



**North Bay-Mattawa Conservation Authority
Members Meeting for December 13, 2023
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 October 25, 2023
5. Correspondence

Delegations

Business Reports

6. Section 28 Permits **Report #1**
7. 2024 Budget **Report #2**
8. 2024 meeting dates and office closures **Report #3**
9. Administrative By-Laws **Report #4**
10. Ski Hill Operating Reserve Request **Report #5**

Other Business

11. Closed Session of Committee of the Whole to discuss property matters
12. New Business
13. Adjournment

A light meal and refreshments will be served afterwards

Contact: Rebecca Morrow, Executive Assistant
North Bay-Mattawa Conservation Authority
Email: rebecca.morrow@nbmca.ca

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
MINUTES
of the

TENTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on December 13, 2023 in the NBMCA’s Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
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:

Calvin, Township of	-	Bill Moreton
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ALSO PRESENT:

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer
Rebecca Morrow, Executive Assistant
Paula Scott, Director, Planning & Development/Deputy CAO
Aaron Loughheed, Assistant Manager, Finance
Sue Buckle, Manager, Communications & Outreach
Troy Storms, Manager, Lands & Stewardship
Githan Kattera, Water Resources Coordinator
Valerie Murphy, Regulations Officer
Sasha Fredette, Area Supervisor, Inspector
Angela Mills, Water Resources Specialist
Kris Rivard, Building Official, On-Site Sewage System Inspector
Amanda Savage Building Official, On-Site Sewage System Inspector
Adam Whyte, Supervisor, Maintenance
Shawn Kozmick, GIS Specialist
Layne Duquette, Lead Hand
Paula Loranger, Community Relations Coordinator
Rod Biltz – Member of the public
Terry Parolin – Member of the public

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:00 pm and Michelle Lahaye read the Acknowledgement of

Indigenous Traditional and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 132-23, Scarfone-Smit

THAT the Agenda be approved as amended.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of Previous Minutes of October 25, 2023

After discussion the following resolution was presented:

Resolution No. 133-23, Trahan-Mick

THAT the minutes of the meetings held on October 25, 2023 be adopted as written.

Carried Unanimously

5. Correspondence

None presented.

6. Conservation Authorities Act Section 28 Permits

Valerie Murphy presented the Conservation Authorities Act Section 28 Permits report. After Valerie's presentation the members thanked Valerie and the following resolution was presented:

Resolution No.134-23, Featherstone-Belanger

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

7. 2024 Budget

Chitra Gowda presented the 2024 Budget Report. After discussion the members thanked Chitra and the following resolutions were presented:

Resolution No. 135-23, Lahaye-Chirico

THAT the members receive and accept the member’s Report and that it be appended to the minutes of the meeting;

AND THAT as part of the 2024 Budget the members approve the amounts owed by municipalities (levy);

AND THAT as part of the 2024 Budget the members approve a matching levy of \$133,490 (i.e. matching a 50% cost share funding from the Ministry of Natural Resources and Forestry) and a non-matching levy of \$1,477,555;

AND THAT each member municipality is advised of their apportionment of the matching and non-matching levy amounts.

Weighting Recorded Vote Results:

Municipality	Member	Vote %	Vote (Yes/No)	Present/Absent
Powassan	Dave Britton	0.10	Yes	
Mattawan	Michelle Lahaye	0.15	Yes	
Bonfield	Steve Featherstone	8.25	Yes	
North Bay	Chris Mayne	16.61	Yes	
Mattawa	Loren Mick	2.32	Yes	
Papineau-Cameron	Shelley Belanger	1.89	Yes	
North Bay	Peter Chirico	16.61	Yes	
Callander	Irene Smit	15.68	Yes	
Calvin	Bill Moreton	2.95	-	Absent
Chisholm	Nunzio Scarfone	3.59	Yes	
North Bay	Lana Mitchell	16.61	Yes	
East Ferris	Steve Trahan	15.23	Yes	

Carried Unanimously

Resolution No. 136-23, Smit-Mayne

THAT the members approve the final 2024 Budget as presented;

AND THAT staff post the 2024 Budget on the NBMCA website.

Carried Unanimously

8. 2024 Meeting Dates and office closures

Rebecca Morrow presented the 2024 Meeting Dates and office closures report. After discussion the members thanked Rebecca and the following resolution was presented:

Resolution No. 137-23, Mitchell-Mayne

THAT the NBMCA Members set the meeting schedule and office closure dates for 2024 as listed in this Report and that Staff are directed to make the necessary arrangements to schedule meetings for the recommended dates and times;

AND THAT this Board Report is received and appended to the minutes of this meeting.

Carried Unanimously

9. Administrative By-Laws

Rebecca Morrow and Chitra Gowda presented the Administrative By-Laws report. After discussion the members thanked Chitra and Rebecca and the following resolution was presented:

Resolution No. 138-23, Featherstone-Smit

THAT the Revised Administrative By-Laws be approved with the additional edit of adding a Table of Contents;

AND THAT the clean version (with edits no longer showing) be posted to the website;

AND THAT the Revised Administrative By-Laws be appended to the minutes of this meeting.

Carried Unanimously

10. Ski Hill Operating Reserve Request

Chitra Gowda explained to members that David Ellingwood was away and presented the Ski Hill

Operating Reserve Request report. After discussion the members thanked Chitra and the following resolution was presented:

Resolution No. 139-23, Chirico-Belanger

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

AND THAT the Members approve NBMCA staff's request for \$13,123.95 from the NBMCA's Ski Hill operating reserve.

Carried Unanimously

A break in the meeting was held at this time (5:00pm) to allow staff and members time to mingle and eat the light meal provided.

11. Closed Session of Committee of the Whole (5:25 pm)

After discussion, the following resolutions were presented:

Resolution No.140-23, Scarfone-Mitchell (5:25 pm)

THAT the meeting move into a closed session of "Committee of the Whole" to discuss property, legal and personnel matters.

Carried Unanimously

Resolution No.141-23, Lahaye-Mitchell

THAT the NBMCA assume an advisory role with regard to the development, management and operation of the Laurentian Trail Network outside of the NBMCA owned lands.

Carried Unanimously

Resolution No. 142-23, Smit-Scarfone

That the Members authorize the NBMCA staff to seek legal council on the agreements between NBMCA and the City of North Bay regarding funding for Laurentian Ski Hill operations from City of North Bay.

Carried Unanimously

Resolution No. 143-23, Trahan-Smit

That the Members approve the use of \$7,797.00 from the NBMCA Lands Acquisition capital reserve for the purpose of paying invoices for survey work related to a land exchange with Callander Bay Developments Inc., where NBMCA would gain ownership of the land where the Kate Pace Way exists and transfer ownership of land in an adjoining parcel owned by NBMCA.

Carried Unanimously

Resolution No. 144-23, Mayne-Mitchell (6:45 pm)

That the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting.

Carried Unanimously

12. New Business

None noted.

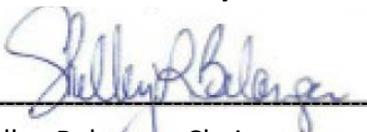
13. Adjournment (6:46 p.m.)

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

Resolution No. 145-23, Lahaye-Trahan

THAT the meeting be adjourned and the next meeting be held at 4:00pm, Wednesday January 24, 2024 or at the call of the Chair.

Carried Unanimously



Shelley Belanger, Chair



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: November 27, 2023

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:

Thirteen new permits have been issued by the Conservation Authority since the previously approved minutes as per the policies, procedures, and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

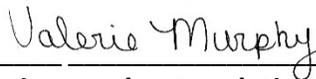
Of the newly issued permits, three were issued for the placement of fill and grading, three for landscaping and three for the installation of infrastructure. One permit was issued for each of the following activities: construction of a new dwelling, demolition of a building, construction of a dock and alteration to a shoreline.

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 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.



Valerie Murphy, Regulations Officer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: November 27, 2023

PERMIT YEAR: 2023

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
RCALL-23-08	Tim Falconi	Callander	379 Main Street South	Callander Bay	To construct a new dwelling	October 5, 2023	#87-23 October 10, 2023
RNB-23-47	Paul Sache	North Bay	725 Lakeshore Drive	Lake Nipissing	To demolish existing cabins	October 6, 2023	#88-23 October 10, 2023
RNB-23-46	John Lechlitner	North Bay	McLean Road subdivision	Parks Creek PSW	To site prepare and grade for new subdivision	October 16, 2023	#89-23 October 18, 2023
RNB-23-49	North Bay Hydro	North Bay	Olive St at Fraser Street	Chippewa Creek	To install a new anchor line for hydro services extension	October 11, 2023	#90-23 October 18, 2023
RPA-23-02	Gord Dalziel and Sandy Baker	Papineau-Cameron	289 Old Highway 17 (Lot 4)	Mattawa River	To place fill and grade site for future construction	October 16, 2023	#91-23 October 26, 2023

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: November 27, 2023

PERMIT YEAR: 2023

RCALL-23-09	1970297 Ontario Limited	Callander	149 Main St South	Callander Bay	To place additional blast rock along shoreline	October 17, 2023	#92-23 October 26, 2023
RNB-23-50	Jim Kirby	North Bay	1543 Northshore	Trout Lake	To grade property and construct a new retaining wall	October 20, 2023	#93-23 October 26, 2023
RNB-23-51	Jesse Shortt	North Bay	81 Janey Ave	Johnson Creek	To place fill and construct a new retaining wall	October 24, 2023	#94-23 October 26, 2023
RNB-23-52	Lorraine Frost and Ron Common	North Bay	167 West Peninsula	Trout Lake	To place fill, grade and construct a brick patio	November 1, 2023	#95-23 November 1, 2023
RNB-23-48	Plastruct Canada Inc.	North Bay	143 Birchs Road	Unevaluated wetland	To place fill and grade	October 30, 2023	#96-23 November 8, 2023
RMATT-23-02	Town of Mattawa	Mattawa	Mattawa River between Mattawa Island and Fraggle Rock Beach	Mattawa River	To resubmerge and stabilize watermain	November 3, 2023	#97-23 November 8, 2023
REF-23-19	Municipality of East Ferris	East Ferris	MacPherson Dr. and Centennial Cres.	Unnamed watercourses and wetlands	To widen sections of road to accommodate new active transportation lanes	November 10, 2023	#98-23 November 15, 2023

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: November 27, 2023

PERMIT YEAR: 2023

RBO-23-03	Luanne and Don Mair	Bonfield	32 O'Connor Lane	Lake Nosbonsing	To reconstruct dock	November 16, 2023	#99-23 November 23, 2023
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TO: The Chairperson and Members
of the Board of Directors,
North Bay-Mattawa Conservation Authority

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

DATE: December 13, 2023

SUBJECT: 2024 Budget

Background:

The North Bay-Mattawa Conservation Authority (NBMCA) staff prepared a 2024 budget in accordance with the updated Conservation Authorities Act and its regulations. The recent changes to the Conservation Authorities Act result in a categorization of programs and services into:

- **Category 1:** Mandatory programs and services (including plan input and review, Section 28 permits, drinking water source protection)
- **Category 2:** Municipal programs and services (i.e. CA provides on behalf of the municipality)
- **Category 3:** Other programs and services.

For the 2024 year, the development of the annual budget and apportionment follows the O. Reg. 402/22 (which came into force on July 1, 2023).

The Executive Committee of the NBMCA Board met on October 11, 2023 and discussed the draft 2024 budget. The Board met on October 25, 2023 to review and approve the draft 2024 budget for the purpose of consultation. After that, a one-month consultation with municipalities took place until November 30, 2023. NBMCA's CAO led staff discussions with each of the ten member municipalities, with municipal CAOs/clerks and often other municipal staff participating. Municipal comments were collected and addressed. Agreements required to continue category 2 and 3 activities were also discussed, and their review by municipalities is underway.

Analysis:

The annual budget provides funding support to complete day to day operations, capital projects and special projects such that NBMCA fulfills its mandate as a community-based watershed management organization.

The 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,140,144. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 is to be used as well. The comments received from municipalities during the consultation period are summarized below.

- The use of reserves be avoided unless emergencies warrant their use. Therefore, the fees for the On-site Sewage System (OSS) program are proposed to be increased reasonably to cover the cost of the program, and to avoid using the reserve.

- The Parks Creek dam operations estimated cost of \$110,000 be removed; however the high capacity pump rentals reservation/hold costs of \$5,000 be included. Note that the City of North Bay by-law #2020-25 allows for the CAO to authorize cheques to \$75,000 <https://northbay.ca/media/dbjnqx0w/by-law-no.2020-35-amend-purchasing-by-law-2013-200.pdf>
- The staff time and effort spent on the ski hill program and related expenses were discussed and retained in the budget.
- Asset management plans for the natural hazard infrastructure (Parks Creek backflood control in North Bay) and the main administrative office building are considered mandatory needs. Asset management plans for other assets (e.g.: bridges, benches, etc.) are placed under category 3 activities in the updated Programs and Services Inventory.

Attached is the final 2024 budget book.

Recommendation:

It is recommended that the Board of Directors approve the final 2024 budget as presented.

Recommended Resolution:

THAT the members receive and accept the member's Report and that it be appended to the minutes of the meeting;

AND THAT the members approve the 2024 Budget as presented;

AND THAT as part of the 2024 Budget the members approve a matching levy of \$133,490 (i.e. matching a 50% cost share funding from the Ministry of Natural Resources and Forestry) and a non-matching levy of \$1,477,555;

AND THAT each member municipality is advised of their apportionment of the matching and non-matching levy amounts;

AND THAT staff post the 2024 Budget on the NBMCA website.

Submitted By

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer



2024 Budget

December 13, 2023

Prepared by

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

Helen Cunningham, Director, Corporate Services

Aaron Lougheed, Assistant Manager, Finance



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

Contents

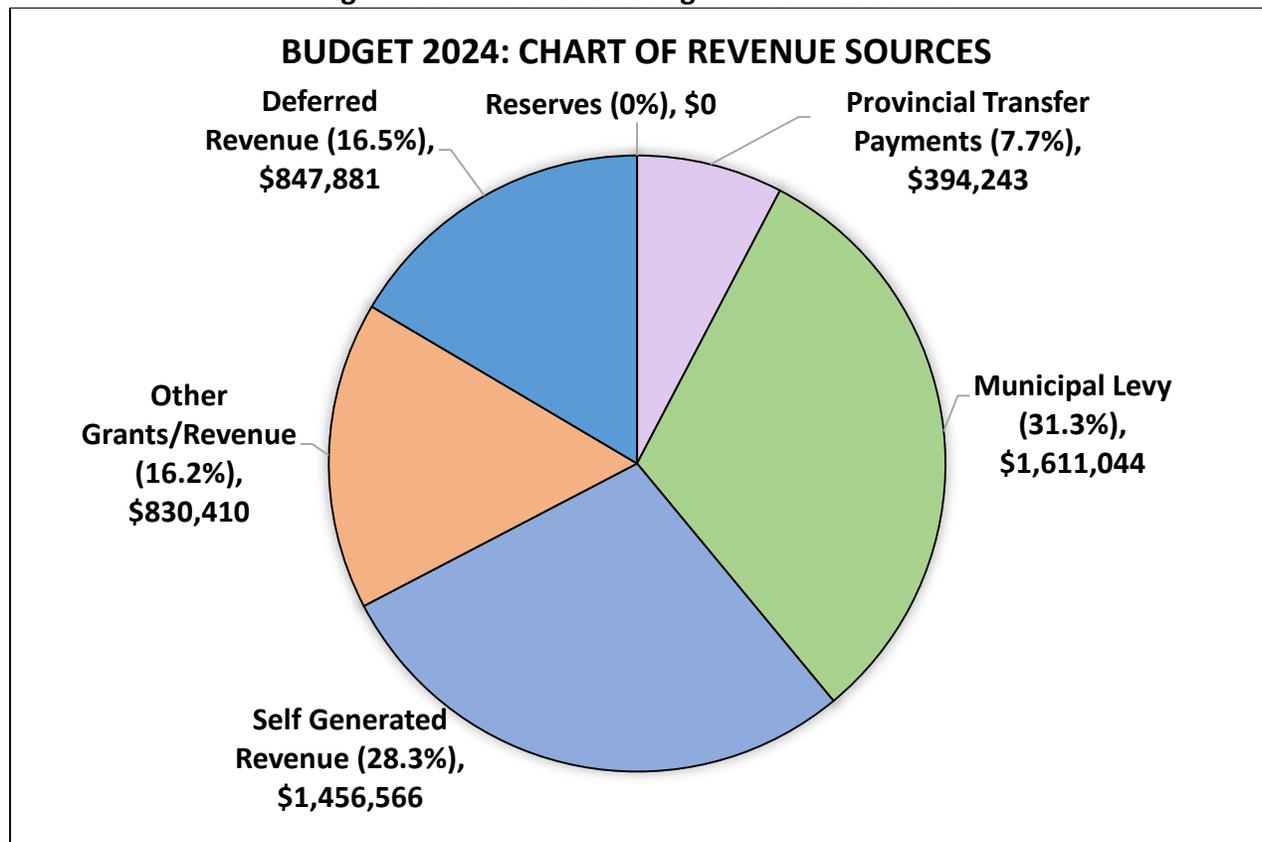
Executive Summary.....	1
1. Introduction.....	4
2. Status of Reserves and Deferred Revenue.....	4
3. Status of the Mortgage Loan.....	5
4. Revenue Sources.....	5
4.1 General Information.....	5
4.2 All Revenue Sources.....	6
4.3 Municipal Levy Amounts.....	6
4.4 Self Generated Revenue - Fees.....	7
5. Expenditures.....	8
5.1 Overview of Expenditures.....	8
5.2 Increased Expenditures.....	9
5.3 Estimated Use of Reserves and Deferred Revenue.....	9
5.4 Tangible Capital Assets Purchases.....	10
5.5 Ten-Year Capital Budget Projection.....	11
6. 2024 Budget Summary.....	12

Executive Summary

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972. As a community-based, environmental organization in Ontario, the NBMCA is a leader in watershed management, dedicated to conserving, restoring, developing and managing renewable natural resources on a watershed basis. NBMCA is governed by a 12-member Board of Directors appointed by the 10 member municipalities.

The 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,140,145. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 is used as well. See the Figure A below for an overview of the revenue sources, their estimated percentages and amounts.

Figure A: Chart of 2024 Budget Revenue Sources



With a total budget of \$5,140,145, the municipal levy proposed for 2024 is \$1,611,044 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$649,500 to the City of North Bay for: Parks Creek dam pump rental reservation/hold, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

To apportion the general levy (and to estimate the ski hill’s request for capital cost) to the 10 member municipalities, the Modified Current Value Assessment (MCVA) provided by the Ontario Ministry of Natural Resources and Forestry (MNR) is used. The general levy increase is 5% on the 2023 general levy. See the table below for levy apportionment by municipality.

Table A: 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$649,500	\$1,411,290	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$649,500	\$1,611,044	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNR.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

Financial pressures anticipated in 2024 include: costs of major repairs for the main office building, increases to insurance and fuel costs, and increased costs of goods and services due to inflation. Other factors for increased expenditures since 2022 and 2023 include the implementation of the revised wage grid approved in summer 2022 based on wage rate and pay equity analysis conducted by a third-party consultant; mortgage loan interest payment increase due to interest rate renewal; new requirements of the OMERS pension plan; and other changes. Changes made to the Conservation Authorities Act and related direction from the provincial government are considered in the Budget. A Minister’s direction is in effect to freeze fees for planning and

development related services through 2023. Note that the fee freeze does not affect the NBMCA On-site Sewage System (OSS) program carried out under the Building Code Act. Other notable changes to the Conservation Authorities Act include the CA plan review and commenting role which is now scoped to focus on natural hazards and drinking water source protection with respect to development applications and land use planning policies under prescribed Acts.

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services (includes governance support, human resources, finance, IT, GIS, communications)
 - Planning and Regulations
 - Water Resources Management (includes On-site Sewage Systems Program, flood forecasting and warning, flood and erosion control, watershed monitoring, Drinking Water Source Protection, etc.)
 - Conservation Areas and Lands.
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies (multi-year):
 - Asset Management Plan
 - Floodplain mapping
 - Parks Creek Backflood Control Structure Capacity Upgrade Study
 - Chippewa Creek Erosion Control Project
 - Conservation Areas Inventory and Strategy Projects
 - Watershed Based Resource Management Strategy.

With changes in the Conservation Authorities Act, the budget development process has also changed. New regulations came into effect on July 1, 2023 to regulate the budget development process from 2024 onwards. As a result, the 2024 Budget Book for the NBMCA program areas are structured differently from the past. The program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

As in the past, revenue sources are identified including municipal levy amounts. The method applied to determine amounts owing from municipalities is clearly defined. Levies are split into general (apportioned to all member municipalities) and sole-benefitting (applied only to municipalities who benefit).

Overall, the 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

1. Introduction

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

NBMCA is one of 36 Conservation Authorities in Ontario and was established under the Conservation Authorities Act in 1972 by member municipalities. NBMCA is a member of Conservation Ontario. NBMCA is governed by a 12-member Board of Directors, appointed by the 10 member municipalities.

The 2024 Budget is \$5,140,145. Additionally, the Laurentian Ski Hill requests NBMCA member municipalities for a separate annual amount of \$65,000 to help support the ski hill's capital costs.

2. Status of Reserves and Deferred Revenue

Below is a brief look at the NBMCA reserve accounts and deferred revenue as of September 30, 2023 and an estimate to end of year 2023 (UNAUDITED).

Table 1: Reserve Accounts as of September 30, 2023 (UNAUDITED)

Reserve Account	As of Sep. 30, 2023 (UNAUDITED)
NBMCA Lands Acquisition - Capital	\$29,781
NBMCA Onsite Sewage System (OSS) Program (under the Ontario Building Code Part 8) - Operating	\$279,788
Laurentian Snowboarding Club and Ski Hill - Operating	\$64,592
Laurentian Snowboarding Club and Ski Hill - Capital	\$153,795

Table 2: Deferred Revenue Status and Estimates (UNAUDITED)

Program	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023
Ice Management - Operating	\$7,823	\$15,823
Central Services - Capital	\$3,138	\$28,138
Lands and Properties - Capital	\$10,575	\$177,575
Water and Erosion Control Infrastructure (WECI) - Capital/Special Projects	\$140,673	\$234,973
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490

The deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons. In order to bridge the gap

between estimated revenue and expenses for 2024, portions of the deferred revenue amounts are proposed to be used.

3. Status of the Mortgage Loan

The NBMCA has two offices: the head administrative office in North Bay, which is owned by NBMCA, and office space rented from a separate property owner in Parry Sound. The TD Bank mortgage loan on the North Bay administrative office building was renegotiated in late June 2022 from the previous interest rate of 2.59% to 4.65% per annum, expiring June 22, 2027.

The mortgage loan amount was \$553,809 at the start of 2023 and is estimated to decrease to \$537,423 by the end of 2023. The blended payments comprise of principal and interest amounts and will be expensed monthly to the Corporate Services operating budget as follows.

- **Principal payments in 2024:** estimated mortgage principal payment: \$18,715.
- **Interest payments in 2024:** estimated mortgage interest payment: \$24,500.

4. Revenue Sources

4.1 General Information

Generally, NBMCA funding comes from several sources:

- **Transfer Payments** (if applications submitted are approved) from the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment, Conservation and Parks (MECP)
 - MNRF: Provincial Section 39 Transfer Payment
 - MNRF: Water and Erosion Control Infrastructure (WECI)
 - MNRF: Flood Hazard Identification and Mapping Program (FHIMP)
 - MECP: Drinking Water Source Protection.
- **Municipal Levy**
 - General Levy: apportioned to all municipalities using the Modified Current Value Assessment (MCVA) provided by MNRF
 - Sole-Benefitting Levy: applied to a single municipality for work undertaken by NBMCA upon which the municipality is solely benefitting.
- **Self Generated Revenue**
 - Fees for the Septic System Program, Regulation Permit, Plan Review
 - Natural Classroom user fees (main office in North Bay)
 - Property Rentals
 - Interest earned
 - Donations.
- **Other Grants/Revenue** (programs/available funds vary from year to year)
 - Sponsorships
 - Administrative overhead charge to programs
 - Canada Summer Jobs funding
 - Northern Ontario Heritage Fund Corporation (NOHFC) funding
 - Other.

In previous budget years, reserves, deferred revenue, surplus amounts and were partially used to make those budgets work. As well, NBMCA has a line of credit of \$300,000 to bridge periods of tight cash flow, for example when levies or transfer payments are delayed. Staff are developing strategies to address the unsustainable reliance upon reserves and deferred revenue amounts. The strategies include increasing self-generated revenue through fees and programs that align with NBMCA’s mandate as a community-based watershed management organization.

4.2 All Revenue Sources

The 2024 Budget is \$5,140,145. An overview of revenue sources for 2024 is provided below. The ski hill request for capital cost support is shown separately.

Table 3: 2024 Budget Revenue Sources

Source	Amount
Transfer Payments	\$394,243
Municipal Levy	\$1,611,044
Self Generated Revenue	\$1,456,566
Other Grants/Revenue	\$830,410
Deferred Revenue	\$847,881
Reserves	\$0
TOTAL	\$5,140,145
Ski Hill request of Municipalities	\$65,000 (for capital costs)

4.3 Municipal Levy Amounts

The 2024 Budget proposes a 5% increase in general levy compared to 2023. Helpful definitions are provided below.

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting Levy/Sole-benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

With a total budget of \$5,140,145, the municipal levy proposed for 2024 is \$1,611,044 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$649,500 to the City of North Bay for: Parks Creek dam pump rental reservation/hold, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

Table 4: 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$649,500	\$1,411,290	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$649,500	\$1,611,044	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNR.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

4.4 Self Generated Revenue - Fees

NBMCA retained Watson & Associates Economists Ltd. to undertake a review of the fees applied by NBMCA to several program area services. The final report is expected by early 2024. For the purpose of preparing the budget 2024, current fees are applied to most program areas and a projected reasonable increase is proposed for the On-site Sewage System (OSS) program.

Fees generated by the NBMCA OSS program carried out under the Ontario Building Code are a major contributor to NBMCA revenue, at close to 20% of the 2024 Budget. This program regulates the installation and maintenance of private on-site sewage (septic) systems within Nipissing District and Parry Sound District except for the Township of the Archipelago. A reasonable fee increase was implemented in 2023 in order to support the OSS program budget.

The Minister’s direction for a fee freeze is in effect in 2023 for the other planning and development programs and services including plan review and Section 28 permits. Staff are exploring creative ways to sustainably increase self generated revenue for other program areas. Staff also continue to apply for funding opportunities such as: FedNor, NOHFC, ECO, Hydro One, TD Bank, Project Learning Tree, Canada Summer Jobs and Enbridge funds working with our partners including the North Bay Indigenous Friendship Centre and Clean Green Beautiful.

5. Expenditures

5.1 Overview of Expenditures

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services/ “General Functions” including:
 - Administration of staff and operations
 - Governance (Board of Directors, related committees) support
 - Finance
 - Human Resources
 - Communications
 - Geographic Information Systems (GIS)
 - Information Technology (IT).
 - Water Resources Management including:
 - On-site Sewage Systems Program
 - Flood Forecasting and Warning
 - Flood and Erosion Control
 - Ice Management
 - Low Water Response
 - Watershed Monitoring
 - Drinking Water Source Protection
 - Conservation Areas and Lands including public parks maintenance, natural resources conservation and stewardship partnerships
 - Planning and Regulations including plan input and review, Section 28 regulations and permitting
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies:
 - Asset Management Plan (multi-year)
 - Floodplain mapping (multi-year)
 - Parks Creek Backflood Control Structure Capacity Upgrade Study (multi-year)
 - Chippewa Creek Erosion Control Project (multi-year)
 - Mattawa Natural Hazard Risk Study Terms of Reference (multi-year)
 - Conservation Areas Inventory and Strategy Projects (multi-year)
 - Watershed Based Resource Management Strategy (multi-year).

Overall, the 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

5.2 Increased Expenditures

Financial pressures anticipated in 2024 include:

- Expected increases to insurance (around 10%), fuel (potentially by 30%), and goods and services due to inflation.
- Costs of major, priority repairs for the main office building in North Bay (around \$170,000)
- Managing the increasing occurrences of encampments on NBMCA owned properties (around \$40,000) and emerald ash borer hazard trees (around \$30,000).

Other factors for increased expenditures and efforts include:

- Implementing the updated wage grid approved in summer 2022
- An increase in mortgage loan interest payment (by around \$500 per month) since mid 2022
- Preparing an Asset Management Plan as a building block of sound financial planning, to help estimate when assets need repairs and replacements
- New, legislated Conservation Authorities Act deliverables due by December 31, 2024 (to increase staff resources capacity in 2023, grant funding opportunities such as NOHFC which provided up to 90% costs are being applied to)
- New requirements of the OMERS pension plan (to be offered to all employees)
- Retaining the services of Human Resources expertise including consultants and legal.

5.3 Estimated Use of Reserves and Deferred Revenue

In order to bridge the gap between estimated revenue and expenses for 2024, deferred revenue amounts are being used. The table below provides an overview of the usage estimated for 2024. Note that deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.

Table 5: Estimated Use Deferred Revenue in 2024

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024) Details
Lands Capital Acquisition - Reserve	\$29,781	\$20,000	If needed	Program: Lands and Properties - Capital. Use for: limited costs for valuations, surveys, legal fees, etc. as needed.
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$279,788	\$0	With a reasonable increase in fees and anticipated slight downward trend in number of applications, the use of the OSS Program reserve is not anticipated.
Deferred revenue				
On-site Sewage System (OSS) Program		\$40,000	\$40,000	Program: OSS Operations. Use for: operational activities.

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024) Details
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044	\$110,602	Program: Planning and Regulations - Operations. Use for: watershed hydrology delineation study, updates to regulated area mapping
Ice Management - Operating	\$7,823	\$15,823	\$6,000	Program: Water Resources Management - Operations. Use for: Ice removal at Parks Creek and Lake Nipissing to mitigate potential flood situations. Covers contractor, staff resources, etc.
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490	\$153,625	Program: Water Resources Management - Operations. Use for: floodplain mapping projects, monitoring programs, etc.
Water and Erosion Control Infrastructure (WECl) - Capital/ Special Projects	\$140,673	\$234,973	\$177,000	Program: Water Resources Management - Capital. Use for: WECl projects in North Bay.
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490	\$185,670	Program: Lands and Properties - Operations. Use for: natural resource management on NBMCA owned lands (emerald ash borer, conservation, parks maintenance etc.)
Lands and Properties - Capital	\$10,575	\$177,575	\$146,847	Program: Corporate Services. Use for: Capital works on the administrative building.
Central Services - Capital	\$3,138	\$28,138	\$28,138	Program: Corporate Services. Use for: Capital works on the administrative building.
		Total	\$847,882	

5.4 Tangible Capital Assets Purchases

In 2009 the NBMCA and other public sector organizations adopted Section 3150, Tangible Capital Assets of the Public Sector Accounting Handbook. This change resulted in the disclosure of information on major categories of tangible capital assets and amortization of these assets in the audited financial statements. The details on how this was undertaken is described in the Board approved NBMCA Tangible Capital Asset Policy (TCAP).

As a result of the TCAP, it is the practice of NBMCA to pay for and record acquisition of capital assets as follows:

- Use of a one-time cost recovery method. This is accomplished by budgeting for the acquisition of the asset in the year it is acquired. This cost recovery method is typically used when NBMCA is constructing a facility, such as a building, flood and erosion control works, or purchasing a large piece of equipment.
- Use of a cost recovery over time method. This is accomplished by budgeting for the acquisition of an asset over its defined lifetime in years. Annual budgets include expenditures in the form of “internal leases” that are equal to the depreciation rate or life span of the asset. Typically, this method is best suited for smaller capital items with shorter life spans that are replaced on a regular basis such as vehicles, computers, plotters and so on.

The 2024 budget includes both methods of capital acquisition. The cost recovery over time method is being used to replace computers, laptops and most tablets. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

5.5 Ten-Year Capital Budget Projection

For the 2024 budget, the ten-year capital budget projection (2024– 2033) is provided in **Appendix A**. The ten-year capital projections in 2022 and prior years are based on pre-pandemic costs and this must be corrected to reflect the significant rise in costs, which are anticipated to continue through 2024. Without the correction, the ten-year projection will cease to be reasonable. Based on Statistics Canada information and staff’s experience with increased costs post-pandemic, a projected annual increase of at least 3% should be applied (rather than 1-2%). The projections can be revisited each year. Note that the capital budget projection format is updated to follow the updated Conservation Authorities Act and NBMCA’s updated inventory of programs and services.

An assessment of capital expenditures forecast for the administrative office building was carried out in 2023, given the extraordinary expenses incurred on capital repairs and replacements in the past few years. It is anticipated that the high level of expenses will last through 2025 in order to address major capital work needed. After that timeframe, the capital expenses on the administrative building are anticipated to be significantly lower until around 2033 when some of the capital repairs may come up due to lifespan and condition of the assets/asset parts. Capital costs projections are made based on available information to support asset management planning for this building, and to inform the Board of the need of budgeting annually (for reasonable amounts) from 2025 onwards towards a capital asset management reserve.

6. 2024 Budget Summary

As indicated earlier, with changes in the Conservation Authorities Act, the budget development process has also changed. The NBMCA program areas are structured differently from the past and are per the mandated Programs and Services Inventory which was also updated by NBMCA in 2023. Therefore, program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

The Table below provides a summary of the program areas.

Table 6: NBMCA Programs and Services

Program Area	Description
Category 1 (Mandatory)	
A. Corporate Services (“General Functions” per O. Reg. 402/22) Category 1 (Mandatory)	These are operating expenses and capital costs that are not related to the provision of a specific program or service, but rather provide a corporate-wide supporting function. Includes: 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. These were previously called Administration (operating), Interpretive Centre (operating), Outreach (operating), Central Services (capital) and Mortgage Principal Repayment programs in the 2023 NBMCA budget book.
B. Planning and Regulations Category 1 (Mandatory)	These are operating expenses. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: 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. These were previously called Section 28 (operating), Watershed Planning (operating), and S. 28 DIA Technical (special studies) programs in the 2023 NBMCA budget book.
C. Water Resources Management Category 1 (Mandatory)	These are operating expenses and capital costs. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: flood forecasting and warning, flood and erosion control, 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). These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operating programs) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) (capital programs) in the 2023 NBMCA budget book.

Program Area	Description
<p>D. Conservation Areas and Lands</p> <p>Category 1 (Mandatory)</p>	<p>These are operating expenses and capital costs. The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public. Includes: 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. These were previously called Lands and Properties (operating and capital programs) in the 2023 NBMCA budget book.</p>
<p>E. Source Protection Authority (SPA)</p> <p>Category 1 (Mandatory)</p>	<p>These are operating expenses. The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. Includes: 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. This was previously called Source Water Protection (operating program) in the 2023 NBMCA budget book.</p>
<p>F. On-site Sewage System (OSS) Program</p> <p>Category 1 (Mandatory)</p>	<p>These are operating expenses. The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. Includes: 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. This was previously called the same (OSS operating program) in the 2023 NBMCA budget book.</p>
<p>Category 2 (Delegated by a Municipality)</p>	
<p>G. Watershed-Municipal Programs</p> <p>Category 2 (Delegated by a Municipality)</p>	<p>These are operating expenses. Includes: 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. This was previously Integrated Watershed Management (special studies/capital program) and Water Quality (operating program) in the 2023 NBMCA budget book.</p>
<p>Category 3 (Non mandatory; advisable by NBMCA)</p>	
<p>H. Watershed-Support Programs</p> <p>Category 3 (Non mandatory; advisable by NBMCA)</p>	<p>These are operating expenses and capital costs. These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the Conservation Authorities Act. Includes: benthics 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. This was previously Integrated Watershed Management (special studies/capital program), Water</p>

Program Area	Description
	Quality (operating), Outreach (operating), Lands and Property (operating and capital) in the 2023 NBMCA budget book.
I. Ski Hill Category 3 (Non mandatory; advisable by NBMCA)	These are operating expenses and capital costs. Supports the Laurentian Ski Hill Snowboarding Club which is operated by a separate Board and staff. NBMCA owns most of the major capital assets.

The Table below provides a summary of 2024 Budget.

Table 7: 2024 Budget Summary

Category	Program Area	Operating	Capital
1 (Mandatory)	A. Corporate Services	\$1,081,110	\$174,985
	B. Planning and Regulations	\$341,053	\$0
	C. Water Resources Management	\$626,067	\$522,000
	D. Conservation Areas and Lands	\$579,710	\$261,485
	E. Source Protection Authority (SPA)	\$160,753	\$0
	F. On-site Sewage System (OSS) Program	\$1,211,200	\$0
2 (Delegated by a Municipality)	G. Watershed-Municipal Programs	\$23,197	\$0
3 (Non mandatory; advisable by NBMCA)	H. Watershed-Support Programs	\$64,086	\$9,500
	I. Ski Hill	\$85,000	\$65,000
	TOTAL	\$5,140,145	

The Table below shows the municipal levy apportionment details for operating and capital costs.

Table 7: Municipal Levy Apportionment for Operating and Capital Costs –2024 Budget

Municipality	Area % in CA	MCVA Based Apportionment Percentage	TOTAL LEVY 2024	OPERATING			CAPITAL			Ski Hill Request for Capital Costs
				General Levy	Sole-benefit Levy	Total Operating Levy	General Levy	Sole-benefit Levy	Total Capital Levy	
Bonfield	100	3.4307	\$32,988	\$24,943		\$24,943	\$8,044		\$8,044	\$2,230
Calvin	100	1.2345	\$11,871	\$8,976		\$8,976	\$2,895		\$2,895	\$802
Chisholm	94	1.4958	\$14,383	\$10,875		\$10,875	\$3,507		\$3,507	\$972
East Ferris	83	6.2949	\$60,528	\$45,768		\$45,768	\$14,761		\$14,761	\$4,092
Mattawa	71	0.976	\$9,385	\$7,096		\$7,096	\$2,289		\$2,289	\$634
Mattawan	19	0.0621	\$597	\$452		\$452	\$146		\$146	\$40
North Bay	100	79.2257	\$1,411,290	\$576,018	\$368,000	\$944,018	\$185,772	\$281,500	\$467,272	\$51,497
Papineau-Cameron	35	0.7999	\$7,691	\$5,816		\$5,816	\$1,876		\$1,876	\$520
Callander	100	6.4393	\$61,917	\$46,818		\$46,818	\$15,099		\$15,099	\$4,186
Powassan	1	0.0411	\$395	\$299		\$299	\$96		\$96	\$27
		Total	\$1,611,045	\$727,059	\$368,000	\$1,095,059	\$234,485	\$281,500	\$515,985	\$65,000

Terminology:

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting/benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

Notes:

- **Operating Levy:** (a) The general operating levy is applied to all member municipalities using the Modified Current Value Assessment (MCVA) apportionment method by Ministry of Natural Resources and Forestry (MNRF). (b) The sole-benefitting operating levy applied to the City of North Bay is for Laurentian Ski Hill operating costs, encampments and emerald ash borer hazard tree management at NBMCA parks and areas, Parks Creek dam pump rental reservation/hold, septic system re-inspections, and monitoring related to the Trout Lake Management Plan, etc.
- **Capital Levy:** (a) The general capital levy applied to all member municipalities is for administrative office building capital work, works in conservation areas and on trails. (b) The sole-benefitting capital levy applied to the City of North Bay is for the Kinsmen bridge repair, Kinsmen Trail asphalt repair, signage and brochures for parks, Laurier Woods boardwalk replacement, Chippewa Creek erosion control project, floodplain mapping projects, etc.
- **Ski Hill Request for Capital Costs:** This is for major upkeep of the NBMCA-owned fixed capital assets on the Laurentian ski hill. It is not a levy to member municipalities.
- **Matching Levy:** In preparing the 2024 Budget, it is assumed that NBMCA will receive a transfer payment from MNRF for \$133,490 and a matching municipal levy of \$133,490 to support eligible activities including administration, watershed planning, flood and erosion control, flood forecasting, ice management. The non-matching levy is therefore \$1,477,555 (out of a total levy of \$1,611,045).

Category: 1 (Mandatory)

Program Area: A. Corporate Services

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital	Notes	
Revenue:					
01	Transfer Payment (S. 39)	\$16,020		Upon approval of application	
01	Transfer Payment (WECI)				
01	Transfer Payment (DWSP)				
01	Transfer Payment (FHIMP)				
03	Grants from Others				
04	General Levy	\$143,441			
05	Sole-benefitting Levy	\$0			
06	Fees	\$1,000			
07	Donations	\$2,000			
09	Internal Rent Rev.	\$55,462			
10	Rental Rev. External	\$50,776		Deferred revenue	
13	Other Revenue		\$174,985		
14	Interest Earned	\$18,896			
16	Admin Overhead	\$793,515			
20	Ski Hill Utilities Reimbursement				
TBD	Credit Card Surcharge				
	Total Revenue	\$1,081,110	\$174,985		
Expense:					
30	Wages and Benefits	\$712,245	\$8,672		
32	Wages and Benefits	\$0			
38	Per Diem	\$11,500			
39	Members Mileage	\$5,500			
40	Members Expense	\$2,000			
41	Staff Mileage and Expense	\$4,700			
42	Staff Certification and Training	\$8,850			
43	Telephone	\$9,270			
44	Property Taxes	\$0			
45	Insurance	\$30,465			
46	Natural Gas	\$16,500			
47	Repair & Maintenance	\$2,000			
48	Office Supplies	\$8,000			
49	Postage	\$545			
50	Equipment Purchase	\$250			
51	Equipment Rental	\$2,460			
52	Publications and Printing	\$2,015			
53	Advertising	\$4,000			
54	Bank Charges	\$0			
55	Interest Expense - Mortgage	\$24,500			
56	Credit Card Fees	\$0			
58	Audit	\$11,050			
59	Legal Services	\$30,000			
60	Materials and Supply	\$38,080			

Category: 1 (Mandatory)

Program Area: A. Corporate Services

61	Cons. Ontario Levy	\$26,815		
62	Services	\$81,500	\$161,700	HR, admin building capital works
64	Vehicle Lease			
66	Consulting Services			
67	Admin Overhead			
70	Rental Expense			
71	Water	\$3,500		
72	Hydro	\$16,000		
73	Vehicle Gas	\$685		
74	Accounting Services	\$1,680		Software and professional support
78	Internal Chargeback	\$8,285	\$4,613	Vehicles, computers-tangible capital assets
90	Mortgage Principal Repayment	\$18,715		
TBD	Ski Hill Operations			
TBD	Ski Hill Capital			
TBD	Awards and Scholarships			
TBD	Asset Management Reserve			
	Total Expenses	\$1,081,110	\$174,985	
	Net	\$0	\$0	

Category: 1 (Mandatory)

Program Area: B. Planning and Regulations

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	
Revenue:			
01	Transfer Payment (S. 39)	\$22,690	Upon approval of application
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others	\$0	
04	General Levy	\$97,760	
05	Sole-benefitting Levy	\$0	
06	Fees	\$110,000	
07	Donations	\$0	
09	Internal Rent Rev.	\$0	
10	Rental Rev. External	\$0	
13	Other Revenue	\$110,602	Deferred revenue
14	Interest Earned	\$0	
16	Admin Overhead	\$0	
20	Ski Hill Utilities Reimbursement	\$0	
TBD	Credit Card Surcharge		
	Total Revenue	\$341,053	
Expense:			
30	Wages and Benefits	\$225,484	
32	Wages and Benefits	\$0	
38	Per Diem	\$0	
39	Members Mileage	\$0	
40	Members Expense	\$0	
41	Staff Mileage and Expense	\$1,500	
42	Staff Certification and Training	\$2,500	
43	Telephone	\$0	
44	Property Taxes	\$0	
45	Insurance	\$0	
46	Natural Gas	\$0	
47	Repair & Maintenance	\$3,000	
48	Office Supplies	\$0	
49	Postage	\$105	
50	Equipment Purchase	\$0	
51	Equipment Rental	\$0	
52	Publications and Printing	\$0	
53	Advertising	\$0	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$0	
56	Credit Card Fees	\$0	
58	Audit	\$0	
59	Legal Services	\$0	
60	Materials and Supply	\$700	

Category: 1 (Mandatory)

Program Area: B. Planning and Regulations

61	Cons. Ontario Levy	\$0
62	Services	\$3,800
64	Vehicle Lease	\$0
66	Consulting Services	\$0
67	Admin Overhead	\$97,611
70	Rental Expense	\$0
71	Water	\$0
72	Hydro	\$0
73	Vehicle Gas	\$525
74	Accounting Services	\$0
78	Internal Chargeback	\$5,828
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	\$0
TBD	Ski Hill Capital	\$0
TBD	Awards and Scholarships	\$0
TBD	Asset Management Reserve	\$0
	Total Expenses	\$341,053
	Net	\$0

Vehicles, computers-tangible capital assets

Category: 1 (Mandatory)

Program Area: C. Water Resources Management

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital	Notes
Revenue:				
01	Transfer Payment (S. 39)	\$94,780		Upon approval of application
01	Transfer Payment (WECI)		\$100,000	Upon approval of application
01	Transfer Payment (DWSP)			
01	Transfer Payment (FHIMP)			
03	Grants from Others	\$0		
04	General Levy	\$360,661	\$45,000	
05	Sole-benefitting Levy	\$11,000	\$200,000	Flood control, WECI projects
06	Fees	\$0		
07	Donations	\$0		
09	Internal Rent Rev.	\$0		
10	Rental Rev. External	\$0		
13	Other Revenue	\$159,626	\$177,000	Deferred revenue
14	Interest Earned	\$0		
16	Admin Overhead	\$0		
20	Ski Hill Utilities Reimbursemen	\$0		
TBD	Credit Card Surcharge			
	Total Revenue	\$626,067	\$522,000	
Expense:				
30	Wages and Benefits	\$310,677	\$9,442	
32	Wages and Benefits	\$0		
38	Per Diem	\$0		
39	Members Mileage	\$0		
40	Members Expense	\$0		
41	Staff Mileage and Expense	\$2,000		
42	Staff Certification and Training	\$3,000		
43	Telephone	\$8,354		
44	Property Taxes	\$19,025		
45	Insurance	\$36,348		
46	Natural Gas	\$0		
47	Repair & Maintenance	\$6,800		
48	Office Supplies	\$250		
49	Postage	\$0		
50	Equipment Purchase	\$0	\$10,000	Water level sensors
51	Equipment Rental	\$0		
52	Publications and Printing	\$0		
53	Advertising	\$0		
54	Bank Charges	\$0		
55	Interest Expense - Mortgage	\$0		
56	Credit Card Fees	\$0		
58	Audit	\$0		
59	Legal Services	\$0		
60	Materials and Supply	\$2,650		

Category: 1 (Mandatory)**Program Area: C. Water Resources Management**

61	Cons. Ontario Levy	\$0		
62	Services	\$16,800		Includes ice management
64	Vehicle Lease	\$0		
66	Consulting Services	\$20,000	\$494,663	Includes flood&erosion control
67	Admin Overhead	\$183,494	\$2,645	
70	Rental Expense	\$0		
71	Water	\$0		
72	Hydro	\$1,900		
73	Vehicle Gas	\$6,680		
74	Accounting Services	\$0		
78	Internal Chargeback	\$8,089	\$5,250	Vehicles, computers-tangible capital assets
90	Mortgage Principal Repayment			
TBD	Ski Hill Operations	\$0		
TBD	Ski Hill Capital	\$0		
TBD	Awards and Scholarships	\$0		
TBD	Asset Management Reserve	\$0		
	Total Expenses	\$626,067	\$522,000	
	Net	\$0	\$0	

WECl: Water and Erosion Control

This is a grant funding program from the province.

Involves a 50% cost share with City of North Bay for Chippewa Creek projects.

Category: 1 (Mandatory)

Program Area: D. Conservation Areas and Lands

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$111,000	\$181,485
05	Sole-benefitting Levy	\$260,000	\$80,000
06	Fees		
07	Donations	\$1,000	
09	Internal Rent Rev.		
10	Rental Rev. External	\$22,042	
13	Other Revenue	\$185,669	
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$579,711	\$261,485
Expense:			
30	Wages and Benefits	\$258,284	\$27,029
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		\$500
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes	\$15,886	
45	Insurance	\$15,585	
46	Natural Gas		
47	Repair & Maintenance	\$18,000	
48	Office Supplies		
49	Postage		
50	Equipment Purchase		\$5,000
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$8,100	\$27,800

Notes

Deferred revenue

Category: 1 (Mandatory)**Program Area: D. Conservation Areas and Lands**

61	Cons. Ontario Levy		
62	Services	\$50,000	\$193,221
64	Vehicle Lease	\$3,000	
66	Consulting Services		
67	Admin Overhead	\$205,806	\$7,935
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$5,050	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$579,711	\$261,485
	Net	\$0	\$0

Category: 1 (Mandatory)

Program Area: E. Source Protection Authority

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	\$160,753
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	Total Revenue	\$160,753
Expense:		
30	Wages and Benefits	\$124,383
32	Wages and Benefits	
38	Per Diem	\$5,200
39	Members Mileage	\$2,000
40	Members Expense	\$40
41	Staff Mileage and Expense	\$650
42	Staff Certification and Training	
43	Telephone	\$2,035
44	Property Taxes	
45	Insurance	\$2,435
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	\$316
49	Postage	\$221
50	Equipment Purchase	
51	Equipment Rental	\$459
52	Publications and Printing	
53	Advertising	\$250
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	\$790
59	Legal Services	
60	Materials and Supply	\$469

Notes

Upon approval of application

Category: 1 (Mandatory)

Program Area: E. Source Protection Authority

61	Cons. Ontario Levy	
62	Services	\$1,490
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,152
70	Rental Expense	\$12,551
71	Water	
72	Hydro	
73	Vehicle Gas	\$260
74	Accounting Services	
78	Internal Chargeback	\$3,053
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$160,753
	Net	\$0

Vehicles, computers-tangible capital assets

DWSP Drinking Water Source Protection Program
legislated under the Clean Water Act

Category: 1 (Mandatory)

Program Area: F. On-site Sewage System Program

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Notes
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		
05	Sole-benefitting Levy		
06	Fees	\$1,153,200	Reasonable fee increase to cover costs
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue	\$40,000	Deferred revenue
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge	\$18,000	Helps offset credit card fees
	Total Revenue	\$1,211,200	
Expense:			
30	Wages and Benefits	\$712,302	
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense	\$3,000	
42	Staff Certification and Training	\$10,450	
43	Telephone	\$16,000	
44	Property Taxes		
45	Insurance	\$19,100	
46	Natural Gas		
47	Repair & Maintenance	\$12,500	
48	Office Supplies	\$5,100	
49	Postage	\$1,200	
50	Equipment Purchase	\$3,000	
51	Equipment Rental	\$6,500	
52	Publications and Printing	\$500	
53	Advertising		
54	Bank Charges	\$2,700	
55	Interest Expense - Mortgage		
56	Credit Card Fees	\$22,800	
58	Audit	\$5,500	
59	Legal Services	\$2,500	
60	Materials and Supply	\$3,000	

Category: 1 (Mandatory)

Program Area: F. On-site Sewage System Program

61	Cons. Ontario Levy	
62	Services	\$7,000
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$259,198
70	Rental Expense	\$78,300
71	Water	
72	Hydro	
73	Vehicle Gas	\$14,000
74	Accounting Services	
78	Internal Chargeback	\$26,550
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$1,211,200
	Net	\$0

NBMCA office (\$43,000), Parry Sound (\$35,300)

Vehicles, computers-tangible capital assets

Category: 2 (Delegated by a Municipality)
Program Area: G. Watershed-Municipal Programs

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Notes
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$11,197	Watershed monitoring
05	Sole-benefitting Levy	\$12,000	
06	Fees		
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$23,197	
Expense:			
30	Wages and Benefits	\$19,222	
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply		

Category: 2 (Delegated by a Municipality)**Program Area: G. Watershed-Municipal Programs**

61	Cons. Ontario Levy	
62	Services	
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$3,975
70	Rental Expense	
71	Water	
72	Hydro	
73	Vehicle Gas	
74	Accounting Services	
78	Internal Chargeback	
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$23,197
	Net	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: H. Watershed Support Programs

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$3,000	\$8,000
05	Sole-benefitting Levy		\$1,500
06	Fees	\$28,886	
07	Donations	\$32,200	
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$64,086	\$9,500
Expense:			
30	Wages and Benefits	\$19,222	\$0
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		\$1,000
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing	\$4,000	
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$12,550	\$500

Notes

For the Mattawa River Canoe Race

Category: 3 (Non-mandatory; advisable by NBMCA)**Program Area: H. Watershed Support Programs**

61	Cons. Ontario Levy		
62	Services	\$21,750	\$8,000
64	Vehicle Lease	\$596	
66	Consulting Services		
67	Admin Overhead	\$3,968	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$2,000	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$64,086	\$9,500
	Net	\$0	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: I. Ski Hill

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		\$65,000
05	Sole-benefitting Levy	\$85,000	
06	Fees		
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$85,000	\$65,000
Expense:			
30	Wages and Benefits		
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply		

Notes

This is a request, not a levy.

Category: 3 (Non-mandatory; advisable by NBMCA)**Program Area: I. Ski Hill**

61	Cons. Ontario Levy		
62	Services		
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead	\$25,000	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas		
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$60,000	
TBD	Ski Hill Capital		\$65,000
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$85,000	\$65,000
	Net	\$0	\$0

**NBMCA Capital
Levy Forecast
For the Ten Year Period of 2023 to 2033
For Member Municipalities**

NBMCA CAPITAL PROGRAM & SERVICE AREA

Years	Category 1 (Mandatory) - Capital									Category 3 - Capital		Central Services		WECI		IWM		Section 28 Technical		Sub-Total	Sub-Total	Sub-Total	Ski Hill Assets	Total		
	Corporate Services Capital			Lands and Property Capital			Water Resources			Watershed Support		Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy (North Bay)	Sole-benefit Levy (Callander)	General Levy	Request (Not a Levy)			
	Deferred Revenue	Sole-benefit Levy	General Levy	Deferred Revenue	Sole-benefit Levy	General Levy	Transfer Payment	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy (North Bay)	Sole-benefit Levy (Callander)	General Levy	Request (Not a Levy)			
2023				\$0	\$149,350	\$131,583								\$0	\$58,968	\$175,100	\$0	\$329,000	\$42,745	\$0	\$180,714	\$623,450	\$30,000	\$414,009	\$65,000	\$1,132,459
2024	\$174,985			\$37,971	\$80,000	\$181,485	\$100,000	\$200,000	\$45,000	\$1,500	\$8,000										\$281,500	\$0	\$234,485	\$65,000	\$580,985	
2025	\$209,000				\$84,000	\$190,559	\$105,000	\$206,000	\$46,350	\$1,545	\$8,240										\$291,545		\$245,149	\$65,000	\$601,694	
2026			\$119,436		\$88,200	\$200,087	\$110,250	\$212,180	\$47,741	\$1,591	\$8,487											\$301,971		\$375,751	\$65,000	\$742,722
2027			\$123,019		\$92,610	\$210,092	\$115,763	\$218,545	\$49,173	\$1,639	\$8,742											\$312,794		\$391,025	\$65,000	\$768,819
2028			\$126,709		\$97,241	\$220,596	\$121,551	\$225,102	\$50,648	\$1,688	\$9,004											\$324,031		\$406,958	\$65,000	\$795,988
2029			\$130,511		\$102,103	\$231,626	\$127,628	\$231,855	\$52,167	\$1,739	\$9,274											\$335,696		\$423,578	\$65,000	\$824,274
2030			\$134,426		\$107,208	\$243,207	\$134,010	\$238,810	\$53,732	\$1,791	\$9,552											\$347,809		\$440,918	\$65,000	\$853,727
2031			\$138,459		\$112,568	\$255,368	\$140,710	\$245,975	\$55,344	\$1,845	\$9,839											\$360,388		\$459,010	\$65,000	\$884,397
2032			\$142,613		\$118,196	\$268,136	\$147,746	\$253,354	\$57,005	\$1,900	\$10,134											\$373,451		\$477,887	\$65,000	\$916,338
2033			\$146,891		\$124,106	\$281,543	\$155,133	\$260,955	\$58,715	\$1,957	\$10,438											\$387,018		\$497,587	\$65,000	\$949,605
Total Levy 2024	\$174,985			\$299,456			\$345,000			\$9,500		From 2024 onwards, this is included under Corporate Services.		From 2024 onwards, these projects are under Water Resources.		From 2024 onwards, these special studies are under Water Resources.		From 2024 onwards, these special studies are under Planning and Regulations (operating).								

Last Year - 2023
Current Year - 2024

Descriptions:

General Levy: levy apportioned to all member municipalities using the Modified Current Value Assessment provided by the Ministry of Natural Resources and Forestry (MNRF)

Sole-benefitting levy: for work undertaken by NBMCA that solely benefits a municipality

Deferred Revenue: For projects spanning multiple years, programs funded on a different fiscal year, and planned activities that were not completed in the year budgeted for various reasons.

Transfer Payment: provincial/federal funding through an application process (i.e. NBMCA must apply for the funds annually)

Corporate Services: Program from 2024 onwards per the updated Conservation Authorities Act. Includes administrative building capital costs, office hardware and equipment, vehicle fleet.

Administrative building capital costs at 15 Janey Ave, North Bay, are expected to decrease substantially in 2026 and increase after 2034 based on repair/replacement timing of capital parts.

Fleet vehicles are planned to be replaced 2025 through 2032 based on lifespan and condition.

Central Services: Program prior to 2024 for capital or major maintenance in support of workshops, buildings and other types of infrastructure or equipment. From 2024: included under Corporate Services.

Lands and Property: Capital works to support safe public access and use of CA owned properties including trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads.

WECI: Water and Erosion Control Infrastructure activities to support major maintenance and capital improvements or repair to water and erosion control structures.

IWM: Multi-year implementation of the Integrated Watershed Management (IWM) Strategy and new CA Act deliverables (watershed-based strategy).

Section 28: Expenses related to the implementation of the DIA regulations of the conservation authority, mapping for regulated areas.

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



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

ORIGIN: Rebecca Morrow, Administrative Coordinator

DATE: December 13, 2023

SUBJECT: **2024 Board of Directors Meeting and Office Closure Dates**

Background:

This report provides for a review and discussion on proposed 2024 North Bay Mattawa Conservation Authority (NBMCA) Board meeting schedule and office closure days.

Analysis:

1. Proposed 2024 NBMCA Board (Members) Meeting Schedule

On or before the first meeting of the year, NBMCA Board of Directors (Members) set the meeting dates and times for the upcoming year. The Chair may call additional meetings, change and/or cancel meetings dates and locations.

The North Bay Mattawa Source Protection Authority (NBMSPA) Members meet to fulfill requirements of the Clean Water Act, 2006. Their meetings are less frequent than the NBMCA meetings, around 3 to 4 times a year. For the Members' convenience, they are scheduled on NBMCA Members meeting dates.

The Members meeting are held on the fourth Wednesday of each month, with these exceptions: (1) July - no meeting; (2) August - the meeting is on the third Wednesday; and (3) December - the meeting is on the second/ third Wednesday to avoid overlap with Christmas holidays. For 2024 therefore the proposed meeting dates are as follows:

- Wednesday January 24, 2024 (NBMCA & NBMSPA)
- Wednesday February 28, 2024
- Wednesday March 27, 2024
- Wednesday April 24, 2024 (NBMCA & NBMSPA)
- Wednesday May 22, 2024 (NBMCA & NBMSPA)
- Wednesday June 26, 2024 (NBMCA & NBMCA)
- Wednesday August 14, 2024
- Wednesday September 25, 2024
- Wednesday October 23, 2024 (NBMCA & NBMSPA)
- Wednesday November 27, 2024
- Wednesday December 18, 2024.

The start time has been 4:00pm for each meeting, and it is recommended that 4:00pm meeting times remain for 2024.

2. NBMCA Office Closure Dates in 2024

a) NBMCA Board approved Holidays (for information)

The NBMCA Board approved Personnel Policy sets paid holidays for employees. The NBMCA office is closed on those days. The corresponding 2024 dates are provided for your information in the table below. Note that the approved Personnel Policy specifies that holidays falling on a Saturday or Sunday shall be considered in accordance with the days designated by the Province of Ontario.

Holidays (previously approved by the NBMCA Board)	Corresponding Dates in 2024 (for information)
New Year's Day	Monday January 1, 2024
Family Day	Monday February 19, 2024
Good Friday	Friday March 29, 2024
Easter Monday	Monday April 1, 2024
Victoria Day	Monday May 20, 2024
Canada Day	Monday July 1, 2024
Civic Day	Monday August 5, 2024
Labour Day	Monday September 2, 2024
National Day of Truth and Reconciliation	Monday September 30, 2024
Thanksgiving Day	Monday October 14, 2024
Remembrance Day	Monday November 11, 2024 *see below*
Christmas Day	Wednesday December 25, 2024
Boxing Day	Thursday December 26, 2024
New Year's Day	Wednesday January 1, 2025

b) Proposed for 2024

It is proposed that the office will remain open on Remembrance Day, Monday November 11th, 2024 and that staff be allowed to take one paid day off in 2024 in place of the board approved Remembrance Day. As well, the NBMCA Office is closed 12:00 noon on Tuesday December 24th, 2024 and remains closed between Christmas and New Year's. Staff are required to use their own vacation and/or overtime in order to take these days off: Friday December 27, 2024, Monday December 30, 2024 and Tuesday December 31, 2024. The office will reopen at 8:30 am on Thursday January 2, 2025.

Recommendation:

It is recommended that the Board of Directors approves the following:

- The Board of Directors meeting schedule provided in this report with a start time of 4pm or as discussed.
- Staff be allowed to take one paid day off in 2024 in place of the Board-approved Remembrance Day holiday.
- The office be closed from noon (12pm) on Tuesday December 24, 2024 through Monday January 1, 2025 for the Christmas holidays. The office will reopen on Tuesday January 2, 2025 at 8:30 am.

RECOMMENDED RESOLUTION:

THAT the NBMCA Members set the meeting schedule and office closure dates for 2024 as listed in this Report and that Staff are directed to make the necessary arrangements to schedule meetings for the recommended dates and times; AND

THAT this Board Report is received and appended to the minutes of this meeting.

Submitted By:

Rebecca Morrow, Executive Assistant

Reviewed By:

Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer



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

ORIGIN: Rebecca Morrow, Executive Assistant

DATE: December 13, 2023

SUBJECT: NBMCA Administrative By-Law Revision

Background:

Changes to the Conservation Authorities Act (the Act) as amended by the *Building Better Communities and Conserving Watersheds Act, 2017* provides direction for conservation authorities to make such by-laws as required for its proper administration. Section 19.1 of the Act, sets out the requirements for the by-laws. This Administrative By-Law Model and Best Practices for Code of Conduct and Conflict of Interest are designed to ensure compliance with the requirements of Section 19.1.

Where municipal legislation conflicts with any part of this by-law (eg. *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision or a regulation made under any one of those Acts), the provision of the Act or regulation prevails.

The NBMCA's last update to the Administrative By-Law was during the COVID-19 Pandemic dated January 27, 2021.

Analysis:

The updated By-Laws were revised taking into consideration the wording from our previous version and the recommendations of the Conservation Authorities Act, Conservation Ontario's Best Management Practices and Administrative By-Law Model document, The Not-for-Profit Corporations Act, and the Municipal Conflict of Interest Act.

Recommendation:

That the Board of Directors approve the changes to the Administrative By-Law as recommended in this report.

RECOMMENDED RESOLUTION:

THAT the Revised Administrative By-Laws be approved;

AND THAT the Revised Administrative By-Laws be appended to the minutes of this meeting.

Submitted By

Rebecca Morrow, Executive Assistant

Reviewed By

Chithra Gowda, Chief Administrative Officer, Secretary Treasurer



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

Administrative By-Laws

Presented: April 29, 2020

Adopted: April 29, 2020

Revised October 28, 2020

Revised January 27, 2021

~~Revised~~ Revised December 13, 2023

Administrative By-Law Model

Introduction

North Bay-Mattawa Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources in watersheds in Ontario other than gas, coal and minerals.

Under the Act, municipalities within a common watershed are enabled to petition the province to establish a conservation authority. The Authority is comprised of its Members, appointed as representatives by the Participating Municipalities and are effectively directors also of the Authority. An additional member may be appointed to the authority by the Minister as a representative of the agricultural sector.

Commented [RM1]: CO Guidance doc; CA Act

Based on Section 2 (2) of the *Conservation Authorities Act*, the Participating Municipalities appoint the following number of members:

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

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 and environmental stewardship 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.

The Members of the Conservation Authority form the General Membership of the Conservation Authority. The Members are bound by the Act and other applicable legislation. The Authority must always act within the scope of its powers. As a non-share corporation, the Authority has the capacity and, subject to the Act and other applicable legislation, the rights, powers and privileges of a natural person. The powers of a

conservation authority to accomplish its objects are set out in the Act, including those identified under subsection 21(1).

Powers of authorities

~~21 (1) For the purposes of accomplishing its objects, an authority has power,~~

~~(a) to study and investigate the watershed and to determine programs and services whereby the natural resources of the watershed may be conserved, restored, developed and managed;~~

~~(b) for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;~~

~~(c) to acquire by purchase, lease or otherwise and to expropriate any land that it may require, and, subject to subsection (2), to sell, lease or otherwise dispose of land so acquired;~~

~~(d) despite subsection (2), to lease for a term of five years or less land acquired by the authority;~~

~~(e) to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;~~

~~(f) to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;~~

~~(g) to enter into agreements with owners of private lands to facilitate the due carrying out of any project;~~

~~(h) to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;~~

~~(i) to erect works and structures and create reservoirs by the construction of dams or otherwise;~~

~~(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;~~

~~(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;~~

~~(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;~~

~~(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;~~

~~(m.1) to charge fees for services approved by the Minister;~~

~~Note: On a day to be named by proclamation of the Lieutenant Governor, clause 21 (1) (m.1) of the Act is repealed. (See: 2017, c. 23, Sched. 4, s. 19 (3))~~

~~(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;~~

~~(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;~~

~~(p) to cause research to be done;~~

~~(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority.~~

Powers of authorities

21 (1) For the purposes of accomplishing its objects, an authority has power,

~~_____ (a) _____ to research, study and investigate the watershed and to support the development and implementation of programs and services intended to further the purposes of this Act;~~

~~_____ (b) _____ for any purpose necessary to any project under consideration or undertaken by the authority, to enter into and upon any land, with consent of the occupant or owner, and survey and take levels of it and make such borings or sink such trial pits as the authority considers necessary;~~

~~_____ (c) _____ to acquire by purchase, lease or otherwise any land that it may require, and, subject to subsections (2) and (4), to sell, lease or otherwise dispose of land so acquired;~~

~~_____ (d) _____ despite subsection (2), to lease for a term of five years or less land acquired by the authority;~~

~~_____ (e) _____ to purchase or acquire any personal property that it may require and sell or otherwise deal therewith;~~

~~_____ (f) _____ to enter into agreements for the purchase of materials, employment of labour and other purposes as may be necessary for the due carrying out of any project or to further the authority's objects;~~

~~_____ (g) _____ to enter into agreements with owners of private lands to facilitate the due carrying out of any project;~~

~~_____ (h) _____ to determine the proportion of the total benefit afforded to all the participating municipalities that is afforded to each of them;~~

~~_____ (i) _____ to erect works and structures and create reservoirs by the construction of dams or otherwise;~~

~~_____ (j) _____ to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof;~~

Commented [RM2]: Keep?

Commented [RM3]: Keep? Not in Lower Trent's By-Laws

Commented [RM4]: CA Act

(k) to alter the course of any river, canal, brook, stream or watercourse, and divert or alter, as well temporarily as permanently, the course of any river, stream, road, street or way, or raise or sink its level in order to carry it over or under, on the level of or by the side of any work built or to be built by the authority, and to divert or alter the position of any water-pipe, gas-pipe, sewer, drain or any telegraph, telephone or electric wire or pole;

(l) to use lands that are owned or controlled by the authority for purposes, not inconsistent with its objects, as it considers proper;

(m) to use lands owned or controlled by the authority for park or other recreational purposes, and to erect, or permit to be erected, buildings, booths and facilities for such purposes and to make charges for admission thereto and the use thereof;

(m.1) Repealed: 2017, c. 23, Sched. 4, s. 19 (3).

(n) to collaborate and enter into agreements with ministries and agencies of government, municipal councils and local boards and other organizations and individuals;

(o) to plant and produce trees on Crown lands with the consent of the Minister, and on other lands with the consent of the owner, for any purpose;

(p) Repealed: 2020, c. 36, Sched. 6, s. 7 (4).

(q) generally to do all such acts as are necessary for the due carrying out of any project or as may be desirable to further the objects of the authority. R.S.O. 1990, c. C.27, s. 21; 1996, c. 1, Sched. M, s. 44 (1, 2); 1998, c. 18, Sched. I, s. 11; 2017, c. 23, Sched. 4, s. 19; 2020, c. 36, Sched. 6, s. 7; 2022, c. 21, Sched. 2, s. 2 (1).

A. Definitions

“**Authority**” means the North Bay-Mattawa Conservation Authority.

“**Act**” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27

“**Chair**” means the Chairperson as referenced in the Act as elected by the Members of the Authority.

“**Chief Administrative Officer**” means the General Manager or Chief Administrative Officer of the Authority, and which may, by resolution of the Authority, include the responsibilities of the Secretary-Treasurer if so designated by resolution of the Authority.

Commented [RM5]: CO guidance definition.

“**Committee**” means a Committee appointed by the Members.

Commented [RM6]: CO Guidance definition.

“**Fiscal Year**” means the period from January 1 through December 31.

“**General Membership**” means all of the Members, collectively and effectively acting as directors as specified in the Ontario Not-For Profit Corporations Act (ONCA).

“**Levy**” means the amount of costs apportioned to participating municipalities in accordance with the Act and Regulations under the Act.

“**Majority**” means half of the votes plus one.

“**Members**” shall mean the members appointed to the Authority by the participating municipalities in the Authority’s area of jurisdiction and a member appointed to the Authority by the Minister as a representative of the agricultural sector (as applicable) and effectively act as directors as specified in the Ontario Not-For Profit Corporations Act (ONCA).

Commented [RM7]: CO guidance definition.

“**Minister**” means the Minister as defined in the Act.

Commented [RM8]: CO guidance doc

“**Non-matching Levy**” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“**Officer**” means an officer of the Authority empowered to sign contracts, agreements and other documents on behalf of the Authority in accordance with section 19.1 of the Act, which shall include the Chair, Vice-Chair, the Chief Administrative Officer/Secretary-Treasurer and Deputy Chief Administrative Officer.

“**Participating Municipality**” means a municipality that is designated by or under the Act as a participating municipality in a conservation authority.

“**Pecuniary Interest**” includes the financial or material interests of a Member and the financial or material interests of a member of the Member’s immediate family.

“**Secretary-Treasurer**” means Secretary-Treasurer of the Authority with the roles specified in the Act.

“**Staff**” means employees of the Authority as provided for under Section 18(1) of the Act.

Commented [RM9]: CA Act

“**Vice-Chair**” means the Vice-Chairperson as elected by the Members of the Authority. If a first and second Vice-Chair are elected, they shall be called First Vice-Chair and Second Vice-Chair.

Commented [RM10]: CO guidance

~~“**Weighted Majority**” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.~~

Commented [RM11]: CA Act

Commented [RM12R11]:

Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applied under this definition in 1997 for each municipality. O. Reg. 139/96, s. 1 (1); O. Reg. 231/97, s. 1 (1); O. Reg. 106/98, s. 1.

(1.1) A notice provided under subsection (1) for a meeting must include the amount of the non-matching levy to be voted on and must be accompanied by the financial information relied on in support of that levy. O. Reg. 231/97, s. 1 (2).

(2) For the purpose of the definition of “weighted majority”, the weighting for a municipality may not exceed 50 per cent of the total weighting, except where the majority of the members of a conservation authority are appointed by one municipality. O. Reg. 139/96, s. 1 (2).

B-A. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the North Bay-Mattawa Conservation Authority may appoint Members in accordance with Section 14 of the Act. An additional agricultural sector representative may be appointed to the Authority by the Minister.

Commented [RM13]: CA Act:

Commented [RM14]: CA Act

~~Appointed~~ Members must reside in a Participating Municipality within the Authority’s area of jurisdiction. Participating municipalities must ensure that at least 70 percent of its appointees are selected from among the members of the municipal council or apply to the Minister for permission to appoint less than this percent. Additional appointees, and may include citizens as well as elected members of municipal councils, an additional member who may be appointed to the Authority by the Minister.

Collectively, the appointed Members comprise the Authority, and for the purposes of this by-law are also referred to as the General Membership.

Based on Section 2 (2) of the *Conservation Authorities Act*, the Participating Municipalities (listed below) currently appoint the following number of members:

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

The total number of members of the Authority, and the number of members that each participating municipality may appoint, shall be adjusted as required to ensure compliance with the Conservation Authorities Act 2(2) if the municipalities that are participating municipalities change or the population of a participating municipality changes to the degree that it would affect membership allotment.

(2) The total number of municipally appointed members of the authority and the number of municipal councillors that each participating municipality may appoint shall be adjusted as required to ensure compliance with subsection (1) if the municipalities that are participating municipalities change or the population of a participating municipality changes. 2001, c. 9, Sched. K, s. 1 (6); 2020, c. 36, Sched. 6, s. 2 (3).

Collectively, the appointed Members for the purpose of this by-law are also referred to as the General Membership.

Commented [RM15]: CA Act

b) Term of Member Appointments

Commented [RM16]: CA Act

In accordance with Section 14 of the Act, a Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following ~~his or her~~the appointment and ending immediately before the first meeting of the Authority following the appointment of ~~his or her~~their replacement. The CAO/Secretary-Treasurer shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement. A Member is eligible for reappointment. A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term by advising the CAO/Secretary-Treasurer in writing prior to permitting voting privileges for any newly appointed member. The Minister will define the term for the Member they appoint as a representative of the agricultural sector.

There are no provisions for alternates to participate as a voting member on the Authority or any other committee of the Authority.

c) Powers of the General Membership

Subject to the Act and other applicable legislation, the General Membership is empowered without restriction to exercise all of the powers prescribed to the Authority under the Act. In addition to the powers of an authority under s.21 of the Act for the purposes of accomplishing its objects, as referenced in the introduction of this By-law model, the powers of the General Membership include but are not limited to:

- i. Approving by resolution, the creation of Committees and/or Advisory Boards, the members thereof and the terms of reference for these Committees and/or Advisory Boards;
- ii. Appointing a Chief Administrative Officer/Secretary-Treasurer;
- iii. Terminating the services of the Chief Administrative Officer/Secretary-Treasurer.
- iv. Approving establishing and implementing regulations, policies and programs;
- v. Awarding contracts or agreements where the approval of the Authority is required under the Authority's purchasing policy;
- vi. Appointing an Executive Committee and delegate to the Committee any of its powers except:
 - i. The termination of the services of the Chief Administrative Officer/Secretary-Treasurer,
 - ii. The power to raise money, and

- iii. The power to enter into contracts or agreements other than those contracts or agreements as are necessarily incidental to the works approved by the Authority.
- vii. Approving by resolution, any new capital project of the Authority;
- viii. Approving by resolution, the method of financing any new capital projects;
- ix. Approving details on budget allocations on any new or existing capital projects;
- x. Approving of the total budget for the ensuing year, and approving the levies to be paid by the Participating Municipalities;
- xi. Receiving and approving the Financial Statements and Report of the Auditor for the preceding year;
- xii. Authorizing the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- xiii. Approving by resolution, any proposed expropriation of land or disposition of land, subject to the requirements under the Act;
- xiv. Approving permits or refusing permission as may be required under any regulations made under Section 28 of the Act, including the delegation of this responsibility to Chief Administrative Officer consistent with [Ontario Regulation 177/06](#);
- xv. Holding hearings required for the purpose of reviewing permit applications, and advising every applicant of their right to appeal the decision to the Minister of Natural Resources and Forestry through the Mining and Lands Tribunal;

Commented [RM17]: NBMCA's website

d) **Member Accountability**

Participating Municipalities appoint Members to the Authority as their representatives. Members have the responsibilities of Directors of the corporation that is the Authority. While the administration is responsible for the day-to-day operations, the General Membership is responsible for matters of governance, ensuring compliance with applicable legislation, and ensuring appropriate policies are in place and for financial soundness of the Authority.

Commented [RM18]: CA Act

Every member and officer in exercising their powers and discharging their duties to the Authority shall act honestly and in good faith with a view to the best interests of the Authority and exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

Commented [RM19]: CO Guidance doc

All Members have the responsibility to be guided by and adhere to the Code of Conduct (Appendix 1) and Conflict of Interest Policy (Appendix 2), as adopted by the Authority.

Additionally, the agriculture representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

Commented [RM20]: CO Guidance doc

Members are responsible for:

- i. Attending all meetings of the Authority;
- ii. Understanding the purpose, function and responsibilities of the Authority;
- iii. Being familiar with the Authority's statutory and other legal obligations;
- ~~iv.~~ With the administration, setting strategic direction for the Authority:-
- v. Supporting the goals and objectives of the Authority's programs and policies;
- vi. Keeping his/her/they/their respective municipality informed of the Authority programs, projects and activities;
- ~~iv-vii.~~ Being prepared to discuss issues at Authority meetings.

Commented [RM21]: CO Guidance

e) **Applicable Legislation**

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*

- Municipal Freedom of Information and Protection of Privacy Act, and
- Not-for-Profit Corporations Act, 2010

Commented [RM22]: CA Act

If any part of the by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails. The same applies to conflicts between these by-laws and the *Not-for-Profit Corporations Act* except where directed by the *Conservation Authorities Act* in which case the Act prevails.

Commented [RM23]: CO Guidance

f) Relationship Between Members and Staff

The ~~General Membership relies on the~~ Chief Administrative Officer/Secretary-Treasurer ~~to~~ shall manage the operations of the organization, including all employees of the Authority. The Chief Administrative Officer/ Secretary Treasurer is responsible for directing and evaluating the development and execution of the annual business plan and budget, programs, policies and decisions consistent with the direction set out in the Strategic Plan and as directed by the Authority. The Chief Administrative Officer/Secretary Treasurer is accountable to the Authority, working cooperatively to achieve the goals established by the ~~Authority~~Members.

Commented [RM24]: CA Act

The General Membership will ensure that a process exists for regular performance evaluations of the Chief Administrative Officer/Secretary-Treasurer. The review will be conducted at least annually, and will be documented in writing.

Commented [RM25]: CO Guidance & CA Act

Commented [RM26R25]:

2. Officers

The Officers of the Authority, and their respective responsibilities, shall be:

Chair

- Is a Member of the Authority;
- Presides at all meetings of the General Membership and Executive Committee;
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Serves as the voting delegate at Conservation Ontario Council meetings;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.
- Provides direction and support, as may be required, to the CAO/Secretary-Treasurer to ensure policies, programs, and projects adopted by the Authority and/or prescribed by legislation are implemented;

Commented [RM27]: CO Guidance

Vice-Chair(s)

- Is a Member of the Authority;
- Attends all meetings of the Authority and Executive Committee;
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her/they/their duties;
- Serves as the Second Alternate voting delegate at Conservation Ontario Council meetings;
- Serves as a signing officer for the Authority.

Chief Administrative Officer (CAO)/Secretary-Treasurer

Responsibilities of the CAO/Secretary Treasurer as assigned by the Authority include, but are not limited to the following:

- Is an employee of the Authority;
- Attends all meetings of the General Membership (and Executive Committee if applicable) or designates an acting CAO if not available;
- Works in close collaboration with the Chair and Vice-Chair and keeps them apprised of relevant information and significant issues in a timely fashion;
- Develops a strategic plan for approval by the General Membership and implements short and long-range goals and objectives;
- Is responsible for the management of the operations of the Authority, including all staff and programs of the Authority;
- Ensures resolutions of the Authority are implemented in a timely fashion;
- Develops and maintains effective relationships and ensures good communications with Participating Municipalities, federal and provincial government ministries/agencies, Indigenous communities, other conservation authorities, Conservation Ontario, stakeholders, community groups and associations;
- Serves as a signing officer for the Authority.
- Serves as the First Alternate voting delegate at Conservation Ontario Council meetings;
- Fulfills the requirements of the Secretary-Treasurer as defined in the Act;
- ~~Attends all meetings of the General Membership (and Executive Committee, if applicable);~~
- Is the custodian of the Corporate Seal;

3. Absence of Chair and Vice-Chair(s)

In the event of the absence of the Chair and Vice-Chair(s) from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

4. Representatives to Conservation Ontario Council

The Authority may appoint up to three Representatives to Conservation Ontario Council ("Council"), designated as Voting Delegate and Alternate(s). Council will consist of the Voting Delegates appointed by each Member Conservation Authority. The Voting Delegate and Alternate(s) shall be registered with Conservation Ontario annually. The appointments will be made at the Annual Meeting of the Authority.

Commented [RM28]: CO Guidance

4.5 Election of Chair and Vice-Chairs

The election of the Chair and Vice-Chair shall be held at the first meeting held at the Annual meeting of the Authority in accordance with the Authorities Procedures for Election of Officers (Appendix 3), each year or at such other meeting as may be specified in accordance with the Authority's Procedures for Election of Officers (Appendix 3). Successors to the position of Chair and Vice-Chair shall be a Member from a different municipality from the incumbent.

Commented [RM29]: CA Act

17 (1) At the first meeting held in each year or at such other meeting as may be specified by the authority's by-laws, the authority shall appoint a chair and one or more vice-chairs from among the members of the authority. 1996, c. 1, Sched. M, s. 43; 2017, c. 23, Sched. 4, s. 14.

Representation from each municipality

(1.2) An authority in respect of which more than one participating municipality has been designated shall appoint chairs and vice-chairs from among the members appointed to the authority by each participating municipality on a rotating basis so as to ensure that a member appointed to the authority by a particular participating municipality cannot be appointed to succeed an outgoing chair or vice-chair appointed to the authority by the same participating municipality. 2020, c. 36, Sched. 6, s. 4.

Exception

(1.3) Despite subsections (1.1) and (1.2), upon application by an authority or a participating municipality, the Minister may grant permission to the authority or participating municipality to, subject to such conditions or restrictions as the Minister considers appropriate,

- (a) appoint a chair or vice-chair for a term of more than one year or to hold office for more than two consecutive terms; or
- (b) appoint as chair or vice-chair of the authority a member who was appointed to the authority by the same participating municipality that appointed the outgoing chair or vice-chair. 2020, c. 36, Sched. 6, s. 4.

Vacancy

(2) Subject to subsection (1), upon the death of the chair or a vice-chair, or upon the incapacity of the chair or a vice-chair to act, or upon the chair or a vice-chair ceasing to be a member of the authority, the remaining members may appoint a member to fill such vacancy. R.S.O. 1990, c. C.27, s. 17 (2).

Absence of chair and vice-chairs

(3) In the event of the absence of the chair and the vice-chairs from any meeting of an authority, the members present shall appoint an acting chair who, for the purposes of such meeting, has all the powers and shall perform all the duties of the chair. R.S.O. 1990, c. C.27, s. 17 (3)

~~Further if exceptional circumstances warrant he~~

~~lding elections at a meeting other than the first meeting of the year the Members have this discretion. The intent will be to hold elections as soon is reasonably possible.~~

5.1 Maximum Term for Chair and Vice-Chair

~~The term of the office for the Authority Chair and Vice-Chair is a maximum of two (2) consecutive years.~~

Term of chair, vice-chair

(1.1) A chair or vice-chair appointed under subsection (1) shall hold office for a term of one year and shall serve for no more than two consecutive terms. 2020, c. 36, Sched. 6, s. 4.

5.6. Appointment of Auditor

The General Membership shall appoint an auditor for the coming year at the first meeting of the year in accordance with Section 38 of the Act.

Commented [RM30]: CA Act

6.7. Appointment of Financial Institution

The General Membership, at its Annual Meeting, shall appoint a financial institution to act as the Authority's banker by Resolution at the first meeting of each year. This Resolution may include direction on the ability to borrow.

Commented [RM31]: CO Guidance & CA Act:

7. Appointment of Solicitor

The General Membership shall appoint a solicitor to act as the Authority's legal counsel by Resolution at the first meeting of the year.

8. Appointment of Solicitor

Commented [RM32]: CO Guidance

The General Membership, at its Annual Meeting, shall appoint a solicitor to act as the Authority's legal counsel by Resolution.

8.9. Financial Statements and Report of the Auditor

Commented [RM33]: CA Act

The General ~~Membership shall~~ Membership shall receive and approve the Audited Financial Statements and Report of the Auditor annually for the previous year by April 30th.

The Authority shall forward copies of the Audited Financial Statements and Report of the Auditor to Participating Municipalities and the Minister of Natural Resources and Forestry in accordance with Section 38 of the Act, will post the Audited Financial Statements on the Authority's website and Report and make the Audited Financial Statements available to the public.

10. Borrowing Resolution

Commented [RM34]: CA Act

If required, the Authority shall establish a borrowing resolution and such resolution shall be in force until it is superseded by another borrowing resolution.

9.11. Levy Notice

Commented [RM35]: CA Act

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

10.12. Signing Officers

Commented [RM36]: CA Act

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by two of the signing officers of the Authority, as follows: Chair, Vice-Chair, CAO/Secretary-Treasurer and Deputy CAO.

Payments incidental to all works, services, or goods purchased by the Authority to a maximum as set out in the Purchasing Policy will be signed or authorized by any two of the four Signing Officers, while payments which exceed the maximum set out in the Purchasing Policy will be signed by at least one of the Chair or Vice-Chair and one of the Chief Administrative Officer/Secretary -Treasurer or Deputy CAO.

The CAO/Secretary-Treasurer is empowered to authorize transfer of funds between the Authority bank accounts.

The CAO-Secretary-Treasurer may sign documents on behalf of the Authority which created obligations within approved spending authorizations as set out in the Purchasing Policy, as necessary, may sign agreements and documents for the ongoing operations of the Authority and its programs such as the Drinking Water Source Protection Program.

All deeds, land transfers, assignments, contracts, and obligations entered into by the Authority, not specified above, will be signed by one of the Chair or Vice-Chair and one of the CAO/Secretary-Treasurer or Deputy CAO.

Signing authority may be delegated to staff by the CAO/Secretary-Treasurer for purchases within approved budgets and/or as set out in the Purchasing Policy of the Authority.

Signing authority that was authorized by any previous Administration Regulation, By-law or Policy is superseded by this by-law.

Expenditures will be made in accordance with the Purchasing Policy of the Authority.

11.13. Executive Committee

The Authority will appoint an executive committee at the first meeting of the General Membership each year in accordance with the Section 19 of the Act ~~and Section 1(c)(vi) of this by-law.~~

The Executive Committee of the Conservation Authority will at a minimum do the following:

- Hold hearings for matters to be heard under Section 28 of the Conservation Authorities Act; and
- Serve as the Finance and Administration Advisory Board with responsibility for deliberating and making recommendations to the Board of Directors on the annual budget or administrative matters.

12.14. Advisory Boards and Other Committees

In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all Members of the Authority.

13.15. Remuneration of Members

The Authority shall establish a per-diem rate from time to time to be paid to Members for attendance at General Meetings and Advisory Board or Committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the CAO/Secretary-Treasurer. In addition, an honorarium may be approved by the Authority for the Chair and Vice-Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse Members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. A per-kilometre rate to be paid for use of a personal vehicle shall be approved by Resolution of the General Membership from time-to-time. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

Remuneration of the Member appointed by the Minister as a representative of the agricultural sector is at the expense as discretion of the Province.

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If no quorum is present at a General Meeting, or any other meeting of the Authority, the per diem and travel expenses shall be paid to those in attendance.

The per diem rate and travel allowances will be reviewed at least every four years, or at the request of the Authority.

14.16. Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- i. Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- ii. Assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- iii. Human Resources Files for all employees and Members as applicable;
- iv. Workplace Health and Safety documents including workplace inspections, workplace accidents, investigations, etc.;
- v. Electronic communications including emails;
- vi. Contracts and Agreements entered into by the Authority;
- vii. Strategic Plans and other documents providing organizational direction;
- viii. Projects of the Authority;
- ix. Technical studies and data gathered in support of Programs of the Authority;
- x. Legal Proceedings involving the Authority;
- xi. Incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority as approved by the General Membership from time-to-time.

15.17. Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA) and further to O. Regulation 400/22 Information Requirements.

The Authority has delegated its responsibilities as head of the Authority for the purposes of MFIPPA to the CAO/Secretary-Treasurer. ~~shall designate a Member, a committee of Members or senior staff person to act as head of the Authority for the purposes of MFIPPA.~~

16.18. By-law Review

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with *Disabilities Act*, if requested by interested parties. These by-laws shall be reviewed by the Authority to ensure the by-laws are in compliance with the Act and any other relevant law. The General Membership shall review the by-laws on a regular basis to ensure best management practices in governance are being followed. The reviews will take place at a minimum ~~evry~~every five years.

17.19. By-law Available to Public

In accordance with the Act, the Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

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18.20. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies (for example, the Code of Conduct and Conflict of Interest). The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*. Should an investigation be conducted regarding the alleged breach:~~The procedure for enforcement at a minimum will include:~~

- ~~an investigation will be conducted regarding the alleged breach;~~
- an opportunity for the affected Member to respond to the allegation;
- a closed meeting of the General Membership to communicate the findings of the investigation and the affected Member's response;
- notifying the appointing Municipality or the appointing Minister of the outcome of the investigation.

Commented [RM42]: CO Guidance -

19.21. Indemnification of Members, Officers and Employees

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 judgement, 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 party 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) if;

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities, and,
- 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.

Commented [RM43]: CO Guidance

C. Meeting Procedures

The Meeting Procedures below governing the procedure of the Authority shall be observed in Executive Committee, Advisory Board or Committee meetings, as far as they are applicable, and the words Executive Committee, Advisory Board or Committee may be substituted for the word Authority as applicable. When the Authority or Executive Committee, as the case may be, are sitting as a Hearing Board, hearings will meet the requirements of the *Statutory Powers and Procedures Act SPPA*, the details of which are specified in NBMCA's Hearings and Procedural Manual.

Commented [RM44]: CA Act

1A. Rules and Procedures

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Bourinot's Rules of Order will be followed.

~~The Authority may choose to conduct its business as a committee of the whole.~~

1B. Declared State of Emergency

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, a Member may participate in meetings electronically and shall have the ability to:

- a) register a vote;
- b) be counted towards determining quorum; and
- c) participate in meetings closed to the public.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any date or timeline requirement established under any Section in this By-law shall be postponed until such time as the General Membership can reasonably address the issue.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.

During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the General Membership from meeting in person, any hearing or appeal dealt with in this By-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

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2. Notice of Meeting

The General Membership shall approve a schedule for regular meetings in advance. The CAO/Secretary-Treasurer shall send Notice of regular meetings to all Members at least five calendar days in advance of a meeting. Notice of all regular or special meetings of the

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General Membership or its committees shall be made available to the public as soon as possible after its delivery to General Membership.

Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.

- i) ~~The Authority generally meet 11 times per year. Meetings will not generally be held in July.~~
- ii) ~~Authority meetings shall normally be held at the North Bay-Mattawa Conservation Authority's Administration Office.~~
- iii) ~~Authority meetings will generally be scheduled on the fourth Wednesday of the month, at a consistent time agreed upon by the Authority.~~

All material and correspondence to be dealt with by the Authority at a meeting will be submitted to the CAO/Secretary-Treasurer 14 calendar days in advance of the meeting where it is to be dealt with. ~~Material to be provided in the agenda are to delivered to the CAO/Secretary-Treasurer seven days in advance of the meeting. Materials to be provided at the meeting are to be delivered 3 days in advance of the meeting.~~

Commented [RM47]: CO Guidance

The Chair may, at his/her pleasure, call a special meeting of the Authority as necessary on 72 hours notice in writing or email. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Authority and the Chair will not refuse.

The Chair or the CAO/Secretary-Treasurer may, by notice in writing or email delivered to the members so as to be received by them at least 12 hours ~~hours~~ before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

Commented [RM48]: CO Guidance

The Chair or the CAO/Secretary-Treasurer may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached or, if warranted, hold the meeting electronically provided quorum and public attendance can be met. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings of the General Membership and Executive Committee ~~(if applicable)~~ shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the Agenda ~~or arises during a meeting requiring that it be closed to the public at the time that the matter is raised a meeting, and the subject matter meets the criteria for a closed meeting as defined in this by-law, and the subject matter meets the criteria for a closed meeting as defined in this by-law.~~

Commented [RM49]: CA Act

4. Agenda for Meetings

Authority staff, under the supervision of the CAO/Secretary-Treasurer, shall prepare an agenda for all regular meetings of the Authority that shall include, but not necessarily be limited to, the following headings:

1. Approval of Agenda

2. Declaration of Pecuniary Interest
3. Approval of Minutes of Previous Meeting
4. Delegations
5. ~~Written Business Reports~~
6. ~~Verbal Reports~~ Reports/updates
- 6-7. ~~Presentations~~
- 7-8. ~~Correspondence~~
- 8-9. ~~New Business~~
- 9-10. ~~Reports and Updates from Board Members-Closed In-Camera session (as required)~~
10. ~~Notice of Next Meeting~~
11. Adjournment

Commented [RM50]: CO Guidance:

The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

~~Agendas for meetings shall be forwarded to all Members at least 5 calendar days in advance of the meeting. Such agendas will be made available to the public on the Authority's website at the same time unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available to anyone in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.~~

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~~Agendas shall also be available to anyone in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties.~~

5. Quorum

At any meeting of the General Membership, a quorum consists of one-half of the Members appointed by the Participating Municipalities. At any Executive Committee, Advisory Board or Committee meeting, a quorum consists of one-half of the Members of the Executive Committee, Advisory Board or Committee. **NOTE: the Member appointed by the Minister to represent agricultural interests is not part of the quorum.**

Commented [RM52]: CA Act:

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

~~If during an Authority, Advisory Board or Committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. Agenda items including delegations present may be covered and presented and issues discussed, but no formal decisions may be taken by the remaining Members which do not constitute a quorum.~~

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Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Order of Business

The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by a majority of those Members present.

No Member shall present any matter to the Authority for its consideration unless the matter appears on the agenda for the meeting of the Authority or leave is granted to present the matter by the affirmative vote of a majority of the Members present.

7. Debate

~~The Authority shall observe the following procedures for discussion/debate on any matter coming before it:~~

- ~~a) A Member shall be recognized by the Chair prior to speaking;~~
- ~~b) Where two or more Members rise to speak, the Chair shall designate the Member who has the floor, who shall be the Member who in the opinion of the Chair was first recognized;~~
- ~~c) All questions and points of discussion shall be directed through the Chair;~~
- ~~d) Where a motion is presented, it shall be moved and seconded before debate;~~
- ~~e) No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;~~
- ~~f) No Member shall speak more than 10 minutes without leave of the Chair;~~
- ~~g) Any Member may ask a question of the previous speaker through the Chair;~~
- ~~h) The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;~~
- ~~i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;~~

~~8. When a motion is under consideration, only one amendment is permitted at a time.~~

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- d. Where a motion is presented, it shall be moved and seconded before debate;
- e. No Member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech;
- f. No Member shall speak more than 10 minutes without leave of the Chair;
- g. Any Member may ask a question of the previous speaker through the Chair;
- h. The Member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote;
- i. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings;
- j. When a motion is under consideration, only one amendment is permitted at a time.

9.8. Matters of Precedence

The following matters shall have precedence over the usual order of business:

- a) a point of order;
- b) matter of privilege;

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- c) a matter of clarification;
- d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure;
- e) a motion that the question be put to a vote;
- f) a motion to adjourn.

10.9. Members' Attendance

The Authority shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

Upon a Member's vacancy due to death, incapacity or resignation occurring in any office of the Authority, the Authority shall request the Municipality that was represented by that Member appoint a Member replacement.

In the event that a municipally-appointed member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the General Membership, the Member shall address in writing or email to the Chair or CAO/Secretary-Treasurer such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the CAO/Secretary-Treasurer without comment or explanations.

11.10. Electronic Meetings and Participation

Electronic meetings are permitted and must follow/accommodate all ~~Section C~~. Meeting Procedures identified in this by-law, or in the case of Hearings, NBMCA's *Hearings and Procedural Manual*.

A Member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.

Electronic meetings must permit all participants to communicate adequately with each other during the meeting. For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that Members can hear and see at the meeting.

Electronic participation will not be allowed at the Annual General Meeting of the Board or at any meeting where the yearly budget is being considered unless a member municipality or part thereof is under a Declared Emergency.

12.11. Delegations

Any person or organization who wishes to address the Authority may make a request in writing or email to the CAO/Secretary-Treasurer. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the delegation shall be listed on the published agenda.

Any person or organization requesting an opportunity to address the Authority, but not having made a written request to do so in the timelines specified above, may appear before

the meeting if approved by at least two thirds of Members present, or shall be listed on the published agenda for the following meeting.

Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than 10 minutes.

~~Speakers will be requested not to repeat what has been said by previous speakers at the meeting.~~ A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the General Membership.

Commented [RM56]: CO Guidance:

~~Members of the public are to submit a written request to the Chief Administrative Officer/Secretary Treasurer at least ten (10) business days prior to the scheduled Authority meeting, should they wish to address or ask questions about items on the agenda, and must indicate the business to be discussed, number of delegates and other pertinent information.~~

~~Generally, no more than three (3) delegations will be heard at a meeting; in the event of an extraordinary number of delegations, the Chair may call a special Meeting.~~

~~Members of the public in attendance at a meeting will be provided an opportunity to speak on any matter of their choosing. The speaker will be limited to one topic and presentations are not to exceed three (3) minutes in length.~~

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13.12. Annual Meeting

The Authority shall designate one meeting of the General Membership each year as the Annual Meeting. This may occur at the first meeting of the year ~~and be held before the 1st day of March~~ The Annual Meeting shall include the following items on the agenda, in addition to the normal course of business:

Commented [RM58]: CA Act

- a) ~~The introduction of new members~~
- b) ~~The election of a Chair and Vice-Chair~~
- c) ~~The election of the Executive Committee members~~
- d) ~~Appointment of a Solicitor, External Auditor, Financial Institution, and representation on Conservation Ontario; and~~
- e) ~~Borrowing Resolution;~~

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14.13. Meetings with Closed "In Camera" Sessions

Every meeting of the General Membership, Executive Committee and Advisory Boards, if applicable, shall be open to the public as per Section 15(3) of the Act, subject to the exceptions set out below.

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Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personnel matters about an identifiable individual, including employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) a matter in respect of which the General Membership, Executive Committee, Advisory Board or Committee or other body may hold a closed meeting under another act;

- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Authority shall close a meeting if the subject matter relates to the consideration of a request under [the Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), and the [designated head of the](#) Authority ~~is the head of an institution~~ for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the General Membership shall reconvene in an open session.

The General Membership shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of Authority.

Any materials presented to the General Membership during a closed meeting shall be returned to the CAO/Secretary-Treasurer prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting of the Authority, Executive Committee, Advisory Board or Committee may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and
- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the authority, the Executive Committee, Advisory Board or Committee.

15.14. Voting

In accordance with Section 16 of the Act:

- a) each Member [including the Chair](#), is entitled to one vote, and
- b) a majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

[The Minister appointed agriculture representative shall not have a vote on a resolution to enlarge an authority's area of jurisdiction; or a resolution to amalgamate an authority with another authority; or a resolution to dissolve the authority; or a resolution relating to any budgetary matter.](#)

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

Commented [RM61]: CA Act:

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Bourinot's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken in alphabetical order by surname, with the Chair voting last. Each Member, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the CAO/Secretary-Treasurer or designate shall record each vote.

At the meeting of the Authority at which the Non-Matching Levy is to be approved, the CAO/Secretary-Treasurer shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Section B, Paragraph 4 of this By-law (Election of Chair and Vice-Chair), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

There is no provision for proxy voting for any meeting of the Authority.

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16-15. Notice of Motion

Written notice of motion to be made at an Authority, Executive Committee, Advisory Board or Committee meeting may be given to the CAO/Secretary-Treasurer by any Member of the Authority not less than seven (~~7~~14) business-calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The CAO/Secretary-Treasurer shall include such notice of motion in full in the agenda for the meeting concerned.

Commented [RM63]: CA Act

Recommendations included in reports of Advisory Boards or Committees that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable), shall constitute notice of motion for that meeting.

Recommendations included in staff reports that have been included in an agenda for a meeting of the General Membership or Executive Committee (if applicable) shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the Authority provided that it is made clear that to delay such motion or other business for the consideration of an appropriate Advisory Board or Committee (or Executive Committee as applicable) would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of a majority at least two thirds of the members of the Authority present.

17-16. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote of the Members present shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede.

18-17. Duties of the Meeting Chair

It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented;
- e) Adjourn the meeting when business is concluded.

19-18. Conduct of Members

Members shall maintain a high standard for conduct and at all times comply with applicable laws and the Authority's Code of Conduct (Appendix 1).

No Member at any meeting of the Authority shall:

- a) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- b) Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- c) Interrupt a Member while speaking, except to raise a point of order or a question of privilege;
- d) Speak disrespectfully or use offensive words against the Authority, the Members, staff, or any member of the public;
- e) Speak beyond the question(s) under debate;
- f) Resist the rules of order or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the By-laws.

19. Expulsion from Meeting

The Chair shall have the power to expel from a meeting any Member of the Authority or other person who is guilty of improper conduct at such meeting and, in the case of the exclusion of a Member of the Authority, the reasons for such exclusion shall be entered into the minutes.

In the case of an apology being made by the offender, the Member may, by vote of the Authority, be permitted to retake their seat.

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19-20. Minutes of Meetings

The CAO/Secretary-Treasurer shall undertake to have a recording secretary in attendance at meetings of the Authority, the Executive Committee and each Advisory Board or Committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the CAO/Secretary-Treasurer or their delegate shall take notes of any direction provided, for endorsement by the Chair and Vice-Chair.

Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The CAO/Secretary-Treasurer or designate shall include draft minutes of the previous meeting available to each member of the Authority at the same time as agendas for the next meeting are distributed. Should a meeting not be scheduled for the next month, the draft minutes will be circulated to each Member of the Authority no later than 30 calendar days after the meeting.

Commented [RM65]: CA Act

Minutes will be reviewed and approved, with or without amendments, at the next meeting. After the minutes of the Authority Board meetings or Executive Committee are to be posted to the NBMCA's website within 30 calendar days of a meeting. Minutes that have not been approved will be titled "Draft" until the approved minutes have been approved by the Board of Directors. After the minutes have been approved by resolution, original copies shall be signed by the Chair and CAO/Secretary-Treasurer and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the Accessibility for Ontarians with Disabilities Act, if requested by interested parties. A copy of approved Authority Board meeting minutes will be distributed to all Clerks of each Member municipality.

All matter arising out of Authority meetings, and supporting technical reports, shall form part of the public record and shall be available for public review immediately upon request. Exceptions to the foregoing include matters discussed in closed sessions.

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21. Hearing Board Meetings

Commented [RM67]: CA Act

a) Subject to the Conservation Authorities Act, the Hearing

D. Appendices to the Administrative By-law

Appendix 1 - Code of Conduct

1. Background

The North Bay-Mattawa Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a code of conduct that:

- i. upholds the mandate, vision and mission of the Authority;
- ii. considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respects confidentiality;
- iv. approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. exercises the powers of a Member when acting in a meeting of the Authority;
- vi. respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other Committees;
- vii. declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

4. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

5. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

6. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

7. Conduct at Authority Meetings

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

8. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

9. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or Committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

10. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

11. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

12. Breach of Code of Conduct

Should a Member breach the Code of Conduct, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary-Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 2 - Conflict of Interest

1. Municipal Conflict of Interest Act

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

Commented [RM68]: CO Guidance:

Additionally, the agricultural representative appointed by the Minister will be required to follow the provincial ethical framework set out for government public appointees in the Management Board of Cabinet's Agencies and Appointments Directive.

2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Authority, Executive Committee, Advisory Board or Committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

d) shall file a written statement of the Conflict of Interest and its general nature with the Chief Administrative Officer-Secretary-Treasurer

Commented [RM69]: CO Guidance

3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or Committee, as the case may be.

6B. Registry Maintained for Public Inspection

Commented [RM70]: CO Guidance:

The Authority shall maintain a registry in which shall be kept:

- a) A copy of each statement filed under Section 2d) of this policy; and,
- b) A copy of each declaration recorded in the Minutes.

The registry shall be available for public inspection.

7. Breach of Conflict of Interest Policy

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair and Vice-Chair, with a copy to the CAO/Secretary Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair, with a copy to the CAO/Secretary Treasurer, in writing. In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated the Vice-Chair, with a copy to the CAO/Secretary-Treasurer, in writing.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

Appendix 3 - Procedure for Election of Officers

1. Voting

Voting shall be by secret ballot and no Members may vote by proxy.

2. Acting Chair

The General Membership shall appoint a person, who is not a voting Member, as Acting Chair or Returning Officer, for the purpose of Election of Officers.

3. Scrutineer(s)

The appointment of one or more scrutineers is required for the purpose of counting ballots, should an election be required. All ballots shall be destroyed by the scrutineers afterwards. The Acting Chair shall call a motion for the appointment of one or more persons, who are not Members of the Authority, to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested.

4. Election Procedures

The Acting Chair shall advise the Members that the election will be conducted in accordance with the Act as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Member of the Authority
 - ii. Election of the Vice-chair, who shall be Members of the Authority
 - iii. Election of the Executive Committee.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the CAO/Secretary-Treasurer in writing or by email in advance of the election of their willingness to accept the nomination.

If one Nominee:

- g) If only one nominee, the individual shall be declared into the position by acclamation.

If More than One Nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surnames.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the Members by the scrutineers for the purpose of election and the Acting Chair shall ask the Members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair or designate.



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

ORIGIN: David Ellingwood, Director, Water Resources

DATE: December 13, 2023

SUBJECT: Laurentian Ski Hill Operating 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.

Analysis

LSHSC staff have recently submitted two invoices related to improvements to the electrical supply for the new snowmaking (\$7,887.40 and \$ 1,315.45) and one invoice for inspection and minor repair work on the ski lift (\$3,921.10).

NBMCA staff are requesting Board approval to use \$13,123.95 from the NBMCA’s Ski Hill operating reserve to pay for electrical and ski lift work.

The NBMCA operating reserve for the Ski Hill currently has \$63,913.12 available. The request to pay for the three invoices can be provided with a significant amount remaining in the reserve. See **Table 1**.

Table 1: NBMCA’s Ski Hill Capital Reserve

Description	Amount
Operating reserve amount available	\$63,913.12 November 27, 2023
Request from NBMCA staff to pay for ski lift invoices	(-) \$13,123.95 December 13, 2023
Estimated balance remaining on completion of above transaction	\$50,789.17

Recommendation:

Staff recommend that the NBMCA Board approve NBMCA staff's request for \$13,123.95 from the NBMCA's Ski Hill operating reserve for the purpose of paying invoices for electrical work and ski lift repairs.

Recommended Resolution:

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

AND THAT the Members approve NBMCA staff's request for \$13,123.95 from the NBMCA's Ski Hill operating reserve.

Submitted By

David Ellingwood, Director, Water Resources

Reviewed By

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer