

**North Bay-Mattawa Conservation Authority
Members Meeting for February 12, 2025
at 4:00 pm IN PERSON
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario
AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from January 15, 2025
5. Correspondence

Business Reports

6. Section 28 Permits **(Report #1)**
7. Q4 – Financial statements **(Report #2)**
8. Q4 – On-Site Sewage System Program **(Report #3)**

Other Business

9. Members Only Committee of the Whole to discuss personnel matters
10. New Business
11. Adjournment

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**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 12, 2025 in the NBMCA’s Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

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

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
East Ferris, Municipality of	-	Steve Trahan

ALSO PRESENT:

Robin Allen, Interim CAO, Secretary-Treasurer
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
Aaron Lougheed, Manager, Finance
Angela Mills, Water Resources Specialist
Ella Bird, Deputy Chief Building Official Acting Manager, On-Site Sewage Systems
Paula Loranger, Community Relations Coordinator
Stephanie Holmes, Receptionist/Bookkeeper
Githan Kattera, Water Resources Coordinator/Regulations Officer
Jennifer Hamilton-McCharles, Member of the media

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Chair Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 18-25, Mitchell-Chirico

THAT the agenda be approved as presented.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of Previous Minutes of January 15, 2025

After discussion the following resolution was presented:

Resolution No. 19-25, Belanger-Mitchell

THAT the minutes of the meeting held January 15, 2025 be adopted as written.

Carried Unanimously

5. Correspondence

None presented.

6. NBMCA Annual Report

Robin Allen presented the Annual Report. After the presentation, the Members thanked Robin. After Robins presentation, Rebecca Morrow introduced and welcomed a new staff Member, Stephanie Holmes. The members extended their welcome to Stephanie.

7. Section 28 Permits

Githan Kattera presented the report on the Section 28 Permits. After discussion the members thanked Githan and the following resolution was presented:

Resolution No. 20-25, Moreton-Britton

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

8. Fourth Quarter Financial Statements

Aaron Lougheed presented the Q4 Financial Statements, and gave an update on Laurentian Ski Hill. After discussion, the members thanked Aaron and the following resolutions were presented:

Resolution No. 21-25, Mayne-Moreton

THAT the Budget Status Report at December 31, 2024 be accepted for information by the members of the Board of Directors and appended to the minutes of this meeting.

Carried Unanimously

Resolution No. 22-25, Mick-Moreton

THAT NBMCA transfer balance of funds from City of North Bay to Laurentian Ski Hill.

Carried Unanimously

9. Fourth Quarter Report – On-Site Sewage System Program

Ella Bird presented the Q4 On-Site Sewage System Report. After discussion, the Members thanked Ella and the following resolution was presented:

Resolution No. 23-25, Belanger-McMartin

THAT the Year End Q4 2024, On-Site Sewage System report dated February 12, 2025 be received and appended to the minutes of this meeting.

Carried Unanimously

10. Members Only Committee of the Whole to discuss personnel Matters

After discussion, the following resolutions were presented:

Resolution No. 24-25, Mick-Mitchell

THAT the meeting move into a closed session of “Committee of the Whole” to discuss personnel matters at 4:37 pm.

Carried Unanimously

Resolution No. 25-25, Belanger-Chirico

THAT the meeting out of a closed session of “Committee of the Whole” and back into an open meeting. (5:02 pm)

Carried Unanimously

11. New Business

None.

12. Adjournment (5:02 p.m.)

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

Resolution No. 26-25, Mitchell-Mick

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

Carried Unanimously

Michelle Lahaye, Chair

Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer



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

Origin: Githan Kattera, Regulations Officer / Water Resources Coordinator
Hannah Wolfram, Regulations Officer

Date: January 29, 2025

Subject: Report on O. Reg. 41/24 Prohibited Activities, Exemptions and Permits

Background

On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. Within this regulation, a CA may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock and that the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Analysis

# of Permits Issued	Average Permit Processing Time (Days)	# of Small Projects	# of Standard Projects	# of Large Projects	# of Major Projects
5	1.2	3	0	2	0

Recommendation

THAT the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

Recommended Resolution

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Submitted By: Githan Kattera, Regulations Officer / Water Resources Coordinator

Reviewed By: Robin Allen, Interim CAO Secretary Treasurer



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: February 12, 2025

SUBJECT: Budget vs Actual for the period January 1, 2024 through December 31, 2024

ANALYSIS: Budget Vs Actual

The Ministry of Natural Resources (MNR), in accordance with the Conservation Authorities Act Section 39, transferred funding in the amount of \$133,490.00 for the 2024-25 fiscal year. This transfer payment was received on August 28, 2024.

Currently the NBMCA is projected to have a modest net income for the year with amounts to be put in reserves for Lands Capital Acquisition, WECl Projects, and Lands and Properties Capital Projects.

Category One Programs (Mandatory)

Corporate Services Operations – Income is showing a modest net income through FY 2024, however, it is anticipated that the income on disposal of assets will be placed in the appropriate reserve bringing the program to balanced budget for the year.

Corporate Services Capital – Income for the capital budget of corporate services is non-existent, this is due to there being no deferred revenue for this program. All projects moved to 2025. Program shows a minor deficit due to wages and admin overhead costs allocated per the budget.

Planning and Regulations – Program is anticipated to have a loss nearing 10% of budget due to reduced revenue. Program may see increased revenue after all invoicing for FY 2024 is completed.

Water Resources Management Operations – Program anticipated to have a significant surplus, however, \$25,000 in revenue will need to be deferred to cover FHIMP related expenses billed in 2025. The resulting surplus is anticipated to be in the \$80,000 range.

Water Resources Management Capital – Revenues are below budgeted figures as there are no WECl projects planned for fiscal 2024. \$100,000 to be deferred for 2025 WECl Projects. Program surplus is anticipated to be in the range of \$27,000.

Source Water Protection – All Transfer payments have been received and the program is showing a surplus of \$51,575. Due to the timing and nature of the payment this revenue will be deferred for future DSWP related expenses.

On-Site Sewage System Program – Program had a very strong third quarter and the anticipated reserve draw will likely be less than \$20,000. Far lower than the anticipated reserve draw of \$50,000 after Q3.

Land and Properties Operations – Revenue likely to be lower than expected at year end due to unavailable deferred amounts, however, expenses for the program are running below budget. Program likely to have a modest net income.

Lands and Properties Capital – Significant savings within this program as many projects have been deferred to 2025.

Category Two Projects (Non-Mandatory Municipality Delegated)

Watershed Municipal Programs – Revenues and Expenses are in line with the budget with a modest net income for the year.

Category Three Projects (Non-Mandatory NBMCA Recommended)

Watershed Support Programs Operations – Primary activity within this program is the Mattawa River Canoe Race. Current projected income for the program is \$7,585. Recommended that all income be placed into a reserve for the Mattawa River Canoe Race.

Watershed Support Programs Capital – Revenues are on target, expenses likely not to exceed budget. No concerns currently.

Ski Hill Operations – Funding has been received and passed through to the Ski Hill for Operations. No concerns currently.

Ski Hill Capital – Greater than expected expenses for capital repairs to NBMCA owned assets on the Ski Hill, revenues not expected to meet budgeted amounts. With a significant reserve for capital expenses there are no concerns currently.

RECOMMENDED RESOLUTIONS:

THAT the Budget Status Report at December 31, 2024 be approved by the members of the Board of Directors and appended to the minutes of this meeting.

Aaron Lougheed
Manager, Finance

Reviewed by
Robin Allen
Interim CAO and Secretary Treasurer

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
Profit Loss Budget vs. Actual
For the 12 Months Ended December 31, 2024

	Jan - Dec 2024	Budget	Variance	% of Budget
Income				
3100 · Corporate Services	1,158,405	1,081,110	77,295	107.15%
9700 · Corporate Services Capital	0	174,985	-174,985	0.0%
3500 · Planning and Regulations	271,903	341,052	-69,149	79.73%
3600 · Water Resources Management	758,102	626,067	132,035	121.09%
8300 · Source Water Protection	211,596	160,753	50,843	131.63%
3200 · On-site Sewage System Program	990,581	1,211,200	-220,619	81.79%
6100 · Watershed Support Programs	44,508	64,086	-19,578	69.45%
6200 · Watershed Support Programs Capital	9,500	9,500	0	100.0%
6400 · Watershed Municipal Programs	23,197	23,197	0	100.0%
7000 · Lands & Properties	514,483	579,711	-65,228	88.75%
8600 · Lands & Properties Capital	261,485	261,485	0	100.0%
109-00 · WRM Capital	252,374	522,000	-269,626	48.35%
112-00 · LSHSC CAPITAL	51,497	65,000	-13,503	79.23%
114-00 · LSHSC OPERATING	260,010	85,000	175,010	305.89%
Total Income	4,807,640	5,205,146	-397,506	92.36%
Expense				
3100 · Corporate Services	1,082,573	1,081,110	-1,463	100.14%
9700 · Corporate Services Capital	10,221	174,985	164,764	5.84%
3500 · Planning and Regulations	315,369	341,052	25,683	92.47%
3600 · Water Resources Management	653,511	626,067	-27,444	104.38%
8300 · Source Water Protection	160,022	160,753	731	99.55%
3200 · On-site Sewage System Program	1,009,477	1,211,200	201,723	83.35%
6100 · Watershed Support Programs	36,922	64,086	27,164	57.61%
6200 · Watershed Support Programs Capital	4,095	9,500	5,405	43.1%
6400 · Watershed Municipal Programs	20,320	23,197	2,877	87.6%
7000 · Lands & Properties	506,081	579,711	73,630	87.3%
8600 · Lands & Properties Capital	38,241	261,485	223,244	14.63%
109-00 · WRM Capital	103,657	522,000	418,343	19.86%
112-00 · LSHSC CAPTIAL	78,666	65,000	-13,666	121.02%
114-00 · LSHSC OPERATING	260,010	85,000	-175,010	305.89%
Total Expense	4,279,163	5,205,146	-925,983	82.21%
Net Ordinary Income	528,477	0	528,477	

NBMCA
Profit Loss Budget Vs. Actual
Corporate Services

	Jan - Dec 2024	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3116 · Administrative Overhead	793,515.00	793,515.00	0.00	100.0%
3109 · Internal Rent Rev	12,462.00	55,462.00	(43,000.00)	22.47%
3101 · A-Transfer Pay'ts MNR	16,020.00	16,020.00	0.00	100.0%
3104 · A-General Levy	143,442.00	143,441.00	1.00	100.0%
3106 · A-Fees	5.00	1,000.00	(995.00)	0.5%
3107 · A-Donations	4,172.03	2,000.00	2,172.03	208.6%
3110 · A-Property Rental Rev External	42,040.83	50,776.00	(8,735.17)	82.8%
3113 · A-Other Revenue	11,582.65		11,582.65	
3114 · A-Interest Earned	60,165.04	18,896.00	41,269.04	318.4%
3125 · Gain on Disposal of Assets	75,000.00		75,000.00	
Total Income	1,158,404.55	1,081,110.00	77,294.55	107.15%
Gross Profit	1,158,404.55	1,081,110.00	77,294.55	107.15%
Expense				
3191 · Mortgage Principal Repayment	18,577.75	18,715.00	(137.25)	99.27%
3199 · Bad Debts	73.62			
3130 · A-Wages Salaried	597,686.85	712,245.00	(114,558.15)	83.92%
3138 · A-Per Diem	4,760.00	11,500.00	(6,740.00)	41.39%
3139 · A-Members Mileage	4,528.64	5,500.00	(971.36)	82.34%
3140 · A-Members Expenses	6,383.23	2,000.00	4,383.23	319.16%
3141 · A-Staff Mileage & Expenses	11,077.11	4,700.00	6,377.11	235.68%
3142 · A-Staff Certification & Training	8,843.21	8,850.00	(6.79)	99.92%
3143 · A-Telephone	7,104.21	9,270.00	(2,165.79)	76.64%
3145 · A-Insurance	30,627.00	30,465.00	162.00	100.53%
3146 · A-Gas	14,761.49	16,500.00	(1,738.51)	89.46%
3147 · A-Repairs & Maintenance	264.58	2,000.00	(1,735.42)	13.23%
3148 · A-Office Supplies	6,355.37	8,000.00	(1,644.63)	79.44%
3149 · A-Postage	1,094.99	545.00	549.99	200.92%
3150 · A-Equipment Purchases	386.68	250.00	136.68	154.67%
3151 · A-Equipment Rental	1,140.98	2,460.00	(1,319.02)	46.38%
3152 · A-Publications & Printing	858.34	2,015.00	(1,156.66)	42.6%
3153 · A-Advertising	1,119.36	4,000.00	(2,880.64)	27.98%
3154 · A-Bank Charges	1,806.31			
3155 · A-Interest Expense	26,214.82	24,500.00	1,714.82	107.0%
3158 · A-Audit	20,635.70	11,050.00	9,585.70	186.75%
3159 · A-Legal Services	180,949.67	30,000.00	150,949.67	603.17%
3160 · A-Materials & Supplies	9,264.99	38,080.00	(28,815.01)	24.33%
3161 · A-Conservation Ont Levy	26,814.00	26,815.00	(1.00)	100.0%
3162 · A-Services	66,686.05	81,500.00	(14,813.95)	81.82%
3171 · A-Water	6,073.96	3,500.00	2,573.96	173.54%
3172 · A-Hydro	17,676.87	16,000.00	1,676.87	110.48%
3173 · A-Vehicle Gas	1,374.04	685.00	689.04	200.59%
3174 · A-Accounting Services	1,272.00	1,680.00	(408.00)	75.71%
3178 · A-Internal Chargeback	8,285.00	8,285.00	0.00	100.0%
3182 · Staff Clothing Purchase	(124.14)			
Total Expense	1,082,572.68	1,081,110.00	1,462.68	100.14%
Net Ordinary Income	75,831.87	0.00	75,831.87	100.0%
Other Income/Expense				
Other Expense				
3195 · A-TCA Equipment	3,153.53			
Total Other Expense	3,153.53			
Net Other Income	(3,153.53)	0.00	(3,153.53)	100.0%
	72,678.34	0.00	72,678.34	100.0%

NBMCA
Profit Loss Budget vs. Actual
Corporate Service Capital

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9713 · CS-Other Revenue	0.00	174,985.00	(174,985.00)	0.0%
Total Income	0.00	174,985.00	(174,985.00)	0.0%
Gross Profit	0.00	174,985.00	(174,985.00)	0.0%
Expense				
9730 · CS-Wages Salary	5,607.88	8,672.00	(3,064.12)	64.67%
9762 · CS-Services	0.00	161,700.00	(161,700.00)	0.0%
9778 · CS - Internal Chargeback	4,613.00	4,613.00	0.00	100.0%
Total Expense	10,220.88	174,985.00	(164,764.12)	5.84%
Net Ordinary Income	(10,220.88)	0.00	(10,220.88)	100.0%
Net Income	(10,220.88)	0.00	(10,220.88)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Planning

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3501 · WP-MNR Transfer Payment	22,690.00	22,690.00	0.00	100.0%
3504 · WP-General Levy	97,760.00	97,760.00	0.00	100.0%
3506 · WP-Fees	71,362.50	110,000.00	(38,637.50)	64.88%
3513 · WP-Other Income	80,090.74	110,602.00	(30,511.26)	72.41%
Total Income	271,903.24	341,052.00	(69,148.76)	79.73%
Gross Profit	271,903.24	341,052.00	(69,148.76)	79.73%
Expense				
3573 · Vehicle Gas	278.04	525.00	(246.96)	52.96%
3567 · Admin Overhead	97,611.00	97,611.00	0.00	100.0%
3549 · Postage	0.00	104.00	(104.00)	0.0%
3547 · Repair & Maintenance	0.00	3,000.00	(3,000.00)	0.0%
3530 · WP-Wages Salary	202,119.89	225,484.00	(23,364.11)	89.64%
3541 · WP-Staff Mileage & Expenses	143.48	1,500.00	(1,356.52)	9.57%
3542 · WP-Staff Certification & Train	393.85	2,500.00	(2,106.15)	15.75%
3560 · WP-Materials & Supplies	347.39	700.00	(352.61)	49.63%
3562 · WP-Services	0.00	3,800.00	(3,800.00)	0.0%
3566 · WP-Consulting Services	14,474.91			
3578 · WP-Internal Chargeback	0.00	5,828.00	(5,828.00)	0.0%
Total Expense	315,368.56	341,052.00	(25,683.44)	92.47%
Net Ordinary Income	(43,465.32)	0.00	(43,465.32)	100.0%
Net Income	(43,465.32)	0.00	(43,465.32)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Water Resources Management

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3601 · FC-MNR Transfer Payment	94,760.00	94,780.00	(20.00)	99.98%
3603 · FC-Grants from Others	25,031.37			
3604 · FC-General Levy	467,684.41	360,661.00	107,023.41	129.67%
3605 · FC-Sole-benefitting Levy	11,000.00	11,000.00	0.00	100.0%
3613 · FC-Other Revenue	159,626.00	159,626.00	0.00	100.0%
Total Income	758,101.78	626,067.00	132,034.78	121.09%
Gross Profit	758,101.78	626,067.00	132,034.78	121.09%
Expense				
3666 · WRM OPS - Consulting	0.00	20,000.00	(20,000.00)	0.0%
3642 · WRM OPS - Staff Cert. & Train.	3,052.80	3,000.00	52.80	101.76%
3667 · WRM OPS - Admin Overhead	183,494.00	183,494.00	0.00	100.0%
3630 · FC-Wages Salary	263,406.01	310,677.00	(47,270.99)	84.79%
3641 · FC-Staff mileage & Expense	1,391.20	2,000.00	(608.80)	69.56%
3643 · FC-Telephone	7,029.33	8,354.00	(1,324.67)	84.14%
3644 · FC-Taxes	20,683.14	19,025.00	1,658.14	108.72%
3645 · FC-Insurance	36,348.00	36,348.00	0.00	100.0%
3647 · FC-Repairs & Maintenance	187.93	6,800.00	(6,612.07)	2.76%
3648 · FC-Office Supplies	0.00	250.00	(250.00)	0.0%
3651 · FC-Equipment Rental	54,855.47			
3660 · FC-Material & Supplies	2,197.88	2,650.00	(452.12)	82.94%
3662 · FC-Services	66,772.86	16,800.00	49,972.86	397.46%
3672 · FC-Hydro	2,465.68	1,900.00	565.68	129.77%
3673 · FC-Vehicle Gas	3,537.48	6,680.00	(3,142.52)	52.96%
3678 · FC-Internal Chargeback	8,089.00	8,089.00	0.00	100.0%
Total Expense	653,510.78	626,067.00	27,443.78	104.38%
Net Ordinary Income	104,591.00	0.00	104,591.00	100.0%
Net Income	104,591.00	0.00	104,591.00	100.0%

NBMCA
Profit Loss Budget vs. Actual
Water Resources Management Capital

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
109-01 · WECl Project Trsf Pay'	(1,000.00)	100,000.00	(101,000.00)	(1.0%)
109-04 · WECl Project -GenLevy	45,000.00	45,000.00	0.00	100.0%
109-05 · WECl-Sole Benefitting Levy	200,000.00	200,000.00	0.00	100.0%
109-13 · WECl Project -Other Rev	8,374.00	177,000.00	(168,626.00)	4.73%
Total Income	252,374.00	522,000.00	(269,626.00)	48.35%
Gross Profit	252,374.00	522,000.00	(269,626.00)	48.35%
Expense				
109-78 · WRM CAP - Internal Chargeback	5,250.00	5,250.00	0.00	100.0%
109-30 · WECl Project -SalaryWage	9,483.87	9,442.00	41.87	100.44%
109-66 · WECl Project-Consult Servi	86,277.87	494,663.00	(408,385.13)	17.44%
109-67 · WECl Project-Admin Overhea	2,645.00	2,645.00	0.00	100.0%
Total Expense	103,656.74	512,000.00	(408,343.26)	20.25%
Net Ordinary Income	148,717.26	10,000.00	138,717.26	1,487.17%
Other Income/Expense				
Other Expense				
109-50 · WECl-TCA purchases	21,133.05	10,000.00	11,133.05	211.33%
Total Other Expense	21,133.05	10,000.00	11,133.05	211.33%
Net Other Income	(21,133.05)	(10,000.00)	(11,133.05)	211.33%
Net Income	127,584.21	0.00	127,584.21	100.0%

NBMCA
Profit Loss Budget vs. Actual
OSS Program

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3215 · Credit Card Surcharge	0.00	18,000.00	(18,000.00)	0.0%
3206 · S-OBC-Fees	929,605.75	1,153,200.00	(223,594.25)	80.61%
3213 · S-OBC-Other Revenue	60,975.16	40,000.00	20,975.16	152.44%
Total Income	990,580.91	1,211,200.00	(220,619.09)	81.79%
Gross Profit	990,580.91	1,211,200.00	(220,619.09)	81.79%
Expense				
3267 · S-OBC - Admin Overhead	258,929.00	259,198.00	(269.00)	99.9%
3230 · S-OBC--Wages Salary	598,039.96	712,302.00	(114,262.04)	83.96%
3241 · S-OBC-Staff Mileage & Expenses	1,368.85	3,000.00	(1,631.15)	45.63%
3242 · S-OBC-Staff Certific & Trainin	6,271.07	10,450.00	(4,178.93)	60.01%
3243 · S-OBC-Telephone	16,035.95	16,000.00	35.95	100.23%
3245 · S-OBC-Insurance	18,810.96	19,100.00	(289.04)	98.49%
3247 · S-OBC-Repairs & Maintenance	8,490.10	12,500.00	(4,009.90)	67.92%
3248 · S-OBC-Office Supplies	1,144.97	5,100.00	(3,955.03)	22.45%
3249 · S-OBC-Postage	0.00	1,200.00	(1,200.00)	0.0%
3250 · S-OBC Equipment Purchase	(203.28)	3,000.00	(3,203.28)	(6.78%)
3251 · S-OBC-Equipment Rental	6,267.13	6,500.00	(232.87)	96.42%
3252 · S-OBC-Publications & Printing	0.00	500.00	(500.00)	0.0%
3254 · S-OBC-Bank Charges	0.00	2,700.00	(2,700.00)	0.0%
3256 · S-OBC-Credit Card Charges	27,395.30	22,800.00	4,595.30	120.16%
3258 · S-OBC-Audit	5,500.00	5,500.00	0.00	100.0%
3259 · S-OBC-Legal Services	0.00	2,500.00	(2,500.00)	0.0%
3260 · S-OBC-Materials and Supplies	(588.90)	3,000.00	(3,588.90)	(19.63%)
3262 · S-OBC-Services	4,838.58	7,000.00	(2,161.42)	69.12%
3270 · S-OBC-Rental Expense	20,511.75	78,300.00	(57,788.25)	26.2%
3273 · S-OBC-Vehicle Gas	10,115.34	14,000.00	(3,884.66)	72.25%
3278 · OBC--Internal Chargeback	26,550.00	26,550.00	0.00	100.0%
Total Expense	1,009,476.78	1,211,200.00	(201,723.22)	83.35%
Net Ordinary Income	(18,895.87)	0.00	(18,895.87)	100.0%
Net Income	(18,895.87)	0.00	(18,895.87)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Source Water Protection

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8301 · SWP OperatTransfer Pay'ts	211,595.65	160,753.00	50,842.65	131.63%
Total Income	211,595.65	160,753.00	50,842.65	131.63%
Gross Profit	211,595.65	160,753.00	50,842.65	131.63%
Expense				
8330 · C-SWP Operat-Wages Salary	129,816.12	124,383.00	5,433.12	104.37%
8338 · C-SWP-Per Diem	780.00	5,200.00	(4,420.00)	15.0%
8339 · C-SWP-Members Mileage	419.07	2,000.00	(1,580.93)	20.95%
8340 · C-SWP-Member Expenses	46.05	40.00	6.05	115.13%
8341 · C-SWP-Staff Mileage & Expenses	282.87	650.00	(367.13)	43.52%
8343 · C-SWP-Telephone	1,773.03	2,035.00	(261.97)	87.13%
8345 · SWP-Insurance	2,435.00	2,435.00	0.00	100.0%
8348 · C-SWP-Office Supplies	471.94	316.00	155.94	149.35%
8349 · C-SWP-Postage	729.80	220.00	509.80	331.73%
8351 · C-SWP-Equipment Rental	210.24	459.00	(248.76)	45.8%
8353 · C-SWP-Advertising & Communicat	503.71	250.00	253.71	201.48%
8358 · SWP-Audit	790.00	790.00	0.00	100.0%
8360 · C-SWP-Materials & Supplies	469.00	469.00	0.00	100.0%
8362 · C-SWP-Services	1,490.00	1,490.00	0.00	100.0%
8367 · C-SWP Operat-Admin Overhead	4,152.00	4,152.00	0.00	100.0%
8370 · C-SWP-Rent	12,462.00	12,551.00	(89.00)	99.29%
8373 · SWP-Vehicle Gas	137.70	260.00	(122.30)	52.96%
8378 · SWP-Internal Chargeback	3,053.00	3,053.00	0.00	100.0%
Total Expense	160,021.53	160,753.00	(731.47)	99.55%
Net Ordinary Income	51,574.12	0.00	51,574.12	100.0%
Net Income	51,574.12	0.00	51,574.12	100.0%

NBMCA
Profit Loss Budget vs. Actual
Lands and Properties Operations

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
7004 · LP-General Levy	111,000.00	111,000.00	0.00	100.0%
7005 · LP-Sole-benefitting Levy	260,000.00	260,000.00	0.00	100.0%
7007 · LP-Donations	2,040.00	1,000.00	1,040.00	204.0%
7010 · LP-Property Rent Revenue Extern	39,943.11	22,042.00	17,901.11	181.21%
7013 · LP-Other Revenue	101,500.00	185,669.00	(84,169.00)	54.67%
Total Income	514,483.11	579,711.00	(65,227.89)	88.75%
Gross Profit	514,483.11	579,711.00	(65,227.89)	88.75%
Expense				
7067 · LP-Admin Overhead	205,806.00	205,806.00	0.00	100.0%
7030 · LP-Wages Salary	206,396.79	258,284.00	(51,887.21)	79.91%
7044 · LP-Taxes	16,935.78	15,886.00	1,049.78	106.61%
7045 · LP-Insurance	15,585.00	15,585.00	0.00	100.0%
7047 · LP-Repairs & Maintenance	9,365.66	18,000.00	(8,634.34)	52.03%
7060 · LP-Materials & Supplies	13,946.41	8,100.00	5,846.41	172.18%
7062 · LP-Services	35,371.40	50,000.00	(14,628.60)	70.74%
7064 · LP-Vehicle Lease	0.00	3,000.00	(3,000.00)	0.0%
7073 · LP-Vehicle Gas	2,674.30	5,050.00	(2,375.70)	52.96%
Total Expense	506,081.34	579,711.00	(73,629.66)	87.3%
Net Ordinary Income	8,401.77	0.00	8,401.77	100.0%
Net Income	8,401.77	0.00	8,401.77	100.0%

NBMCA
Profit Loss Budget vs. Actual
Lands and Properties Capital

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8604 · L&P Capital-General Levy	181,485.00	181,485.00	0.00	100.0%
8605 · C-L&P-Special Levy	80,000.00	80,000.00	0.00	100.0%
Total Income	261,485.00	261,485.00	0.00	100.0%
Gross Profit	261,485.00	261,485.00	0.00	100.0%
Expense				
8630 · C-L&P-Wages Salary	21,283.53	27,029.00	(5,745.47)	78.74%
8640 · Equipment_Purchase	0.00	5,000.00	(5,000.00)	0.0%
8641 · C-L&P-Staff mileage & Expenses	275.76	500.00	(224.24)	55.15%
8660 · C-L&P-Materials & Supplies	0.00	27,800.00	(27,800.00)	0.0%
8662 · C-L&P-Services	8,746.78	193,221.00	(184,474.22)	4.53%
8667 · C-L&P-Admin Overhead	7,935.00	7,935.00	0.00	100.0%
Total Expense	38,241.07	261,485.00	(223,243.93)	14.63%
Net Ordinary Income	223,243.93	0.00	223,243.93	100.0%
Net Income	223,243.93	0.00	223,243.93	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Support Programs

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6104 · 61 - General Levy	3,000.00	3,000.00	0.00	100.0%
6106 · 61 - MRCR Fees	17,392.50	28,886.00	(11,493.50)	60.21%
6107 · 61 - Donations	24,115.64	32,200.00	(8,084.36)	74.89%
Total Income	44,508.14	64,086.00	(19,577.86)	69.45%
Gross Profit	44,508.14	64,086.00	(19,577.86)	69.45%
Expense				
6152 · WSP - Publications and Printing	172.99	4,000.00	(3,827.01)	4.33%
6162 · WSP - Services	10,881.60	21,750.00	(10,868.40)	50.03%
6160 · WSP - Materials and Supplies	4,495.34	12,550.00	(8,054.66)	35.82%
6164 · WSP - Vehicle Lease	0.00	596.00	(596.00)	0.0%
6167 · WSP - Admin Overhead	3,968.00	3,968.00	0.00	100.0%
6130 · WSP - Wages and Benefits	16,345.13	19,222.00	(2,876.87)	85.03%
6173 · WSP - Vehicle Gas	1,059.10	2,000.00	(940.90)	52.96%
Total Expense	36,922.16	64,086.00	(27,163.84)	57.61%
Net Ordinary Income	7,585.98	0.00	7,585.98	100.0%
Net Income	7,585.98	0.00	7,585.98	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Support Programs Capital

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6205 · WSP CAP - Sole-Benefitting Levy	1,500.00	1,500.00	0.00	100.0%
6204 · WSP CAP - General Levy	8,000.00	8,000.00	0.00	100.0%
Total Income	9,500.00	9,500.00	0.00	100.0%
Gross Profit	9,500.00	9,500.00	0.00	100.0%
Expense				
6262 · WSP CAP - Services	4,094.88	8,000.00	(3,905.12)	51.19%
6260 · WSP CAP - Materials & Supplies	0.00	500.00	(500.00)	0.0%
6247 · WSP CAP - Repairs and Maint.	0.00	1,000.00	(1,000.00)	0.0%
Total Expense	4,094.88	9,500.00	(5,405.12)	43.1%
Net Ordinary Income	5,405.12	0.00	5,405.12	100.0%
Net Income	5,405.12	0.00	5,405.12	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Municipal Programs

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6405 · WMP - Sole-benefitting Levy	12,000.00	12,000.00	0.00	100.0%
6404 · WMP - General Levy	11,197.00	11,197.00	0.00	100.0%
Total Income	23,197.00	23,197.00	0.00	100.0%
Gross Profit	23,197.00	23,197.00	0.00	100.0%
Expense				
6467 · WMP - Admin Overhead	3,975.00	3,975.00	0.00	100.0%
6430 · WMP - Wages and Benefits	16,345.13	19,222.00	(2,876.87)	85.03%
Total Expense	20,320.13	23,197.00	(2,876.87)	87.6%
Net Ordinary Income	2,876.87	0.00	2,876.87	100.0%
Net Income	2,876.87	0.00	2,876.87	100.0%

NBMCA
Profit Loss Budget vs. Actual
Ski Hill Operations Funds

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
114-13 · LSHSC Operating Funds Reserve	260,010.00	85,000.00	175,010.00	305.89%
Total Income	260,010.00	85,000.00	175,010.00	305.89%
Gross Profit	260,010.00	85,000.00	175,010.00	305.89%
Expense				
114-67 · LSHSC - Admin Overhead	25,000.00	25,000.00	0.00	100.0%
114-60 · LSHSC Op Reserve-Mat & Supplies	235,010.00	60,000.00	175,010.00	391.68%
Total Expense	260,010.00	85,000.00	175,010.00	305.89%
Net Ordinary Income	0.00	0.00	0.00	0.0%
Net Income	0.00	0.00	0.00	0.0%

NBMCA
Profit Loss Budget vs. Actual
Ski Hill Capital Funds

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
112-13 · LSHSC Capital - Other Revenue	51,497.00	65,000.00	(13,503.00)	79.23%
Total Income	51,497.00	65,000.00	(13,503.00)	79.23%
Gross Profit	51,497.00	65,000.00	(13,503.00)	79.23%
Expense				
112-62 · LSHSC Cap Reserve-Services	78,665.53	65,000.00	13,665.53	121.02%
Total Expense	78,665.53	65,000.00	13,665.53	121.02%
Net Ordinary Income	(27,168.53)	0.00	(27,168.53)	100.0%
Net Income	(27,168.53)	0.00	(27,168.53)	100.0%



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

ORIGIN: Ella Bird, DCBO - SS, Acting Manager, On-site Sewage Systems

DATE: February 12, 2025

SUBJECT: Year End – Q4 2024, On-site Sewage System (OSS)

On-site Sewage System (OSS) Analysis:

To summarize the numbers, 2024 total revenues for West Parry Sound, East Parry Sound & Nipissing were approximately the same revenues as 2023 (decrease of 1.4% total for the year). This is less of a decrease than I was anticipating and is likely due to revenue streams from MMI, an increase in legal inquiries & permit applications in the fourth quarter when compared to 2023 and extension fees being followed up on more routinely than was past practice for the North Bay office.

In the fourth quarter, the OSS program was down an inspector due to a career advancement. With it being the slower season at that time, the position was not immediately filled. The position will be posted and filled in the coming months.

The contract MMI position was extended and amended to cover vacancies, front desk and legal inquiries. Assistance is also being provided in the finance department, as well as file clean up. The MMI position will progress towards the vacant inspector position and is taking the necessary legal course.

An additional signing person was promoted under contract to alleviate the manager from some signing duties during this transition period.

Planning for different staffing scenarios at front desk and within the OSS program has also been on the forefront of the program and the fourth quarter. This has proven to be challenging in planning for the coming season as there are multiple variables encountered.

A part of the staffing planning includes investigating the potential of a cloud-based database, inspection platform and application software (i.e. CGIS, MRF, Georgian Bay software custom application, CloudPermit & CityWide). There have been many capabilities and ranges of software demonstrated so far, however more recon on the pricing and capabilities need to be done prior to making any recommendations.

The Parry Sound office relocation is impending (February 14, 2025 is the estimated move date per the new landlord) and the existing office is getting cleaned and packed.

Winter projects include intentions letters being cleaned up in North Bay, calling on hold files, follow up on more final inspections and closing historical occurrences. Multiple training sessions & conference registration is taking place. Consistency within the OSS department is being achieved between both offices and structure is in place.

A new phone system is in being finalized which will assist with the overwhelming situation at the front desk and ease burden of duties to reception.

Discrepancies in the numbers are due to late documenting which affected the quarterly dates. The totals are the totals generated from the database and are accurate values. 2025 will see a new more informative table. Quarterly numbers will still be provided but presentations will take place bi-annually.

NBMCA - OSS Program	Data								
	2020	2021	2022	2023	2024				TOTAL
					Q1	Q2	Q3	Q4	
Permits received	848	1119	910	770	50	232	182	247	721
Complaints / Concerns addressed	19	24	12	19	0	4	5	38	56
Legal inquiry responses	223	355	383	235	59	76	120	80	335
Expansion/renovation files reviewed	146	175	158	177	36	37	37	38	148
Inspections (firsts)	828	1087	880	775	40	213	180	260	704
Inspections (seconds)	745	880	815	768	10	100	210	358	685
Inspections (thirds)	586	819	854	996	49	108	238	403	824
Inspections (Mandatory Maintenance)	0	202	110	96	0	0	102	2	104
OSS Planning letters + Lands to be developed + OBC Clearance	32	82	80	86	49*	18**	23	35*	87***

*These numbers include all PC/P files for North Bay & Parry Sound for the first quarter, but not all of them received letters or site inspection (this is higher than normal because of that). Some of these did not have our application filled out and no payment but have been added to database. Typically, the planner would differentiate whether these had OSS for the North Bay files, but because this position is in transition a total was provided. Changes are being implemented in the North Bay office which will show a more accurate reflection for next reporting cycle.

**This number is more representative of an accurate quarter as only paid applications / applications for member municipalities with formally filled out applications have been input into the database.

***This number may be inaccurate; unable to filter on solely septic planning comments.



Ella Bird,
DCBO – SS, Acting Manager, On-site Sewage Systems