them directly for further information.

Employees who are partially disabled may be able to work part-time and still receive 100% of their pre-disability earnings for the duration of their claim.

## **32. PAID HOLIDAYS**

1. Employees, except for part-time employees, shall receive a holiday and be paid regular wages for each of the following days:

New Year's Day	Civic Day
Family Day	Labour Day
Good Friday	Thanksgiving Day Monday
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

And any other day proclaimed as a holiday by the federal or provincial governments or the Board of Directors.

2. To qualify for a paid holiday, employees must work their regularly scheduled day before and after the holiday. Paid vacations, sick-time and approved time off qualify as days worked.
3. Holidays falling on a Saturday or Sunday shall be considered in accordance with the days designated by the Province of Ontario.

### **33. PENSION PLAN**

The Authority provides for cash payment equal to employers' contributory rates to the Ontario Municipal Employees Retirement Fund where the employee is a member of same.

### **34. LEAVES OF ABSENCE**

#### **1. Pregnancy Leave**

Leave of absence without pay but with continuation of paid benefits of up to fifty-two weeks shall be granted to pregnant employees who have been employed by the Authority for a period of at least thirteen weeks.

Pregnancy leave may commence at any time up to seventeen weeks prior to the expected birth date. Employees are required to give a minimum of two weeks notice prior to the commencement of the leave, and a minimum of four weeks notice prior to returning to work.

Employees, while on Pregnancy Leave, may be eligible for Employment Insurance Benefits of up to fifty-two weeks.

#### **2. Parental Leave**

An employee who has been employed by his or her employer for at least 13 weeks and who is the parent of a child is entitled to a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

#### **3. Bereavement Leave**

Regular employees who would otherwise have been at work shall be allowed up to three consecutive days' leave of absence with pay in the event of the death of the employee's spouse, parent, child, mother-in-law, father-in-law, brother, sister, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, ward or guardian.

#### **4. Special Leave**

Leave of absence, for a period of one hundred and eighty calendar days or less, without pay/benefits and accumulation of credits, may be granted for special, compassionate or other purpose by the CAO/Secretary Treasurer. Leaves of absence with pay and accumulation of credits or leaves of long duration with or without pay and accumulation of credits may be granted by the Board of Directors.

### **35. BENEFITS DURING UNPAID LEAVES (GUIDELINES)**

#### **1. Pregnancy and Parental Leave**

Employee benefits, with the exception of vacation accrual, paid holidays, bereavement leave and education assistance, continue during Pregnancy and Parental Leave.

#### **2. Bereavement Leave**

Benefits continue as if the employee was at work.

#### **3. Unpaid Leave of Absence**

Regular employees on an approved unpaid leave of absence may continue to participate in the group insurance plan at their own expense. Other benefits such as vacation accrual, paid holidays, bereavement leave, education assistance, etc., do not apply while on unpaid leave of absence.

### **36. EMPLOYMENT INSURANCE & CANADA PENSION PLAN**

All employees are required to participate in these federal plans and are entitled to benefits in accordance with the provisions of the Employment Insurance Act and the Canada Pension Plan.

### **37. VACATION CREDITS**

1. Regular employees shall be entitled to annual vacation with pay to be taken at an approved time.
2. Vacation credits shall be calculated based on each completed calendar month of service from the anniversary date.
3. Vacation credits for full-time employees shall be earned at the following rates:
  - (a) 3 weeks paid vacation -1 year but less than 12 years;
  - (b) 4 weeks paid vacation -12 years but less than 20 years;
  - (c) 5 weeks paid vacation -20 years plus.
4. The Board of Directors may, from time to time, set forth alternate vacation schedules at the time of hiring full-time complement employees.
5. Vacation days may be carried over from one year to the next year up to a maximum of two (2) weeks and must be used by no later than June 30th of each year. All other unused vacation credits to which an employee is otherwise entitled within the year are forfeited with no cash compensation.

### **38. EDUCATION ASSISTANCE**

1. Subject to available funding within the approved budget, full-time and contract employees shall have tuition fees reimbursed up to 100% by the employer provided:
  - (a) the course is job-related;
  - (b) the course received prior authorization by the CAO/Secretary Treasurer and/or Board of Directors;
  - (c) the employee successfully completed the course.
2. Where assistance is over \$500.00 in any one year, the employee shall reimburse the employer 50% of the net tuition fees paid by the employer if the employee terminates employment during the two years immediately after the date of successful completion of the job-related course.
3. Requests exceeding approved budget limitations shall be referred to the Board of Directors.

### **39. TRAINING AND DEVELOPMENT**

The NBMCA recognizes the need for, and the benefits to be derived from an effective Staff Training and Development Program. The objective of the program is to maintain high staff performance standards by:

- attracting, motivating and retaining competent staff;
- enhancing the knowledge and skills of staff for the performance of present and future roles.

#### **Staff Training**

Training is defined as those activities which contribute to the achievement of pre-determined performance standards for current positions. On-the-job training is one of the most important ways in which an organization meets its training and development objectives. It is the responsibility of supervisory and management staff to ensure that the employees reporting to them receive quality on-the-job training.

#### **Staff Development**

Development is defined as those activities directed toward the evolution of skills and abilities for career enhancement and for meeting future staffing needs. Staff development is an organizational responsibility.

## **IDENTIFICATION OF TRAINING AND DEVELOPMENT NEEDS**

### **Performance Appraisal:**

One of the salient features of the Authority's Performance Appraisal System is the identification of individual training and development needs. In preparation for the appraisal interview, both the supervisor and the employee should ask:

- a) what training is required to enhance current job performance;
- b) what development needs should be discussed, resulting in an appropriate plan of action that is recorded on the appraisal form.

### **Needs Analysis Survey:**

Every three years the Authority will conduct a needs analysis survey.

### **Employee Suggestions:**

Employee suggestions concerning particular training and development programs provide a valuable source of information in the development of an overall program.

## **COMPONENTS OF THE AUTHORITY'S PROGRAM**

### **STAFF ORIENTATION**

The initial introduction of new full-time employees to the organization is the responsibility of the Secretary-Manager. The Secretary-Manager, or his/her designate will explain the Authority's personnel policies and benefits, and provide background information and a history of the role of the Authority.

### **On-the-Job Training**

The immediate supervisor must establish performance standards for each job and provide quality on-the-job training that will enable the employee to meet those standards.

### **Conferences/Conventions**

Attendance at annual professional or Authority-related conferences/conventions should be encouraged.

Staff should be encouraged to participate in evening courses and seminars offered by post-secondary institutions or professional association. If the courses are directly related to the employee's current position, application should be made for tuition reimbursement in accordance with the Education Assistance Policy 9, page 3-6.

### **Staff Evaluation of Seminars/Conferences**

All employees who participate in a seminar, conference or post-secondary school course that has been sponsored in whole or in part by the Authority must provide an evaluation. The principal purpose of the evaluation is to update the employee's personnel file. The evaluation will also assist in determining future training needs. A copy of an evaluation form is attached as **Appendix A.**

### **Co-Operation with Other Agencies**

The Authority will co-operate and co-ordinate with other agencies, including the Ministry of Natural Resources, other ministries of the provincial government and environmental interest groups, in the development and implementation of training and development programs.

### **Funding**

Participating in conferences, conventions, external seminars and evening courses may be fully or partially funded by the Authority, depending upon the nature of the program and the availability of funding.

### **Employee Responsibility**

In conjunction with the Authority's financial and program resources to foster staff development, employees themselves must expect to make a personal and financial contribution to their own career development.

## **APPENDIX A SEMINAR/CONFERENCE EVALUATION**

All employees who have been sponsored by the Authority to participate in a conference or seminar must complete this evaluation form. The information will be placed in the participant's personnel file to: 9(a) update the employee's qualifications, and (b) determine future development needs.

Please attach a copy of seminar/conference prospectus.

SEMINAR/CONFERENCE HOSTED BY:

#### **40. RETIREMENT**

- The normal retirement date shall be the first day of the month following the employee's 65th birthday.
- Extension of employment beyond the normal retirement date must be approved by the CAO and/or Board of Directors on an annual basis.

#### **BENEFITS AND EARLY RETIREMENT**

Those employees who elect early retirement, may, at their own cost and until age 65, continue to participate in the Authority's group benefit insurance program (with restrictions as determined at the time of retirement by the Standing Committee on Group Benefits and Insurance).

### **SALARIES/WAGES**

#### **41. ADMINISTRATION POLICY**

- (a) job rates shall be established for each level based on market as determined by external comparisons with the Conservation Authorities and municipalities located within a reasonable geographic area;
- (b) the job rate shall be the maximum of the pay grade and employees shall reach job rate within a specified time;
- (c) incremental increases shall be steps between minimum and maximum, separate from economic adjustments, provided on the employee's job date, and the number of steps shall be based on the period of time required to reach full job competency;
- (d) incremental increases shall be based on satisfactory performance, as determined following an employee's performance appraisal and shall relate to the employee's growth to full job competency job rate), with such increases withheld until performance is satisfactory, and based on approval by the CAO;
- (e) economic adjustments, if any, shall be applied to the complete salary and wage schedule annually.

#### **42. JOB DESCRIPTIONS**

All Authority current Job Descriptions for the staff complement of 20 are appended.

## **JOB EVALUATION**

### **43. OVERVIEW OF JOB EVALUATION**

1. It is the responsibility of the Secretary-Manager to ensure that all job descriptions are up-to-date,
2. Position descriptions for new positions will be submitted to the Board of Directors for consideration and approval.
3. The job description and classification of existing positions that become vacant, will be reviewed automatically by the Secretary-Manager and/or the Board of Directors prior to posting or advertising.
4. Employees who consider that their position has been improperly evaluated shall discuss the claim with the Secretary-Manager, who, together with the Board of Directors, will review the request.
5. Should the employee not be satisfied with the decision, the general Appeal Procedure, Personnel Policy 3, page 1-4 may be used.

The Authority's Job Evaluation System is a combined job classification/job ranking system. Jobs fall into one of three classification groups -Clerical, Technical/Professional, Supervisory/Management. Within each classification group jobs are ranked based on the degree of knowledge, judgment, contacts and accountability required of each. The ranking results in a series of levels of jobs within each classification.

In order to evaluate the jobs performed in the Authority, four compensable factors which describe the characteristics of the position are:

1. Knowledge/Skills
2. Judgment/Decision Making
3. Contacts
4. Accountability

### **44. COMPENSABLE FACTORS**

All employees fall into two categories:

1. Regular Staff (Full-time and Full-time Probationary)
2. Contract Staff

Regular and contract staff are divided into three classification groups:

1. Clerical
2. Technical/Professional
3. Supervisory/Management

This enables individual positions to be evaluated on the basis of comparisons to similar positions. Jobs within each group are ranked according to the compensable factors characteristic of the job.

## **TERMINOLOGY USED IN JOB EVALUATION**

### **(A) SUPERVISION GIVEN**

Where an employee exercises some control over the work of others, this is frequently called supervision and the individual referred to as a supervisor. In personnel terms, two aspects of this function are evident - supervision and group leadership.

Supervisor

A person held responsible for all the functions of a formally recognized unit of the organization at any level, whose duties include planning, organizing, coordinating and controlling work, with authority to deal with personnel matters (discipline, employee performance appraisal, salary recommendations).

### **(B) SUPERVISION/DIRECTION RECEIVED**

The majority of staff perform their tasks under some degree of supervision or direction, as follows:

#### **1. Works Under Supervision**

In accordance with established procedures and clear instructions, having very limited choice of action. The supervisor is readily available to deal with all non-routine matters. Work consists of a series of tasks with regular review.

#### **2. Works Under General Supervision**

With considerable functional independence as in many "journeyman" level clerical, secretarial and professional positions. Unusual problems referred to supervisor. Work consists primarily of tasks, with an occasional requirement for project work of a minor nature. The supervisor is not concerned with work details, but may make monthly or quarterly review of abilities.

#### **3. Works Under Direction**

In accordance with generally accepted standards and with agreed objectives on overall requirements and timing. Assignments reviewed for adherence to objectives and technical soundness. Project work of relatively short duration and, with ongoing tasks, subject to yearly or more frequent (six month, quarterly) review.

#### **4. Works Under General Direction**

In accordance with operating policy directive and agreed objectives. May involve coordination with work of other agencies and/or Authorities to achieve policy implementation. Projects may extend over more than a year. Ongoing tasks subject to yearly review, but results of decisions may not be fully apparent for two or three years.

## **45. PERFORMANCE APPRAISAL**

### **EMPLOYEE PERFORMANCE APPRAISAL**

The Performance Appraisal Forms for Full-Time and Contract staff are appended hereto.

### **PERFORMANCE APPRAISAL MANUAL**

#### **PURPOSE**

- to improve performance and/or to maintain high performance levels
- to increase employee job satisfaction.

#### **OBJECTIVES**

- The Authority's employee performance appraisal system has the following objectives: to set annual objectives for individual employees;
- to attain high performance levels by ensuring employees know and are committed to achieving what is expected of them;
- to assist employees to develop to full job competency and to gain skills to qualify for promotion by determining training and/or development needs;
- to improve communications and work relationships between employees and manager;
- to provide a better understanding of organizational objectives and the employee's role in achieving these objectives, both through reviewing past performance and establishing future objectives.

#### **DEFINITIONS**

**"EMPLOYEE"** in the context of these guidelines includes all Authority staff.

**"PERFORMANCE REVIEW"** is an informal assessment held to discuss day-to-day performance and occurring between formal employee performance appraisals.

**"PERFORMANCE APPRAISAL"** is a formal procedure for reviewing and assessing how an employee is achieving the tasks identified in his/her job description over a specified time period.

#### **JOB DESCRIPTION**

The Authority's job descriptions include a task list and a summary of the job function. The employee performance appraisal will be based on the job description and discussion of performance will be by task and by the objectives established on the last appraisal.

Specific to each task, the Secretary-Manager and/or Board of Directors should determine whether performance is satisfactory or where improvement is required. The session should also, where appropriate, be directed to establishing employee goals specific to job tasks and to reviewing the accomplishment of the goals identified at the previous appraisal. In this connection only, the previous appraisal should be used as reference.

The tasks listed in the job descriptions are a record of "what is done" to accomplish the job function. Over time tasks may alter, be added or deleted. It is important to keep the job descriptions current. Discussion of job performance by task will enable the Secretary-Manager and/or Board of Directors and the employee to review the job description and to identify any changes in the job content. Certain changes may simply be "housekeeping" matters; others, however, may affect the function of the job. In the latter instance, the "whole job" should be reviewed within the context of the adopted Job Evaluation System to ensure that it remains properly classified.

Therefore:

Performance appraisal is a formal procedure for assessing how the employee is achieving the tasks identified in the job description over a specified period of time; the job description is the basis for discussing job performance and should include an assessment of each task; review of the job description and its revision, where necessary, is part of the appraisal process.

### **APPLICATION**

The benefits of evaluating performance do not end when the employee has reached the job rate. The purpose of employee performance appraisal is not only to develop the employee to full job competency, but also ensure that employees, at a maximum, continue to perform satisfactorily. This includes the requirement to keep pace of any technological changes affecting job performance. The job may not change in its function; however, further knowledge or skills may be required to maintain satisfactory performance. For example, an engineer may perform certain tasks in the job which can only be performed satisfactorily if the incumbent continues to augment the knowledge gained at university with an understanding of relevant technological advances. While the function and tasks have not changed, individual growth is required to maintain job competency.

All employees benefit by knowing how they are doing and how their job contributes to accomplishing the goals of the organization. By basing the employee performance appraisal on the job tasks, the type of measurement can be geared to the type of tasks being performed.

Contract staff should also be included in the employee performance appraisal system on the basis that their performance also contributes to achieving organizational objectives. Their evaluation will provide a record of performance should they apply for future full-time employment. Since the tasks performed are generally fewer or less complex than for regular staff, the review of performance will be less time consuming. The factors to be considered are defined for the regular staff to which their work relates.

### **FREQUENCY**

The timing of employee performance appraisal is critical to its success as a management tool. The purpose of appraisal is to improve or maintain performance. If performance is not satisfactory, the employee should be given sufficient opportunity to improve prior to the Secretary-Manager and/or Board of Directors considering eligibility for an incremental increase. This would be particularly appropriate if poor performance is largely the result of not understanding what was expected or not having been given the opportunity to acquire needed knowledge or skills to perform well. A period of time between the employee performance appraisal and consideration of salary/wage adjustment will allow the employee to improve.

New employees on a six month probationary period shall have a formal appraisal after three months and again immediately prior to the end of the probationary period. The employee performance appraisal forms shall accompany the Secretary-Manager's recommendation regarding extension of the probationary period, transfer to full-time employment or termination. Where extension of the probationary period is granted by the Secretary-Manager and/or Board of Directors, a third performance appraisal shall occur prior to the Secretary-Manager and/or Board of Directors making a recommendation for transfer to full-time employment or termination.

After successful completion of the probationary period, each regular employee shall have a formal appraisal once a year, three months prior to his/her job date.

Each contract employee should have a performance review at some point during his/her period of employment. Where the employment exceeds one year, a performance appraisal on the same frequency as regular employees is required.

### **PERFORMANCE REVIEW**

The establishment of a formal employee performance appraisal system is not intended to limit the Secretary-Manager and/or Board of Directors' discussion of employee performance to once a year. The Secretary-Manager and/or Board of Directors should give recognition to good performance or correct poor performance as it occurs. This allows employees to know, on a day-to-day basis, how they are doing. This is performance review and should occur as required.

### **UNSATISFACTORY WORK PERFORMANCE**

Where unsatisfactory work performance occurs, the Secretary-Manager and/or Board of Directors should immediately inform the employee of the unsatisfactory aspects, attempt to identify a solution, and offer any appropriate assistance. This discussion should not be delayed until the annual appraisal session.

A short-term follow-up date should be established to review employee progress. Where work performance continues to be unsatisfactory, the Secretary-Manager and/or Board of Directors should interview the employee and outline the following points:

- the unsatisfactory aspects of the employee's work performance
- reference two previous attempts(s) to effect correction;
- additional assistance that the Secretary-Manager and/or Board of Directors plans to give to the employee to restore work performance to satisfactory level;
- the employee's commitment to undertake corrective action;
- follow-up action to be taken, including establishing a date on which a formal performance appraisal will be completed.

These points should be documented by confidential memorandum to the employee. A copy of the memorandum should be signed by the employee and placed in the employee's personnel file.

## **PROCEDURE FOR EMPLOYEE PERFORMANCE APPRAISAL**

In order to implement an employee performance appraisal program and to conduct effective appraisal sessions, the following procedure is established:

### **a) Secretary-Manager and/or Board of Directors**

- provides advance notice regarding employee job dates (at least four months prior) reviews personnel records including job description and previous evaluation NB., the employee performance appraisal applies to the current review period and reference to previous appraisal should not prejudice the evaluation
- outlines to employee format of meeting establishes a mutually convenient time to meet ensures no interruption during session prepares report of meeting

### **b) Employee**

- reviews job description to identify areas requiring clarification and/or modification assembles any material relevant to the discussion

## **PERFORMANCE FACTORS**

In reviewing performance, the factors considered are a function of the job performed. Generally, the relevant factors are as follows:

### **A. Clerical**

- i) Quality of Work - an assessment of how well the job tasks are performed.
- ii) Quantity of Work - volume of work produced by an employee in relation to each job task.
- iii) Effective Use of Job Time - productive utilization of total working time, i.e., ability to choose work priorities, complete responsibilities on a priority basis within time limits, uses spare time productively, improve job efficiency.
- iv) Personal Factors -attitude toward work and other staff; e.g. cooperative, adaptable, dependable.

### **B. Technical/Professional**

- i) Reliability of Judgment -ability to obtain and analyze facts, develop consistently sound conclusions.
- ii) Technical Competence -extent of employee's job knowledge.
- iii) Organization -ability to plan own work and/or co-ordinate work of a "task group".
- iv) Communication Skills -ability, in verbal and written communications, to convey information and recommendations.
- v) Personal Factors -potential for growth; ability to adapt and display initiative.

### **C. Supervisory/Management**

- i) Reliability of Judgment -ability to obtain and analyze facts, to develop consistently sound conclusion.
- ii) Technical Competence -extent of job knowledge.

- iii) Organization -ability to plan own work and that of his/her staff; ability to coordinate his/her work and subordinates with other areas; promptness with which assignments are completed.
- iv) Training Ability -ability to provide job training and/or development to subordinates to enable them to perform job tasks and prepare for future promotion.
- v) Personal Factors -potential for growth within organization.

## CONDUCTING THE PERFORMANCE INTERVIEW

Skilled interviewing can only be developed through practice. The following points may be helpful to the supervisor:

- a. Discuss the job tasks. You and the employee may have different ideas about the goals and responsibilities. Direct discussion to the job description, e.g., Is the task list accurate? Which tasks are most important? Which take the most time? Is there a better way to use employee time and talent? Do you agree on what the job is?
- b. Ask the employee to identify those tasks he/she does well and those he/she would like to do better. An employee will criticize his/her work more readily than he/she can accept criticism from you. Some useful questions are: What do you think are your greatest strengths? Where do you feel less competent? Do you feel you are becoming more or less competent with time? How? Why? Have you been doing anything to improve yourself? Is there any way I or the Authority can assist you? Do I do anything to make your job more difficult?
- c. Listen. Even though you are conducting the interview, you must listen to what the employee is saying to understand what he/she is telling you about what is important to him/ her.
- d. If the employee appraises his/her results more favourably than you do, invite him/her to tell you why. Be sure you understand and take time to consider the information even if you don't agree. Discuss your differences.
- e. In appraising an employee's mistakes, consider them in relation to the number of decisions made. How much freedom of judgment was involved? Remember the appraisal is for a year and don't let one or two recent errors cloud the whole appraisal. If they are uncharacteristic, try to find the cause and solution.
- f. Try not to be overly influenced by things that affect your feelings, but do not affect the employee's performance. For example:
  - your desk is neat - his/her's is cluttered
  - you share certain interests in work or recreation
  - he/she has certain mannerisms that annoy you although they do not annoy anyone else.
- g. When you criticize, limit your criticism to job performance. Performance can be improved. It is unlikely that the employee can do much to change his/her total personality and you could create resentment by indulging in personal criticism.

- h. If you are partly at fault, admit it. The employee will be more willing to admit mistakes if you are.
- i. Never discuss another employee's appraisal during an interview.
- j. It is not necessary that you agree on everything. If you don't agree, ensure that you both understand the other's point of view.
- k. Be yourself. Developing an interviewing technique takes time. Experiment until you can conduct an interview where both you and the employee can relax.
- l. Don't try to do too much and don't assume you are unsuccessful if the interview does not go the way you planned. You cannot make an unfavourable appraisal a happy experience nor are you likely to make a belligerent person cooperative.
- m. If the employee's performance is unsatisfactory, deal with the situation as discussed in Section 7.
- n. Outstanding performance. It is just as important to recognize good employees and to take the time to commend their efforts as it is to improve performance in others. Let these employees know that you appreciate their efforts. Invite the employee to tell you why he/she would like to develop and how you can assist. Where possible, provide the assistance to enable the employee to continue to grow.

## **RECORDS**

The employee performance appraisal is an opportunity to discuss employee strengths and to identify and determine measures to correct weaknesses. When such discussion takes place, there is a need to record such information as part of the employee's record of work performance.

Therefore:

- each employee performance appraisal results in completion of an appraisal form by the Secretary-Manager and/or Board of Directors and acknowledgment by the employee.
- completed forms shall become part of the employee's personnel record.
- a copy of the form shall be provided to the employee.

## **APPEALS**

Employee performance appraisal is a management tool and a management responsibility. The attitude of both the Secretary-Manager and/or Board of Directors and employee is critical to its successful administration. Discussion of performance and identification of employee requirements to improve or maintain satisfactory job output must involve both parties and every effort should be made by the supervisor to reach mutually agreed action. It is however, the Secretary-Manager's responsibility and/or Board of Directors' to evaluate employee performance. The employee, in signing the appraisal, acknowledges his/her understanding of the evaluation. Opportunity for employee comment is included on the form and should be reviewed by the Secretary-Manager and/or Board of Directors. To deal with disputes, an appeal procedure is necessary.

## **PREPARATION BY THE EMPLOYEE**

The employee should also prepare for his/her appraisal so that the discussion can be as meaningful as possible. The following are useful questions to consider:

1. What particular tasks interest you most?
2. What particular tasks interest you least?
3. How do you feel you have carried out the main tasks you are responsible for?
4. Which tasks could have been performed more effectively and how?
5. What, if any, were the reasons preventing you from being more effective in these areas?
6. What tasks do you feel you have performed particularly well and why?
7. What areas, if any, are unclear in the job?
8. What extra help or guidance do you feel you need to do your present job more effectively?
9. What do you think your objectives should be for the upcoming year?
10. Can you identify training and/or development requirements that would assist you in doing your job better?

## **DOCUMENTATION TASKS**

### **Completing the performance appraisal form**

- review job description and adjust if required.
- be sure you agree on what the key elements of the job are.

## **GOALS**

- discuss strengths & weaknesses in job performance
- they are necessary for effectiveness.
- employees will be more committed to goals if they have participated in developing them.
- goals should be descriptive, specific and measurable.

## **TRAINING & DEVELOPMENT**

- does the employee have the necessary skills/knowledge to achieve the goals?
- does the employee require additional on-the-job training to achieve the goals?
- does the employee require skills development to achieve the goals?

## **EMPLOYEE COMMENTS**

- encourage employees to respond to the appraisal in writing.
- if there is conflict between the Secretary-Manager and/or the Board of Directors and the employee's comments they should be resolved.

## **46. Electronic Monitoring**

### **POLICY**

NBMCA is committed to abiding by all of its obligations under Ontario's Employment Standards Act, 2000 (ESA), specifically those which apply to electronic monitoring.

As such, NBMCA is committed to informing its employees about the presence (if any) of electronic monitoring software or equipment either in the workplace or contained on any of the organization's servers or programs.

Please note that this policy is based on *Bill 88: Working for Workers Act, 2022* and is subject to change as per any new information provided by the Government of Ontario.

This policy is intended to specify:

- A description of how, why, and in what circumstances, NBMCA may electronically monitor employees,
- The purposes for which NBMCA may use the information obtained through electronic monitoring, and
- The date the policy was prepared and the date any changes were made to the policy.

This policy offers standards to ensure the following:

- Employee safety and security;
- That the company operates efficiently; and
- That appropriate data is collected to make informed business decisions, as needed.

### **Scope**

As an organization of more than 25 employees as of January 1, 2022 (note: part time and casual employees, as well as employees at different company locations are counted in this total), NBMCA is required to have this policy in place regarding electronic monitoring. This policy applies to all employees of NBMCA who are covered by the Employment Standards Act, whether their primary location of work is in the workplace, at home, on the road, or a combination of any or all of the above.

### **EFFECTIVE DATE**

This policy is effective as of February 29, 2024.

### **CHANGES TO THIS POLICY**

Any changes to this policy will be noted in this section, along with the date(s) that changes were made.

## **EMPLOYEE COUNT**

Employees to be counted include “anyone who meets the definition of “employee”, including: “homeworkers, probationary employees, some trainees, officers of a corporation who perform work or supply services for wages, employees on definite term or specific task contracts of any length, employees who are on lay-off, so long as the employment relationship has not been terminated and/or severed, employees who are on a leave of absence, employees who are on strike or who are locked-out, and employees who are exempt from the application of part(s) of the ESA.” Note: in the event that NBMCA does not have 25 employees as of January 1, but grows to 25 employees during the year, the organization will put this policy in place by March 1 of the following year. Should NBMCA’s total employee count decrease to fewer than 25 employees, the policy will remain in place until the following January 1, at which point (if the employee count is still below 25), a written policy is no longer required.

## **PROVIDING COPIES OF THIS POLICY TO EMPLOYEES**

NBMCA will provide this written policy to all employees within 30 days of its effective date.

- If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any changes.
- In the case of newly hired employees, NBMCA will provide a copy of this policy to them within 30 days of their date of hire.

The policy may be provided either:

- As a printed copy, or
- An attachment to an email, or
- A link to a document online.

If an employee is not able to access the document online or cannot print the document, they may request a printed copy from their supervisor/manager.

## **Electronic Monitoring Practices**

The NBMCA uses various electronic monitoring tools in different circumstances and for different purposes. “Electronic Monitoring” refers to employee monitoring that is done electronically. The following Table 1 outlines how and in what circumstances the NBMCA uses electronic monitoring tools, and the purposes for which information obtained through electronic monitoring tools may be used by the NBMCA.

**Table 1: Electronic Monitoring Practices**

<u>Electronic Monitoring Tool</u>	<u>When the Electronic Monitoring May Occur</u>	<u>How the Electronic Monitoring Occurs</u>	<u>Purpose(s) For Which the Collected Information May Be Used</u>
<u>IT security software</u>	<u>Continuous</u>	<u>Software tracks and triggers events for suspicious or risky user activity.</u>	<u>Network security</u>
<u>Firewalls/VPN/Web Gateways</u>	<u>Continuous</u>	<u>Network security programs and tools to monitor the use and access of systems and networks.</u>	<u>Network security</u>
<u>Endpoint threat detection and response protection tools</u>	<u>Continuous</u>	<u>“ETDR” monitors the use of workstations (programs run, files read and written, etc.) and compares it against a baseline to detect abnormalities and potential unauthorized use.</u>	<u>Network security</u>
<u>Internet, email and app activity monitoring, including downloaded documents and accessed websites, etc.</u>	<u>Continuous</u>	<u>Software records internet activity including but not limited to email and apps. Records copies of all messages sent or received by addresses within the NBMCA’s domain. This includes all email communications sent using company-owned networks, equipment, or user accounts; and this may include personal email accounts accessed through company-owned IT assets.</u>	<u>Network security; monitoring, evaluating or investigating employee performance, behaviour or conduct, including whether to issue an employee discipline, up to and including termination of employment. Monitor employee network and computer activities to verify that company-owned IT resources are used only for work-related or professional activities. Computer activity data can evaluate employee performance, detect malicious or high-risk behaviours, monitor network performance, and avoid security incidents.</u>
<u>Keystroke trackers for keyboards</u>	<u>Continuous</u>	<u>Uses keystroke trackers to monitor employee activity while they are working remotely.</u>	

<u>Electronic Monitoring Tool</u>	<u>When the Electronic Monitoring May Occur</u>	<u>How the Electronic Monitoring Occurs</u>	<u>Purpose(s) For Which the Collected Information May Be Used</u>
<u>Video surveillance (including for investigation)</u>	<u>With reasonable grounds to suspect unlawful activity or breach of contract or of personnel policy</u>	<u>Video surveillance may be employed within the office (excluding bathrooms, changing rooms, and other private spaces) to document employee behaviour or conduct. Private investigators may be retained to document employee activity outside of work using video camera technology.</u>	<u>To detect unlawful activity or activity in breach of the employment agreement or the personnel policy. Monitoring, evaluating or investigating employee performance, behaviour or conduct, including whether to issue an employee discipline, up to and including termination of employment.</u>
<u>CCTV/Video Camera Systems (property and facilities, license plate recognition)</u>	<u>Continuous</u>	<u>Cameras record video footage and/or photo snapshots of specific areas and motor vehicle license plates for tracking authorized/unauthorized use of parking spaces within NBMCA's properties and facilities. Bathrooms, changing rooms, and other private spaces do not have video surveillance.</u>	<u>Facility security, employee and asset protection, and service delivery.</u>
<u>RFID Tags (Equipment)</u>	<u>Continuous</u>	<u>Sensors attached to key pieces of equipment detect and report on equipment location</u>	<u>Asset Protection</u>
<u>Mobile device management</u>	<u>Continuous</u>	<u>Devices log calls, messages (text, emails, etc.), user information and activity.</u>	<u>Network Security; monitoring, evaluating or investigating employee performance, behaviour or conduct, including whether to issue an employee discipline, up to and including termination of employment.</u>

<u>Electronic Monitoring Tool</u>	<u>When the Electronic Monitoring May Occur</u>	<u>How the Electronic Monitoring Occurs</u>	<u>Purpose(s) For Which the Collected Information May Be Used</u>
<u>Vehicle telematics / GPS</u>	<u>All fleet and/or university vehicles during use</u>	<u>On board sensors detect and report on vehicle location, driver behaviour (hard braking, rapid acceleration, etc.), time, speed, etc., attached equipment operation and engine diagnostics.</u>	<u>Fleet management, driver safety and security, service delivery location and timing, monitoring, evaluating or investigating employee performance, behaviour or conduct, including whether to issue an employee discipline, up to and including termination of employment. These records may also be accessed in the event of an accident.</u>
<u>Alarm code access systems, electronic key fob/access badge systems</u>	<u>Each alarm activation and deactivation; each scan</u>	<u>Alarm company records show each time the alarm is activated or deactivated. An electronic sensor creates a record each time an authorized user scans their key fob and enters the NBMCA premises or shared computers</u>	<u>Facility and network security.</u>



#### **46.47. CODE OF CONDUCT**

The North Bay-Mattawa Conservation Authority (NBMCA) is committed to providing a working environment which is supportive of the productivity, well-being and safety of all stakeholders.

All NBMCA Staff shall:

1. Make every effort to provide prompt, effective and courteous service.
2. Apply rules in a fair, professional and positive manner.
3. Treat all stakeholders as valued partners in delivery of programs and services.

All stakeholders shall:

1. Cooperate in maintaining a positive environment.
2. Treat all individuals with respect and dignity.
3. Refrain from using threatening, abusive or harassing language and/or behavior.
4. Uphold the Human Rights Code and the Occupational Health & Safety Act.
5. Refrain from deliberate or reckless misuse or damaging of NBMCA equipment and property.

Violation of these rules may result in disciplinary action, recovery of costs, restriction of NBMCA services and/or possible prosecution.

~~Brian Tayler~~

Chief Administration Officer

May, 2017

15 Janey Avenue North Bay, Ontario P1C 1N1 P: (705)474-5420 F: (705) 474-9793  
www.nbmca.on.ca



#### **47.48. VISITOR RESPONSIBILITIES**

Host employees and visitors shall:

1. Comply with the NBMCA's Code of Conduct.
2. Obey all signage.
3. Wear all required personal protective equipment.
4. Report all incidents, accidents and injuries.
5. Not operate or work on equipment, machinery or vehicles without proper approval.

In the event of an emergency, host employees will ensure that visitors follow emergency response procedures.

15 Janey Avenue North Bay, Ontario P1C 1N1 P: (705) 474-5420 F: (705) 474-9793  
[www.nbmca.on.ca](http://www.nbmca.on.ca)

~~Workplace Violence, Harassment and Sexual Harassment~~  
**Report**

## **DISCRIMINATION**

### Policy

~~The North Bay-Mattawa Conservation Authority (NBMCA) values a workplace free from Discrimination and, therefore, Discrimination will not be tolerated at the NBMCA. The NBMCA will take all reasonable steps to protect its employees from Discrimination. The NBMCA will investigate and deal with all occurrences and complaints in a fair and timely manner, respecting the privacy of all concerned as much as possible. Individuals who commit Discrimination will be subject to disciplinary action. Retaliation or reprisals are prohibited against any person who has filed a complaint under this policy.~~

~~The prevention and reporting of Discrimination situations is the responsibility of each individual.~~

### Definitions

~~Prohibited Grounds (per Ontario Human Rights Code):~~

- ~~• Age~~
- ~~• Ancestry~~
- ~~• Citizenship~~
- ~~• Place of Origin~~
- ~~• Race~~
- ~~• Colour~~
- ~~• Creed (religion)~~
- ~~• Disability~~
- ~~• Ethnic origin~~
- ~~• Family status~~
- ~~• Gender Identity/Expression~~
- ~~• Marital Status (married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship)~~
- ~~• Receipt of public assistance (in housing only)~~
- ~~• Record of offences (in employment only)~~
- ~~• Sex (including sexual harassment, pregnancy and breastfeeding)~~
- ~~• Sexual orientation~~

### Discrimination:

#### **Direct Discrimination:**

~~Any form of unequal treatment based on one or more Prohibited Grounds.~~

#### **Indirect Discrimination:**

~~Where patterns of behaviour, policies or practices which are part of an organization's structure unintentionally create or perpetuate disadvantage for a group of persons who are identified by a Prohibited Ground of Discrimination.~~

### **~~Vexatious Complaint:~~**

~~A complaint that is trivial, frivolous, malicious, made in bad faith or contains allegations that the complainant knows to be false. When a complaint is found to be vexatious the employee will be disciplined.~~

### **~~Workplace:~~**

~~Any land, premises, location or thing at, upon, in or near which a worker works.~~

### **~~Confidentiality~~**

~~Personal information received is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for accommodation. Information related to complaints of Discrimination will be shared with the workplace parties on a need to know basis as required by the investigative process. Questions about the collection of personal information should be directed to the Chief Administrative Officer, 15 Janey Avenue North Bay or (705) 474-5420, extension 2001.~~

### **Performance Standards**

~~All employees of the NBMCA share the responsibility to create and maintain an environment free from Discrimination and to report such behaviour when they witness or experience it.~~

~~Supervisors are responsible to ensure employees have the information they need to protect themselves and to respond to occurrences of Discrimination in accordance with the City's policies and procedures.~~

~~Managers/Supervisors have overall managerial and leadership responsibility for ensuring a Workplace that is free of Discrimination, including leading by example in matters of workplace behavior and responding appropriately to any occurrences and reports.~~

~~The Supervisor, Finance and Human Resources, or designate, will conduct an investigation of all formal complaints of Discrimination and provide a report of findings to the Chief Administrative Officer within thirty (30) working days of the filing of the complaint.~~

### **Related Policies**

~~Code of Conduct~~

~~Workplace Violence Harassment & Sexual Harassment Policy~~

### **Related Procedures**

~~Discrimination Procedure~~

~~Workplace Violence, Harassment and Sexual Harassment Procedure~~

### **Related Forms**

~~Discrimination Report~~

~~Workplace Violence, Harassment and Sexual Harassment Report~~

## **48. Discrimination Procedure**

### **Informal Complaint**

Any staff member of the North Bay-Mattawa Conservation Authority (NBMCA) may seek informal assistance or advice on Discrimination from:

- ~~Manager/Supervisor~~
- ~~Supervisor, Finance & Human Resources~~
- ~~InConfidence~~

### **Formal Complaint/Investigation**

~~The Employee shall submit a completed Discrimination Report to the Supervisor, Finance and Human Resources within thirty (30) working days of the alleged occurrence(s) in order for an investigation to be conducted.~~

~~The investigation process may include interviewing the complainant, the respondent and any parties identified as relevant to facilitate the collection of all relevant information.~~

~~Within thirty (30) working days of receiving the formal complaint a report of the investigative findings shall be submitted to the Chief Administrative Officer.~~

~~The investigator(s) will provide information regarding the outcome of the investigation to the complainant and respondent.~~

~~If as a result of the investigation, it is determined that a complaint of Discrimination is substantiated, appropriate action will be taken.~~

~~If as a result of the investigation, the complaint is found to be frivolous, the complainant may be subject to discipline.~~

### **Related Policies**

~~Code of Conduct~~

~~Discrimination Policy~~

~~Workplace Violence, Harassment and Sexual Harassment Policy~~

### **Related Procedures**

~~Workplace Violence, Harassment and Sexual Harassment Procedure~~

### **Related Forms**

## **Employee Personnel Policy Acknowledgement and Statement of Compliance**

I acknowledge that I have received the North Bay-Mattawa Conservation Authority (NBMCA) Employee Personnel Policy, that I have reviewed it in detail and am familiar with the content. I agree to comply with NBMCA programs and processes contained therein, and as they are

amended from time to time.

I understand and agree that the Employee Personnel Policy is intended to provide an overview of NBMCA programs and processes, but it does not necessarily represent all the guidelines, policies and practices in effect.

I am aware that the content of the Employee Personnel Policy is subject to all applicable provincial or federal regulations and that these guidelines, processes and practices may be changed, modified, or updated at any time. NBMCA will notify employees should any content be changed, modified or updated.

I understand that it is my responsibility, once notified of changes to the Employee Personnel Policy to familiarize myself with any revisions.

To the best of my knowledge, I am not involved in any situation that conflicts or might appear to conflict with the guidelines, processes or practices outlined in this Employee Personnel Policy. I also agree to immediately notify NBMCA of any changes that might adversely affect my compliance.

---

Employee's Signature

---

Employee's Name (print)

---

Date

**Please return the signed copy to the ~~Manager, Finance and Human Resources~~ Director, Corporate Services.**



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

**ORIGIN:** Troy Storms, Manager, Lands and Stewardship  
Aaron Lougheed, Assistant Manager, Finance

**DATE:** February 21, 2024

**SUBJECT:** Laurentian Ski Hill Capital Reserve Request

### **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 borrowing from the reserve accounts requires NBMCA approval. The agreement also requires that the Ski Hill provide NBMCA with monthly balance sheets, income statements (with budget comparisons delivered within 5 weeks following the month end) and audited financial statements within reason of its April 30th year end.

NBMCA received funding requests from the Ski Hill as follows: through an email sent to NBMCA on January 31, 2024, the Ski Hill requested funds of \$3,390.00 from the NBMCA’s Ski Hill capital reserve to pay one invoice for gas line work in the Lower Lodge and to bring current NBMCA owned assets up to TSSA Standards code. A copy of the invoice is attached to this report.

### **Analysis**

Staff analysis involves reviewing the current capital reserves at NBMCA for the Ski Hill and, when available, the unaudited/audited financial statements and monthly reports from the Ski Hill.

Upon reviewing the Invoice for the requested funds for three-thousand three-hundred and ninety dollars (\$3,390.00), staff have determined that the request is appropriate to pay as the payment is considered a repair and improves the lifespan of NBMCA assets.

The NBMCA capital reserve for the Ski Hill currently has \$158,643 available. The Ski Hill’s current request of \$3,390.00 can be provided to pay for repair work on the gas piping of the Lower Lodge with a significant amount remaining in the reserve. See **Table 1** below.

**Table 1: NBMCA’s Ski Hill Capital Reserve**

Description	Amount
Capital reserve amount available February 9 <sup>th</sup> , 2024	\$162,033
Request from the Ski Hill to NBMCA to pay contractor invoice	\$3,390
Estimated balance remaining on completion of above transaction	\$158,643

**Recommendation:**

Staff recommend that the NBMCA Board approve the Ski Hill’s request for \$3,390.00 from the NBMCA’s Ski Hill capital reserve for the purpose of paying invoice for the repairs undergone on the Lower Lodge during the 2023-2024 ski season.

**Recommended Resolution:**

**THAT** the staff report ‘Laurentian Ski Hill Capital Reserve Request’ is received and appended to the minutes of this meeting;

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club’s request for \$3,390.00 from the NBMCA’s Ski Hill capital reserve.

**Submitted By**

**Troy Storms, Manager, Lands and Stewardship  
Aaron Lougheed, Assistant Manager, Finance**

**Reviewed By**

**David Ellingwood, Director, Water Resources  
Chitra Gowda, Chief Administrative Office, Secretary Treasurer**

# S&S Commercial Kitchen Repairs Inc.

3 Perut Place  
North Bay, Ontario P1B 0B5

## INVOICE

Invoice No.: 38570  
Date: 12/27/2023  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:  
Laurentian Ski Hill Chalet

Ship to:  
Laurentian Ski Hill Chalet  
14 Janey,  
North Bay  
Average Joes

Business No.: 81879 1881 RT0001

Quantity	Description	Tax	Unit Price	Amount
1	Technician - As per quote to hook up gas piping and bring to TSSA Standards code.	H	3,000.00	3,000.00
	H - HST 13% HST			390.00
Shipped By: Tracking Number:			Total Amount	3,390.00
Comment: Reinstalled gas, added hangers, shut off and new gas hoses. Tested.			Amount Paid	0.00
Sold By:			Amount Owing	3,390.00