



**North Bay-Mattawa Conservation Authority
Members Meeting for June 26, 2024
at 4:00 pm IN PERSON
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario
AMENDED AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from May 8, 2024
6. Appointment of Deputy CAO as Chair for the purpose of conducting election of Vice Chair
7. Election of Vice Chair
8. Correspondence
 - Drinking Water testing
 - ABC Presentation – City of North Bay

Presentations

9. DWSP – Public Consultation

Business Reports

10. Section 28 Designation (Report #1)
11. Section 28 Permits (Report #2)
12. On-Site Sewage System Second Quarter Review 2024 (Report #3)

Other Business

13. New Business
14. Adjournment

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

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

SIXTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on June 26, 2024 in the NBMCA’s Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Steve Featherstone
Calvin, Township of	-	Bill Moreton
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	-	Chris Mayne
Papineau–Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton
Papineau–Cameron, Township of	-	Shelley Belanger

MEMBER(S) ABSENT:

Callander, Municipality of	-	Grant McMartin
North Bay, City of	-	Lana Mitchell

ALSO PRESENT:

Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
Kevin Taylor, Senior Manager, Planning & Water Resources
Angela Mills, Water Resources Specialist
Ella Bird, Deputy Chief Building Official, On-Site Sewage System Inspector
Amanda Savage, Building Official, On-Site Sewage System Inspector
Kris Rivard, Building Official, On-Site Sewage System Inspector

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

Michelle Lahaye Chaired the meeting. After discussion the following resolution was presented:

Resolution No.75-24, Britton-Scarfone

THAT the agenda be approved as amended.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Delegations

None

5. Adoption of Previous Minutes of May 8, 2024

After discussion the following resolution was presented:

Resolution No. 76-24, Chirico-Featherstone

THAT the minutes of the meeting held May 8, 2024 be adopted as written.

Carried Unanimously

6. Appointment of Deputy CAO as Chair for the purpose of conducting election of Vice Chair

Dave Britton thanked Shelley for her dedication and service as Chair. After discussion the following resolutions were presented:

Resolution No. 77-24, Trahan-Chirico

THAT the members receive with regret the resignation of Shelley Belanger as Chair of the North Bay-Mattawa Conservation Authority.

AND THAT Michelle Lahaye be appointed to the position of Chair of the North Bay-Mattawa Conservation Authority for the remainder of the year or until the next Annual General meeting.

Carried Unanimously

Resolution No. 78-24, Britton-Mick

THAT the Deputy Chief Administrative Officer be appointed as Acting Chair for the purpose of conducting the election of Conservation Authority Vice Chair.

Carried Unanimously

Resolution No. 79-24, Featherstone-Trahan

THAT Kevin Taylor and Ella Bird be appointed as scrutineers for the election of Vice Chair.

Carried Unanimously

7. Election of Vice Chair

Rebecca Morrow called for nomination for the position of Vice Chair.

Michelle Lahaye nominated Dave Britton. Dave Britton declined.

Michelle Lahaye nominated Loren Mick.

After two more calls for nominations and seeing none Rebecca asked Loren if he would accept the position. Loren accepted.

After Loren accepted the nomination he was congratulated by the members and the following

resolution was presented:

Resolution No.80-24, Featherstone-Belanger

THAT nominations for the position of Chair are closed.

Carried Unanimously

Michelle Lahaye resumed the position of Chair at this point in the meeting.

8. Correspondence

- Drinking Water testing – Kettle Creek Conservation Authority
- ABC Presentation – City of North Bay

After discussion, the following resolution was presented:

Resolution No. 81-24, Scarfone-Featherstone

THAT we support a letter from Kettle Creek Conservation Authority’s Board of Directors to the Ministry of Health regarding the recommended phase-out of free well water testing in the 2023 Auditor Generals Report and to forward same to all of our municipality’s clerks.

Carried Unanimously

9. DWSP – Public Consultation

Kevin Taylor presented to members an update on the Drinking Water Source Protection Public Consultation and explained to members that an extension was granted from the Ministry of Environment Conservation and Parks regarding the comments received during public consultation. After discussion the Members thanked Kevin for his presentation.

10. Section 28 Designation

Kevin Taylor and Rebecca Morrow explained to members that Githan Kattera has been assisting in Section 28 permit and is in the process of receiving training for this position. After discussion the following resolution was presented:

Resolution No. 82-24, Mayne-Featherstone

THAT the Board of Directors of the North Bay-Mattawa Conservation Authority formally acknowledges the designation of Githan Kattera as a Section 28-Regulations Officer;

AND THAT the Board endorses the steps taken to ensure effective management and redundancy in the NBMCA’s regulatory functions through the appointment of an additional Regulations Officer and supports Githan Kattera’s ongoing training and development in his new role;

AND THAT this report be received and appended to the minutes of this meeting.

Carried Unanimously

11. Section 28 Permits

Kevin Taylor presented the report to the Members. After discussion, the Members thanked Kevin and the following resolution was presented:

Resolution No. 83-24, Belanger-Moreton

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

Carried Unanimously

12. On-Site Sewage System Second Quarter Review 2024

Ella Bird presented the On-Site Sewage System Second Quarter Review 2024. After discussion the members thanked Ella and the following resolution was presented:

Resolution No. 84-24, Mick-Mayne

THAT the On-Site Sewage System Second Quarter 2024 report dated June 19, 2024 be received and appended to the minutes of this meeting.

Carried Unanimously

13. New Business

Two new items of new business was discussed:

- Mandatory Maintenance Inspection Fees – Concerns about the costs of the program to residents.
- Correspondence from media.

After discussion the following resolution was presented:

Resolution No. 85-24, Belanger-Chirico

THAT the NBMCA request that our legal representation draft a letter with instructions to media on how to contact the organization directly.

Carried Unanimously

14. Adjournment (5:03 p.m.)

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

Resolution No. 86-23, Mick-Scarfone

THAT the meeting be adjourned, and the next meeting be held at 4:00pm on August 14, 2024 or the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Rebecca Morrow, Human Resources
Coordinator/ Executive Assistant/ Deputy CAO

From: [Elizabeth VanHooren](#)
To: [Dana McLachlan](#); [Abbie Gutteridge \(ABCA\)](#); [Adriana Birza \(Halton\)](#); [Anna Morgan \(information@lrc.on.ca\)](#); [Ashley Fletcher \(SCRCA\)](#); [Brandi Boardman \(CLOCA\)](#); [Debbie Tomas \(SSMRCA\)](#); [Donna Campbell \(CRCA\)](#); [Eowyn Spencer \(Grand River\)](#); [Erica Magee \(Maitland\)](#); [Gina Shaule \(NPCA\)](#); [Irene Bradnam \(NPCA\)](#); [Jamie Tillier \(Hamilton\)](#); [Janice Hagan \(SVCA\)](#); [Jennifer Bonsall \(MRCA\)](#); [Jessica Kirschner](#); [Angela Coleman](#); [Kristin Bristow](#); [Josianne Sabourin \(RRCA\)](#); [Julie Verge \(GRCA\)](#); [Kally Casier \(LTVCA\)](#); [Kerry Jenkins \(NVCA\)](#); [Kim Duke \(ORCA\)](#); [Leena Eappen \(TRCA\)](#); [Marissa Grondin \(RVCA\)](#); [Melanie Dolamore \(KRCA\)](#); [Melanie O'Riley \(Lakehead\)](#); [Melanie Venne \(NDCA\)](#); [Michelle Sirizzotti \(TRCA\)](#); [Michelle Vigliantim \(UTRCA\)](#); [Nicole Kupnicki \(ERCA\)](#); [Rachel Clouthier \(Mississippi\)](#); [Rebecca Morrow](#); [Ronda Boutz \(SNC\)](#); [Susan Simmons \(CCCA\)](#); [Tamara Chipperfield \(CVC\)](#); [Tammy Smith \(Quinte\)](#); [Trish Barnett \(LSRCA\)](#); [Valerie Coleman \(GSCA\)](#); [Brad McNevin \(Quinte\)](#); [Brian Horner \(Ausable\)](#); [Carl Bickerdike \(SNC\)](#); [Carl Jorgensen \(NDCA\)](#); [Chandra Sharma \(NPCA\)](#); [Chithra Gowda](#); [Chris Darling \(CLOCA\)](#); [Corrina Barrett \(SSMRCA\)](#); [David Vallier \(MRCA\)](#); [Doug Hevenor \(NVCA\)](#); [Chris Wilkinson](#); [Erik Downing \(SVCA\)](#); [Hassaan Basit \(Halton\)](#); [Janette Loveys Smith \(ORCA\)](#); [Jennifer Stephens \(SVCA\)](#); [John Mackenzie \(TRCA\)](#); [Judy Maxwell](#); [Ken Phillips \(SCRCA\)](#); [Linda Laliberte \(GRCA\)](#); [Lisa Burnside \(Hamilton\)](#); [Mark Majchrowski \(Kawartha\)](#); [Mark Peacock \(LTVCA\)](#); [Phil Beard \(Maitland\)](#); [Quentin Hanchard \(CVC\)](#); [Rhonda Bateman \(LTC\)](#); [Richard Pilon \(RRCA\)](#); [Rob Baldwin \(LSRCA\)](#); [Sally MacIntyre \(MVCA\)](#); [Samantha Lawson \(GRCA\)](#); [dellingwood@crca.ca](#); [Sommer Casgrain-Robertson \(RVCA\)](#); [Tammy Cook \(Lakehead\)](#); [Tim Byrne \(ERCA\)](#); [Tim Lanthier \(GSCA\)](#); [Tim Pidduck \(CVCA\)](#); [Tracy Annett \(UTRCA\)](#)
Subject: [EXTERNAL]Recommended phase-out of free well water testing in the 2023 Auditor's General's Report
Date: May 16, 2024 4:39:21 PM
Attachments: [Minister of Health Well Testing 051624.pdf](#)

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

To: CAOs/General Managers
Cc: CA Administrative Staff

Please see the attached letter from Kettle Creek Conservation Authority's Board of Directors to the Minister of Health regarding the recommended phase-out of free well water testing in the 2023 Auditor General's Report.

Thank you,
Elizabeth VanHooren

General Manager/Secretary Treasurer

Kettle Creek Conservation Authority
Tel: (519) 631-1270 ext.222
Fax: (519) 631-5026
www.kettlecreekconservation.on.ca

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May 16, 2024

The Honourable Sylvia Jones
Minister of Health
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
sylvia.jones@ontario.ca

Sent by Email

Re: Recommended phase-out of free well-water testing in the 2023 Auditor General's Report

Dear Minister Jones,

The Kettle Creek Conservation Authority (KCCA) is concerned with Public Health Ontario's recommendation of phasing out free water testing.

While you have indicated that the Ministry has not made any decisions about changes to the provincial well water testing program and that individuals will continue to be able to get their private well water tested, members wanted to express their resolve in ensuring testing will continue and will continue to be free.

Consequently, at the May 15, 2024 Full Authority meeting, the following motion was passed:

FA78/2024

Moved By: Lori Baldwin-Sands

Seconded By: Todd Noble

WHEREAS: private water systems (e.g., wells) are not protected through legislated requirements under The Safe Drinking Water Act 2002 and The Clean Water Act 2006, but are more likely to contribute to cases of gastrointestinal illness than municipal systems;

AND WHEREAS: the 2023 Ontario Auditor General's value-for-money audit of Public Health Ontario (PHO) recommended that PHO, in conjunction with the Ontario Ministry of Health, begin the gradual discontinuance of free private drinking water testing;

AND WHEREAS: in the jurisdiction of KCCA, many households do not receive water from municipal systems, with many relying on a private drinking water system, including wells;

AND WHEREAS: the Walkerton Inquiry Report Part II, concluded the privatization of laboratory testing of drinking water samples contributed directly to the E. coli outbreak in Walkerton, Ontario in May 2000;

AND WHEREAS: all Ontarians deserve safe, clean water, and free well-water testing is a way to help ensure that residents on private wells continue to have barrier-free access to well water testing.

THEREFORE, BE IT RESOLVED THAT: the Board of Directors calls on the Province to not phase out free well-water testing as part of the proposed streamlining efforts of public health laboratory operations in the province;

AND FURTHER THAT: this resolution be circulated to the Hon. Sylvia Jones, Minister of Health; Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs; Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks; local MPPs; and Conservation Ontario and Ontario's conservation authorities.

Carried

Thank you for your consideration.

Sincerely,



Grant Jones
Chair

CC:

The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks
Mr. Rob Flack, Member of Provincial Parliament, Elgin - Middlesex - London
Conservation Ontario
Ontario's 36 Conservation Authorities



The Corporation of the
City of North Bay
200 McIntyre St. East
North Bay, ON P1B 8V6

Chief Administrative Officer
Direct Line: 705-474-0626, ext. 2517
Toll Free: 1-800-465-1882
john.severino@northbay.ca

June 18th, 2024

Via e-mail: shelley_belanger@outlook.com

North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1

Attention: Shelly Belanger, Chair

Dear Shelly:

North Bay City Council has requested that representatives of several of the City of North Bay's Agencies, Boards and Commissions make a presentation to Council.

The presentations are intended to provide the Agency, Board or Commission an opportunity:

1. To share their strategic objectives and how they support the City's Strategic Plan, discuss how they contribute to making the City of North Bay a vibrant and healthy community,
2. To provide an update of any legislative or operational changes that may impact delivery of their service, it's potential impact on the municipal levy and impact on the community, and
3. Share initiatives that are being planned or that have been undertaken to better deliver their services to meet the needs and expectations of the community.

The presentations are scheduled for a Special Committee Meeting of Council. The meeting will be public. It is formatted to allow your Agency, Board or Commission to make a brief presentation outlined above and for Councillors to ask questions on the information presented for clarification if necessary or about the important services you deliver to service the needs of the community. Each Agency, Board or Commission has been allocated 30 minutes for the presentation and follow-up questions.

The Special Committee Meeting of Council has been scheduled for September 16th, 2024 beginning at 5:30 pm. Once you have confirmed your availability, time slots will be scheduled and shared through the City Clerk.

North Bay City Council looks forward to your public presentation to learn more about the important services you deliver for our community.

If you have any questions do not hesitate to contact me.

Yours truly,



John Severino, P.Eng., FEC, M.B.A.

Chief Administrative Officer

JS/lc

c.c. Rebecca Morrow – Rebecca.morrow@nbmca.ca

c.c. Karen McIsaac, City Clerk



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

ORIGIN: Robin Allen, Interim CAO-Secretary Treasurer/CBCO
Kevin Taylor, Senior Manager Planning & Water Resources

DATE: June 20, 2024

SUBJECT: Designation of Githan Kattera as New Regulations Officer.

Background:

Githan Kattera is currently serving as the Water Resources Coordinator at the North Bay-Mattawa Conservation Authority (NBMCA). He holds a Bachelor's and Master of Engineering in Water Resources from the University of Western Ontario, London, Ontario. In his role at NBMCA, Githan leads all engineering projects and handles the engineering components of the Section 28 regulations and associated O. Reg. 41/24: Prohibited Activities, Exemptions and Permits process of the Conservation Authorities Act (CAA). Additionally, he conducts site visits and fulfills the duties of the Flood Duty Officer. Given his extensive experience and qualifications, Githan has been designated as the new Section 28-Regulations Officer for the NBMCA.

Analysis:

Githan Kattera's transition to Section 28-Regulations Officer role is a logical step forward, considering his comprehensive involvement and proficiency in the technical and engineering dimensions of the NBMCA's regulatory processes. Alongside his new role, Githan will maintain his responsibilities in water resources management, including acting as the Flood Duty Officer, overseeing floodplain mapping, managing Water and Erosion Control Infrastructure (WECI) projects, and leading all engineering projects.

To ensure operational redundancy and uphold the integrity of NBMCA's legislated program areas, a separate Regulations Officer position is being filled. This measure will bolster the organization's capacity to manage its regulatory functions effectively and ensure continuity.

Furthermore, Githan is receiving training from the Nickel District Conservation Authority and will complete the Provincial Offences Officer Training, Level I. This will provide him with the necessary competencies to perform his duties efficiently and uphold regulatory standards.

Recommendation:

It is recommended that the Board of Directors formally recognize Githan Kattera's appointment as a Section 28-Regulations Officer to support a seamless transition and effective regulatory management.

Recommended Resolution:

Be it resolved that the Board of Directors of the North Bay-Mattawa Conservation Authority formally acknowledges the designation of Githan Kattera as a Section 28-Regulations Officer. The Board endorses the steps taken to ensure effective management and redundancy in the NBMCA's regulatory functions through the appointment of an additional Regulations Officer. The Board also supports Githan Kattera's ongoing training and development in his new role, and requests that this report be received and appended to the minutes of this meeting.

Submitted by:

Kevin Taylor, Senior Manager Planning & Water Resources

Reviewed by:

Robin Allen, Interim CAO-Secretary Treasurer/CBCO



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

ORIGIN: Githan Kattera, Regulations Officer/Water Resources Coordinator

DATE: June 20, 2024

SUBJECT: Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (Ontario Regulation 41/24)

Background:

Section 28 of the *Conservation Authorities Act* empowers each Conservation Authority to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. This regulation continues 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, an Authority may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by section 28, if, in the opinion of the authority,

- (a) The activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;
- (b) The activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and
- (c) Any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21. Sched.2, s. 9 (1)

On March 28, 2024, the Chief Administrative Officer, Secretary-Treasurer received delegation from the Board of Directors to issue permits under the amended Ontario Regulation 41/24.

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

Analysis:

Eleven new permits have been issued by the Conservation Authority since the previously approved minutes. A table summarizing the details of these permits is attached to this report.

Of the newly issued permits, two were issued for additions to existing dwellings, two for the reconstruction of docks, one for the reconstruction of a new fence, one for the demolition of an existing cottage and site grading, one for site grading and the placement of a new food truck, one for replacing retaining walls and updating landscaping, one for the reconstruction of a deck, and two for the construction of sunrooms (one 4-season and one 3-season).

Recommendation:

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

Recommended Resolution:

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



Githan Kattera, Regulations Officer/ Water Resources Coordinator

PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS

FOR NBMCA BOARD INFORMATION ON: June 20, 2024

PERMIT YEAR: 2024

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
REF-24-03	Dan Alexander	East Ferris	Lot 15 Part 3 Plan NR-8 Parcel 6989 WF	Lake Nosbonsing	To construct an addition to an existing dwelling	May 02, 2024	#26-24 April 17, 2024
RNB-24-17	Rosanne McLachlan	North Bay	Lot 9 PCL 11320 WF 15 Shore Acres Blvd	Lake Nipissing	To reconstruct a new fence	March 29, 2024	#27-24 April 17, 2024
REF-24-05	Todd Burlington	East Ferris	966 Hemlock Island	Trout Lake	To construct a dock/deck	May 02, 2024	#28-24 May 8, 2024
REF-24-04	Jessica Farmer	East Ferris	34 Marina Road	Lake Nosbonsing	To construct an addition to an existing dwelling	May 02, 2024	#29-24 May 8, 2024
RNB-24-18	Marcus Popp	North Bay	955C Northshore Road	Trout Lake	To demo existing cottage, level and grade and trench for new water line	May 16, 2024	#30-24 May 8, 2024

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: June 20, 2024

PERMIT YEAR: 2024

RMATT-24-02	Sherry Erskine - Enbridge	Mattawa	Road Right of way - Mattawa River Bridge	Mattawa River	To reconstruct deck	April 30, 2024	#31-24 May 9, 2024
RMATT-24-03	Ian Foster - Sid Turcotte Park	Mattawa	PLAN 7 LOT 116,117,119 LOTS 130 TO 152 154 TO 157 PT 120 PLAN 1 PT LOTS 1,2 RANGE K L.U.P 43-695 (WATER LOTS) INC. RP36R10313 PART	Mattawa River	To place fill, to grade, to place a new food truck and to complete site servicing	May 6, 2024	#32-24 May 9, 2024
RPA-24-01	Craig Tremblay	Papineau-Cameron	5 Moores Lane	Lac Chant Plein	Reconstruct dock	May 13, 2024	#33-24 May 15, 2024
RNB-24-19	Gilles Bouchard	North Bay	85 Wild Cherry Lane	Trout Lake	To replace existing wooden retaining walls and update landscaping	May 16, 2024	#34-24 June 19,2024
RNB-24-20	Kandiah Vijaykathan and Vijayalakmi	North Bay	27 Kenreta Drive	Chippawa Creek	Construct 4- Season Sunroom and Extend Roof	June 12, 2024	#35-24 June 19,2024

PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS

FOR NBMCA BOARD INFORMATION ON: June 20, 2024

PERMIT YEAR: 2024

REF-24-07	David Mechefske	East Ferris	757 Nosbonsing Park Road	Lake Nosbonsing	Construct 3-Season Sunroom	June 10, 2024	#36-24 June 20, 2024



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

ORIGIN: Ella Bird, DCBO - SS, Acting Manager On-Site Sewage System Program

DATE: June 19, 2024

SUBJECT: On-Site Sewage System Second Quarter Review 2024

OSS Analysis:

Applications and File Reviews continue to be received at a steady pace – so far File Reviews seem to be about equal to previous years and we have had more applications in the first 2 quarters compared to 2023. It is projected that we may have an increase in permit numbers for 2024. Second/substantial inspections are up for the first 2 quarters as well this year, which is to be expected after the last 4 years of higher than average (prior to COVID) volume of applications/permits issued. Substantial completion inspections are expected to increase with installations taking place prior to school being out / cottage season beginning, and will continue throughout the summer months with the usual spike in September after school is back in and people have vacated their cottages. Two septic inspection staff members have been made full time permanent staff. A MMI inspector has been hired and has sent out all of the letters to the properties to be inspected in 2024. There are 105 projected MMI inspections to be done this year. The MMI inspector also prepared the discretionary letters (43 properties, 12 in East Ferris and 31 in North Bay) to members of the Trout Creek reinspection program. The 43 properties identified have never had inspections since the program began. The discretionary letters have not yet been sent as we are waiting on mailing lists. The MMI inspections are set to start at the beginning of next week. A new front desk staff has been hired for the CA in North Bay office, she has spent 2 days in the Parry Sound office and is continuing to train in North Bay. With the higher inspection/application volumes, it will be difficult for this position to be maintained by one individual. Duties may need to be revisited and tasks adjusted – alternate solutions such as switching the phone to going directly to a switchboard may need to be entertained. An OSS staff member continues to be on leave and singing is still being carried out in the Parry Sound office. The OSS Manager is Interim CAO but has still been available for all staff questions and concerns during this time.

NBMCA - OSS Program	Data								
					2024				
	2020	2021	2022	2023	Q1	Q2	Q3	Q4	TOTAL
Permits received	848	1119	910	770	50	232			
Complaints/ concerns addressed	19	24	12	19	0	4			

Legal inquiry responses	223	355	383	235	59	76			
Expansion/renovation files reviewed	146	175	158	177	36	37			
Inspections (firsts)	828	1087	880	775	40	213			
Inspections (seconds)	745	880	815	768	10	100			
Inspections (thirds)	586	819	854	996	49	108			
Inspections (Mandatory Maintenance)	0	202	110	96	0	0			
OSS Planning letters + Lands to be developed + OBC Clearance	32	82	80	86	49*	18**			

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

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

Submitted by:



Ella Bird
DCBO - SS, Acting Manager On-Site Sewage System Program

Reviewed by:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer