



**North Bay-Mattawa Conservation Authority  
Members Meeting  
August 25, 2021  
at 5:30pm  
VIA ZOOM**

**AMENDED AGENDA**

**Procedural Matters**

1. Approval of the Agenda
2. Delegation(s)
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from June 23, 2021

**Discussion**

5. Low Water Level Response Update

**Written Reports**

6. Quarterly Financial Statements (**Appendix #1**)
7. Section 28 Approvals Report (**Appendix #2**)
8. Communications and Outreach Update (**Appendix #3**)
9. Demolition of 701 Oak Street Buildings (**Appendix #4**)

**Discussion**

10. Conservation Authorities Act Update
11. Laurentian Ski Hill Agreement Update

**Other Business**

12. New Business
13. Adjournment

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

**SEVENTH** meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on August 25, 2021 as an electronic meeting via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:30pm – 6:30 pm)</b>
<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>	<b>(5:30pm – 6:37pm)</b>
<b>Calvin, Township of</b>	-	<b>Sandy Cross</b>	<b>(5:30pm – 6:37pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(5:30pm – 6:37pm)</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>	<b>(5:30pm – 6:37pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(5:30pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(5:30pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:30pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:30pm – 6:37pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:30pm – 6:37pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:30pm – 6:37pm)</b>

**MEMBERS ABSENT:**

<b>East Ferris, Municipality of</b>	-	<b>Rick Champagne</b>
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**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Kurtis Romanchuk**, Water Resources Engineer  
**Paula Scott**, Director of Planning and Development/ Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Troy Storms**, Manager, Lands & Stewardship

**1. Approval of the Agenda**

The Chair welcomed everyone to the meeting after which the following resolution was presented:

Resolution No. 57-21, Lahaye-Smit

**THAT** the agenda be approved as amended.

**Carried Unanimously**

**2. Delegations**

No delegations.

**3. Declaration of Pecuniary Interest**

None declared.

**4. Adoption of Previous Minutes of June 23, 2021**

After discussion, the following resolution was presented:

Resolution No. 58-21, Scarfone-Cross

**THAT** the minutes from June 23, 2021 are adopted as presented.

**Carried Unanimously**

**5. Low Water Level Response**

Kurtis Romanchuk gave an update to members on the Low Water Level Response. Kurtis advised members that the Low Water Level Response was no longer in effect. After discussion, the members thanked Kurtis for his update.

**6. Quarterly Financial Statements**

Brian Tayler and Helen Cunningham gave a brief overview of the Quarterly Financial statements and report. After discussion the members thanked staff for their work and dedication. After discussion, the following resolution was presented:

Resolution No. 59-21, Belanger-Mayne

**THAT** the Income Statement, Balance Sheet and Budget Status Report at June 30, 2021 is received

and appended to the minutes of this meeting.

**Carried Unanimously**

**7. Section 28 Approvals**

The members reviewed the report. After discussion, the following resolution was presented:

Resolution No. 60-21, Smit-Britton

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and watercourses August 12, 2021 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**8. Communications and Outreach Update**

Sue Buckle reviewed her report with members. The members thanked Sue for the report and update. After discussion the following resolution was presented:

Resolution No. 61-21, Lahaye-Scarfone

**THAT** the Members appoint Jane Lagassie, Shelley Belanger and Michelle Lahaye to the 50<sup>th</sup> Anniversary Committee, and

**THAT** the Communications and Outreach update and board report be received appended to the minutes of this meeting.

**Carried Unanimously**

**9. Demolition of 701 Oak Street East Buildings**

Troy Storms reviewed his report with members. After discussion the members thanked Troy for his report and the following resolution was presented:

Resolution No. 62-21, Smit-Mayne

**THAT** the Demolition of 701 Oak Street East Buildings – NBMCA Project Board Report dated

August 25, 2021 is received and appended to the minutes of this meeting, and

**THAT** the Board directs staff to award the contract to the lowest bidder, Colins Haulage Inc with a 20% contingency.

**Carried Unanimously**

**10. Conservation Authorities Act Update**

Brian Tayler gave an update to members on the Conservation Authorities Act. After discussion the members thanked Brian for his update.

**11. Laurentian Ski Hill Agreement Update**

Brian Tayler and Troy Storms gave an update to members on an Agreement with Laurentian Ski Hill and Snowboarding Club. After discussion the following resolution was presented:

Resolution No. 58-21, Scarfone-Belanger

**THAT** the Members Authorize staff to execute an agreement for two years with the Laurentian Ski Hill and Snowboarding Club.

**Carried Unanimously**

**12. New Business**

A discussion was had in regards to resuming in person Board meetings. The format of the next meeting will be at the call of the Chair and in accordance with Public Health guidelines.

**13. Adjournment (6:37 p.m.)**

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

Resolution No. 64-21, Blakeley -Lahaye

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm on Wednesday

September 22, 2021 at in a format to be decided or at the call of the Chair.

**Carried Unanimously**



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Dave Mendicino, Chair



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Brian Tayler, Chief Administrative Officer, Secretary Treasurer



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

**DATE:** August 25, 2021

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

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

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

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

### **Income Statement**

\* **Core (Grant Eligible)**

The Ministry of Natural Resources and Forestry is maintaining operational funding this year in the amount of \$133,469.00 for the 2021-22 fiscal year. The Ministry of Natural Resources and Forestry transfer payment has not been received as of June 30, 2021.

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

Amortizations of historically accumulated assets are expensed quarterly within the Administration Account (31-00). This quarter saw \$94,644.50 of expense that is not part of the annual budget because these expenses were funded prior to 2009.

**Core**

Septics OBC - The net position of this account is in a surplus position at this time of the year. As of June 30<sup>th</sup> the revenues are approx. 60% higher than last year at this same. Staff are not seeing any negative impact this year either due to Covid. This year we brought in a new employee on a casual basis, in order to ensure the Mandatory Maintenance Inspections for both 2020 and 2021 will be completed. No staff concerns at this time, but a careful watch is still warranted.

Section 28 Regulations – The net position of this account is in a small deficit position due to the time of the year. Revenues are holding steady in comparison to last year. No staff concerns at this time, but a careful watch is warranted.

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

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

Outreach – The Mattawa River Canoe Race being cancelled is reflected in the expenses coming in much lower as of the end of June. Staff are not noticing much of an impact to the Outreach budget. Staff will keep a careful watch on this budget. The net position of this account is on target with the approved budget. No staff concerns at this time.

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

\* **Capital Projects**

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

\* **Studies and Special Projects**

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

DIA Technical Services and Integrated Watershed Management programs' actuals are on target with the approved budget for this time of the year.

**Balance Sheet**

**Financial Assets**

June 2021 assets are relatively close to June 2020.

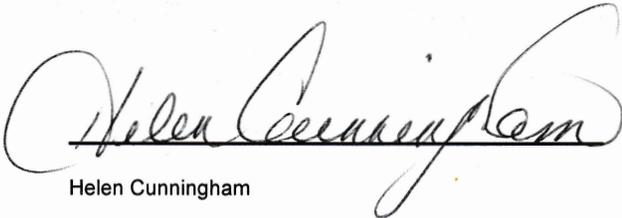
**Liabilities**

June 2021 liabilities are relatively close to June 2020.

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

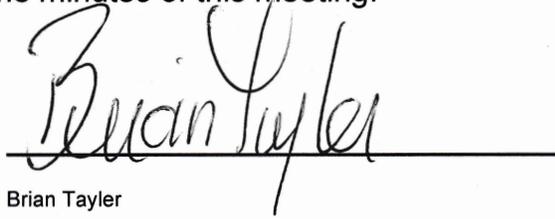
**RECOMMENDED RESOLUTIONS:**

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



Helen Cunningham

Supervisor of Financial Services and Human Resources



Brian Tayler

CAO/Secretary Treasurer

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REVENUES COMPARISON

2021 to 2020

	Jan -June 21 Actuals	Jan -June 20 Actuals	Variance to 2021 Actuals	% of 2020 to 2021
<b>Income</b>				
3100 · Administration	194,635.25	196,776.02	2,140.77	101%
3500 · Watershed Planning	72,541.00	62,340.50	-10,200.50	86%
3600 · Flood Control	96,592.00	95,165.00	-1,427.00	99%
3700 · Erosion Control	41,000.00	39,505.00	-1,495.00	96%
3800 · Flood Forecasting	68,210.00	67,201.00	-1,009.00	99%
3900 · Ice Management	8,164.00	10,321.55	2,157.55	126%
8300 · Capital-Source Water Protection	191,717.30	213,386.94	21,669.64	111%
3200 · Septics	545,366.41	325,307.50	-220,058.91	60%
3400 · Section 28 Regulations	21,087.50	19,677.50	-1,410.00	93%
4200 · Water Quality	4,710.00	4,640.00	-70.00	99%
5700 · Outreach	12,344.60	20,268.24	7,923.64	164%
5600 · Interpretive Centre	112,930.12	111,964.87	-965.25	99%
7000 · Lands & Properties	96,744.96	83,423.86	-13,321.10	86%
8600 · Capital-Lands & Properties	400,731.00	359,161.00	-41,570.00	90%
9700 · Capital-Central Services	62,916.00	57,149.56	-5,766.44	91%
9800 · Capital-DIA Technical Project	219,436.00	232,656.01	13,220.01	106%
9900 · Capital-NBMCA Integrated Watershd Strategy	360,655.00	295,324.00	-65,331.00	82%
107-00 · Capital - Stewardship & Restoration	0.00	6,985.77	6,985.77	100%
109-00 · Capital-WECI Project 2018/2019	888,730.07	353,414.00	-535,316.07	40%
112-00 · LSHSC Capital 'ASK'	65,000.00	65,000.00	0.00	100%
114-00 · LSHSC OPERATING RESERVE	60,000.00	60,000.00	0.00	100%
<b>Total Income</b>	<b>3,523,511.21</b>	<b>2,679,668.32</b>	<b>-843,842.89</b>	<b>76%</b>
	<b>2,111,652.85</b>	<b>1,337,543.13</b>	<b>-774,109.72</b>	<b>63%</b>

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## EXPENDITURE COMPARISON 2021 to 2020

	Jan -June 21 Actuals	Jan -June 20 Actuals	Variance to 2021 Actuals	% of 2020 to 2021
<b>Expense</b>				
3100 · Administration	150,034.55	135,668.91	-14,365.64	90.43%
3500 · Watershed Planning	48,405.25	48,494.65	89.40	100.19%
3600 · Flood Control	75,584.59	68,681.30	-6,903.29	90.87%
3700 · Erosion Control	35,030.62	30,936.52	-4,094.10	88.31%
3800 · Flood Forecasting	46,675.20	48,001.77	1,326.57	102.84%
3900 · Ice Management	6,278.68	5,231.21	-1,047.47	83.32%
8300 · Capital-Source Water Protection	90,413.53	118,428.81	28,015.28	130.99%
3200 · Septics	413,123.72	347,385.48	-65,738.24	84.09%
3400 · Section 28 Regulations	22,560.41	23,013.56	453.15	102.01%
4200 · Water Quality	4,071.99	123.07	-3,948.92	3.02%
5700 · Outreach	6,463.56	6,605.17	141.61	102.19%
5600 · Interpretive Centre	97,424.53	106,891.25	9,466.72	109.72%
7000 · Lands & Properties	67,581.56	67,209.79	-371.77	99.45%
8600 · Capital-Lands & Properties	96,870.27	83,732.91	-13,137.36	86.44%
9700 · Capital-Central Services	21,447.56	14,356.38	-7,091.18	66.94%
9800 · Capital-DIA Technical Project	61,255.76	117,425.97	56,170.21	191.7%
9900 · Capital-NBMCA Integrated Watershed Strategy	91,784.92	90,372.34	-1,412.58	98.46%
107-00 · Capital - Stewardship & Restoration	0.00	6,615.16	6,615.16	100.0%
109-00 · Capital-WECI Project 2015/2016	57,473.62	22,950.94	3,572.90	118.44%
112-00 · LSHSC Capital 'ASK'	19,378.04	0.00	0.00	0.0%
114-00 · LSHSC OPERATING RESERVE	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,411,858.36</b>	<b>1,342,125.19</b>	<b>-69,733.17</b>	<b>95.06%</b>



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

*Draft*

Grant Eligible Core Activities	Account	June 30, 2021		
		Revenue	Expense	Net
Administration	31-00	194,635.25	150,034.55	44,600.70
Administration - Amortization Expense			189,538.99	-144,938.29
Watershed Planning	35-00	72,541.00	48,405.25	24,135.75
Flood Control	36-00	96,592.00	75,584.59	21,007.41
Erosion Control	37-00	41,000.00	35,030.62	5,969.38
Flood Forecasting	38-00	68,210.00	46,675.20	21,534.80
Ice Management	39-00	8,164.00	6,278.68	1,885.32
Source Protection Planning	83-00	191,717.30	90,413.53	101,303.77
<b>Subtotal</b>		<b>672,859.55</b>	<b>452,422.42</b>	<b>220,437.13</b>

Conservation Authority Core Activities				
Septics OBC	32-00	545,366.41	413,123.72	132,242.69
Regulations and Fisheries	34-00	21,087.50	22,560.41	-1,472.91
Water Quality	42-00	4,710.00	4,071.99	638.01
Outreach	57-00	12,344.60	6,463.56	5,881.04
Interpretive Centre	56-00	112,930.12	97,424.53	15,505.59
Lands and Property Operations	70-00	96,744.96	67,581.56	29,163.40
<b>Subtotal</b>		<b>793,183.59</b>	<b>611,225.77</b>	<b>181,957.82</b>

NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	400,731.00	96,870.27	303,860.73
Central Services	97-00	62,916.00	21,447.56	41,468.44
WECI 2018/2019	109-00	888,730.07	57,473.62	831,256.45
<b>Subtotal</b>		<b>1,352,377.07</b>	<b>175,791.45</b>	<b>1,176,585.62</b>

Grant Eligible Core Activities	Account	May 31, 2021		
		Revenue	Expense	Net
Administration	31-00	153,217.55	120,911.83	32,305.72
Administration - Amortization Expense			94,894.49	-62,588.77
Watershed Planning	35-00	75,041.00	40,389.05	34,651.95
Flood Control	36-00	94,092.00	49,570.73	44,521.27
Erosion Control	37-00	41,000.00	24,098.96	16,901.04
Flood Forecasting	38-00	68,210.00	38,677.38	29,532.62
Ice Management	39-00	8,164.00	6,278.68	1,885.32
Source Protection Planning	83-00	92,441.46	74,945.01	17,496.45
<b>Subtotal</b>		<b>532,166.01</b>	<b>354,871.64</b>	<b>177,294.37</b>

Conservation Authority Core Activities				
Septics OBC	32-00	394,455.01	341,233.11	53,221.90
Regulations and Fisheries	34-00	15,797.50	18,418.41	-2,620.91
Water Quality	42-00	4,710.00	1,405.69	3,304.31
Outreach	57-00	12,335.00	5,414.23	6,920.77
Interpretive Centre	56-00	101,010.12	85,548.00	15,462.12
Lands and Property Operations	70-00	93,101.24	51,577.43	41,523.81
<b>Subtotal</b>		<b>621,408.87</b>	<b>503,596.87</b>	<b>117,812.00</b>

NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	400,731.00	51,836.72	348,894.28
Central Services	97-00	62,916.00	17,308.46	45,607.54
WECI 2018/2019	109-00	888,730.07	48,749.27	839,980.80
<b>Subtotal</b>		<b>1,352,377.07</b>	<b>117,894.45</b>	<b>1,234,482.62</b>



**INCOME STATEMENT for the period of January 1 to June 30, 2021**

**Unaudited Financial Statements**

*Draft*

NBMCA Studies/Special Projects	Account	June 30, 2021		
		Revenue	Expense	Net
DIA Technical Project	98-00	219,436.00	61,255.76	158,180.24
Integrated Watershed Management Strategy	99-00	360,655.00	91,784.92	268,870.08
Stewardship and Restoration	107-00	0.00	0.00	0.00
LSHSC Capital Reserve Fund	112-00	65,000.00	19,378.04	45,621.96
LSHSC Operating Fund	114-00	60,000.00	0.00	60,000.00
<b>Subtotal</b>		<b>705,091.00</b>	<b>172,418.72</b>	<b>532,672.28</b>
<b>NBMCA Total</b>		<b>3,523,511.21</b>	<b>1,411,858.36</b>	<b>2,111,652.85</b>

NBMCA Studies/Special Projects	Account	May 31, 2021		
		Revenue	Expense	Net
DIA Technical Project	98-00	219,436.00	49,340.80	170,095.20
Integrated Watershed Management Strategy	99-00	360,655.00	58,848.17	301,806.83
Stewardship and Restoration	107-00	0.00	0.00	0.00
LSHSC Capital Reserve Fund	112-00	65,000.00	19,378.04	45,621.96
LSHSC Operating Fund	114-00	60,000.00	0.00	60,000.00
<b>Subtotal</b>		<b>705,091.00</b>	<b>127,567.01</b>	<b>577,523.99</b>
<b>NBMCA Total</b>		<b>3,211,042.95</b>	<b>1,103,929.97</b>	<b>2,107,112.98</b>



**BALANCE SHEET at June 30, 2021**

Unaudited Financial Statements

**Draft**

	June 30, 2021		May 31, 2021	
<b>FINANCIAL ASSETS</b>				
Cash	2,420,478.56		2,410,845.40	
Accounts Receivable	125,484.86		117,508.62	
HST Receivable	37,701.14		31,068.38	
<b>Total Financial Assets</b>	<b>2,583,664.56</b>		<b>2,559,422.40</b>	
<b>LIABILITIES</b>				
Accounts Payable	128,035.10		97,897.73	
HST	0.00		6,503.93	
Payroll Liabilities Payable	183,415.28		183,415.28	
Accrued Liabilities & Miscellaneous	15,000.00		15,000.00	
		326,450.38		302,816.94
<b>Deferred Revenue</b>				
Ice Management	4,406.00		4,406.00	
Outreach	3,040.00		3,040.00	
Lands & Properties Capital	141,661.08		141,661.08	
Central Services	9,631.18		9,631.18	
Section 28 Technical	16,747.24		16,747.24	
NBMCA Watershed Plan	165,179.51		165,179.51	
WECl - 2016/2017	0.00		0.00	
		340,665.01		340,665.01
Bank Loan	583,479.37		585,317.41	
City of North Bay Loan - LSHSC	10,000.00		10,000.00	
<b>Total Liabilities</b>	<b>593,479.37</b>		<b>595,317.41</b>	
		<b>1,260,594.76</b>		<b>1,238,799.36</b>
<b>Non-Financial Assets</b>				
Tangible Capital Assets (note 2)	13,713,146.33		13,804,697.72	
Pre-Paid Expenses	15,488.12		16,488.12	
		13,728,634.45		<b>13,821,185.84</b>
Accumulated Surplus (note 1)		<b>15,051,704.25</b>		<b>15,141,808.88</b>

**NOTES TO FINANCIAL STATEMENTS**

**1. Accumulated surplus**

Surplus (Deficit)	1,516,727.46
Septic Building permit reserve	312,900.78
LSHSC Capital Reserve	234,490.00
LSHSC Operating Reserve	24,592.00
LSHSC Land Acquisition Reserve	98,604.00
Tangible Capital Assets	13,661,736.01
Amounts to be recovered from future revenues	-797,346.00
Balance, end of February 2019	<u>15,051,704.25</u>

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Notes to Financial Statements**

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June 30, 2021

2. Tangible Capital Assets

	Land	Buildings	Infrastructure	Vehicle	Machinery & Equipment	Equipment, Office Furniture & Computers	Total
Cost, beginning of year	\$7,068,883.00	\$3,709,684.00	\$9,117,564.00	\$252,156.00	\$88,410.00	\$564,204.00	\$20,800,901.00
Additions	103,562.00		65,462.00	61,249.00		28,823.00	
Disposals							
Cost, end of period	<u>7,172,445.00</u>	<u>3,709,684.00</u>	<u>9,183,026.00</u>	<u>313,405.00</u>	<u>88,410.00</u>	<u>593,027.00</u>	<u>21,059,997.00</u>
Accumulated amortization, beginning of last quarter		1,296,367.00	5,251,726.00	158,273.00	75,189.00	462,692.00	7,244,247.00
Amortization		<u>19,516.00</u>	<u>70,532.00</u>	<u>7,769.00</u>	<u>1,012.00</u>	<u>3,772.00</u>	
Accumulated amortization, end of period		<u>1,315,883.00</u>	<u>5,322,258.00</u>	<u>166,042.00</u>	<u>76,201.00</u>	<u>466,464.00</u>	<u>7,346,848.00</u>
Net carrying amount, end of period	<u><b>7,172,445.00</b></u>	<u><b>2,393,801.00</b></u>	<u><b>3,860,768.00</b></u>	<u><b>147,363.00</b></u>	<u><b>12,209.00</b></u>	<u><b>126,563.00</b></u>	<u><b>13,713,149.00</b></u>

**NOTE: These are unaudited Financial Statements**

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** August 12, 2021

**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:

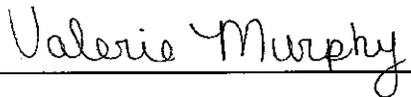
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

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

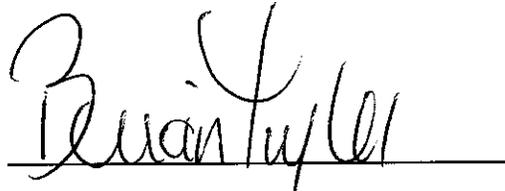
**Analysis:**

Twenty-eight 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, six were issued for the placement of fill and site grading, five were issued for the construction of new single-family dwellings or structures and five were issued for municipal road works. Four permits were issued for the construction or alterations to docks and three permits were issued for the construction of accessory structures. Two permits have been issued for the construction of fences and two for the construction of driveways. One permit was issued for the realignment of an intermittent tributary.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: August 12, 2021

PERMIT YEAR: 2021

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
<b>RCALL-21-04</b>	Ron and Wilma Schweitzer	Callander	Vacant Lot Tillicum Bay Road Lot 26 Con 25 Part 1	Unevaluated wetland	To place fill, grade and construct new building	June 7, 2021	<b>#56-21</b> June 24, 2021
<b>RMATT-21-03</b>	Tyler Wille	Mattawa	650 McKenzie Street	Mattawa River	To construct a new fence	June 15, 2021	<b>#57-21</b> June 24, 2021
<b>RBO-21-03</b>	Sylvain Foisy	Bonfield	10 Martin Lane	Lake Nosbonsing	To install a new tower dock	June 16, 2021	<b>#58-21</b> June 24, 2021
<b>RNB-21-44</b>	North Bay Crisis Centre c/o Doug Davidson	North Bay	1675 Cassells Street	Chippewa Creek	To place a prefabricated shed on property	June 21, 2021	<b>#59-21</b> June 24, 2021
<b>RNB-21-45</b>	Brad Berube and Brooke Costante	North Bay	1060 Four Mile Lake Road	Unnamed tributary to Four Mile Lake	To install driveway culvert and construct driveway	June 14, 2021	<b>#60-21</b> June 24, 2021
<b>RNB-21-46</b>	Iqbal Khan	North Bay	95 Gibson	Spillway of La Vase River	To demolish and reconstruct storage buildings	June 18, 2021	<b>#61-21</b> July 2, 2021

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: August 12, 2021

PERMIT YEAR: 2021

<b>RNB-21-47</b>	City of North Bay	North Bay	Road right-of-way Northmount and Hillside Lake Road	Unnamed wetland and unnamed watercourses	To replace existing culverts on Hillside Lake Road and ditch Northmount and Hillside Lake Road	June 29, 2021	<b>#62-21</b> July 2, 2021
<b>RNB-21-48</b>	NBMCA and Friends of Laurier Woods	North Bay	Laurier Woods Conservation Area	Parks Creek PSW	To undertake trail maintenance on existing trail system	July 6, 2021	<b>#63-21</b> July 8, 2021
<b>RNB-21-49</b>	Jodi Roadknight Amer	North Bay	1067 Premier	Lake Nipissing	To demolish and reconstruct a new garage	July 6, 2021	<b>#64-21</b> July 8, 2021
<b>REF-21-07</b>	Robert Farisco	East Ferris	Lot 4 Nosbonsing Park Road	Lake Nosbonsing and unevaluated wetland	To construct a new single-family dwelling	July 6, 2021	<b>#65-21</b> July 8, 2021
<b>REF-21-08</b>	Mario Farisco	East Ferris	Lot 5 Nosbonsing Park Road	Lake Nosbonsing and unevaluated wetland	To construct a new single-family dwelling	July 6, 2021	<b>#66-21</b> July 8, 2021
<b>RNB-21-50</b>	City of North Bay	North Bay	Road right-of-way Airport and Lakeside Drive	Chippewa Creek and Armstrong Creek	To construct new pedestrian sidewalks (de-water to install new retaining wall at culvert on Chippewa Creek)	July 7, 2021	<b>#67-21</b> July 15, 2021
<b>REF-21-09</b>	Marcel Degagne	East Ferris	Lot 5 Oakridge Estate	Unnamed intermittent Tributary	To re-align existing intermittent tributary to connect to culvert under existing roadway	July 12, 2021	<b>#68-21</b> July 15, 2021
<b>RNB-21-51</b>	Alex Solga	North Bay	Lots 5, 8 and 9 at 1134 Premier Road	Lake Nipissing floodplain	To grade and construct new single-family dwellings	July 12, 2021	<b>#69-21</b> July 15, 2021

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: August 12, 2021

PERMIT YEAR: 2021

<b>RBO-21-04</b>	Bonfield Township	Bonfield	Township road right-of-way	Outflow of Pine Lake	To undertake emergency road repairs due to road washout from flooding	July 12, 2021	<b>#70-21</b> July 15, 2021
<b>RCAL-21-01</b>	Calvin Township	Calvin	Township road right-of-ways	Unnamed watercourses and wetlands	Routing ditching, gravel surface, culvert replacement.	June 30, 2021	<b>#71-21</b> July 15, 2021
<b>RNB-21-52</b>	Jesse Graham	North Bay	44 Francis	North Bay escarpment	To grade for new foundation and construct a new single-family dwelling	July 14, 2021	<b>#72-21</b> July 22, 2021
<b>REF-21-10</b>	Jana and Paul Prentice	East Ferris	560 Nosbonsing Park Road	Lake Nosbonsing	To place fill in drainage swale (rock to prevent erosion)	July 13, 2021	<b>#73-21</b> July 22, 2021
<b>RBO-21-04</b>	Kristine Woods and Laina Dominelli	Bonfield	4 Lakeshore Road	Lake Nosbonsing	To place fill for pathway and new dock	July 19, 2021	<b>#74-21</b> July 22, 2021
<b>RNB-21-53</b>	Ryan Allibon	North Bay	1070 Four Mile Lake Road	Unnamed tributary	To install a culvert and construct a driveway	July 16, 2021	<b>#75-21</b> July 22, 2021
<b>RNB-21-56</b>	City of North Bay	North Bay	Road right-of-way Lees Road	Lees Creek	Emergency cross culvert replacement	July 20, 2021	<b>#76-21</b> August 5, 2021
<b>RNB-21-55</b>	Tina Dupuis	North Bay	52 Tweedsmuir	Parks Creek PSW and floodplain	To construct a new detached garage	July 22, 2021	<b>#77-21</b> August 5, 2021

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: August 12, 2021

PERMIT YEAR: 2021

<b>REF-21-11</b>	Bryce and Lisa Girard	East Ferris	620 Centennial Cres.	Unnamed tributary to Trout Lake	To construct a new access road and culvert	July 28, 2021	<b>#78-21</b> August 5, 2021
<b>REF-21-06</b>	Robert and Joanne Guillemette	East Ferris	388 Nosbonsing Park Road	Lake Nosbonsing	To re-grade shoreline in access corridor for boat launch	August 3, 2021	<b>#79-21</b> August 5, 2021
<b>RCI-21-01</b>	Township of Chisholm (MNRF)	Chisholm	991 River Road – Municipal Boat Launch Wasi Lake	Wasi Lake	To realign existing concrete boat launch pads	August 3, 2021	<b>#80-21</b> August 5, 2021
<b>RNB-21-54</b>	Dennis Higgs	North Bay	439 Third Ave West	Chippewa Creek	To construct a new wooden fence and re-grade ditch line	August 5, 2021	<b>#81-21</b> August 12, 2021
<b>RNB-21-58</b>	Linda Turcotte	North Bay	955F Northshore Road	Trout Lake	To replace existing failing wood retaining wall with new block wall	July 29, 2021	<b>#82-21</b> August 12, 2021
<b>RNB-21-57</b>	City of North Bay Parks and Recreation	North Bay	North Bay Waterfront	Lake Nipissing	To replace existing wooden boardwalk and gardens with new concrete sidewalk and grass	August 10, 2021	<b>#83-21</b> August 12, 2021

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

**ORIGIN:** Sue Buckle, Manager, Communications and Outreach

**DATE:** August 25, 2021 Board Meeting

**SUBJECT:** Communications and Outreach Update

**Background:**

The Communications and Outreach Program at NBMCA undertakes corporate communications and outreach initiatives that inform, educate, and engage multiple stakeholders through multiple channels including special events and celebrations.

Communications also provides internal support to the CAO and program staff to assist them in their interactions with individuals, organizations, non-governmental and government agencies.

Communications has the responsibility of facilitating the delivery of accurate, timely information to stakeholders and the media during times of crisis and coordinating consultations and public engagement.

**Analysis:**

**NBMCA 50<sup>th</sup> Anniversary – June 21, 2022**

On June 21, 1972, Ontario Lieutenant Governor William Ross Macdonald approved an Order-in-Council, officially establishing the North Bay-Mattawa Conservation Authority at the recommendation of the Minister of Natural Resources and request of local municipalities.

The first meeting of NBMCA was held September 7, 1972 at the Township of East Ferris Town Hall involving representatives from “Town of Bonfield, Township of Bonfield, Township of Calvin, Township of Chisholm, Township of Ferris East, Town of Mattawa, Township of Mattawan, City of North Bay and Township of Papineau”. North Himsworth (Callander) and South Himsworth (Powassan) Townships first appointed members to the NBMCA Board at the AGM in February 1983.

At that first meeting in 1972, North Bay City Councillor George Coombes was appointed Chair. The Board’s first order of business was to request the Minister of Natural Resources to conduct a comprehensive conservation survey of the watershed and provide its recommendations to NBMCA as soon as possible. The Board also approved a budget of \$4,000 for administration for 1972 and asked the Minister of Natural Resources to provide a 50% grant in the amount of \$2,000.

With 2022 marking the 50<sup>th</sup> Anniversary of NBMCA there is much to celebrate in the accomplishments of watershed management and the people who played a key role as leaders, partners and collaborators in balancing human needs with the needs of the natural environment.

The 50<sup>th</sup> Anniversary Celebration could include the following:

- Re-branding logo for anniversary and creation of a tagline for the 50<sup>th</sup> anniversary, social media graphics, for use it on all media, correspondence, emails, events and programs, to be held in 2022 including the Mattawa River Canoe Race, Chippewa Creek EcoPath Festival, and other outreach activities as COVID-19 restrictions allow.
- Any lands or capital projects undertaken in the year could be acknowledged as a 50<sup>th</sup> Anniversary initiative.

- The “Boardwalk of Champions” fundraiser can highlight “50 years of Conservation Champions”.
- Other environmental partners, including Friends of Laurier Woods, Friend of LaVase, Nipissing Naturalists and others could be invited to join in by acknowledging their partnership with NBMCA. NBMCA’s mission speaks to conservation activities in partnership with others.
- A series of social media postings “50 Years of Conservation” highlight key watershed management milestones in the work of NBMCA over the last 50 years.
- Practical memorabilia (ie rain gauges)

It is recommended that a committee be established To develop a plan and recommend a budget for the 50<sup>th</sup> Anniversary involving two NBMCA Members, the CAO/Secretary-Treasurer and Communications Staff to review and recommend activities to commemorate NBMCA’s 50<sup>th</sup> Anniversary.

### Michael’s Boardwalk Dedication – September 3, 2021

The construction of the 180 ft “Michael’s Boardwalk” in Laurier Woods Conservation Area was made possible in March 2020 by the families and friends of the late Michael Gauthier. Michael and his wife Samantha had a great love of Laurier Woods Conservation Area. “Michael’s Boardwalk” is a significant contribution to the trail network, enabling the completion of an unfinished loop that is now in use and being enjoyed by many. A sign acknowledging the Boardwalk (below) was posted earlier this summer. A bench and picnic table have been installed at either end of the Boardwalk.

With the COVID restrictions for outdoor gatherings easing, we have consulted with Don and Michelle Seguin, Samantha Seguin-Gauthier, and Ruth and Mark Gauthier regarding the dedication of Michael’s Boardwalk in Laurier Woods Conservation Area.

A special dedication event will be held at Michael’s Boardwalk on Friday, September 3 at 10 am. Our numbers are limited due to COVID restrictions so it is an invitation-only event. It will be just family, NBMCA, Friends of Laurier Woods and a few invited guests. We will still observe physical distancing and facial coverings. **If any Members would like to attend, please RSVP to Sue Buckle at [sue.buckle@nbmca.ca](mailto:sue.buckle@nbmca.ca).**



# Michael’s Boardwalk



Michael and Samantha Gauthier

This 180 ft boardwalk connects the 1 km loop of the purple trail at Laurier Woods Conservation Area, thanks to the friends and family of 28-year old Michael Gauthier who wanted to honour his memory, his passion for the outdoors, and his love of Laurier Woods Conservation Area.

Michael’s friends and family, as well as a number of local contractors and suppliers who contributed to the construction of the boardwalk, came together in March 2020 to build the boardwalk and remember Michael. Michael passed away suddenly during an outdoor trip in September 2018.

Located in the heart of the city, the 97 hectare (240 acres) Laurier Woods Conservation Area encompasses a provincially significant wetland, rocky outcrops and upland forest, and is a sanctuary to a broad range of wetland and woodland creatures, including migrating birds.

In building Michael’s Boardwalk, consideration was given to species at risk identified by the Ministry of Natural Resources and Forestry. The boardwalk was built in the winter and the marsh bottom was ‘swept’ to ensure any wintering Blanding’s turtles were not disturbed. Aquatic habitat-friendly river stone, rather than quarry stone, were used in the cribs.

Protecting species at risk in the marsh was key as there are two known species in the area:

**Blanding’s Turtle**  
A medium-sized turtle with a characteristic yellow throat and chin, its shell is darkly-colored and highly domed. They are a threatened species in Ontario due to habitat loss, mortality from road crossings, and egg predation by raccoons, foxes and birds.



**Gypsy Cuckoo Bumblebee**  
This large bumblebee once had an extensive range in Canada and was recorded in all provinces and territories except Nunavut. There has been a large decline in the past 20 to 30 years and in 2014 the species was listed as endangered in Canada.





Marsh bottom probed with bamboo stake to ensure Blanding’s turtles aren’t disturbed by new cribs



Completed cribs filled with river stone

[www.nbmca.ca](http://www.nbmca.ca)

[@theNBMCA](https://www.facebook.com/theNBMCA)

[@theNBMCA](https://twitter.com/theNBMCA)

[nbmcainfo](https://www.instagram.com/nbmcainfo)

[www.laurierwoods.com](http://www.laurierwoods.com)

[@laurierwoods](https://www.facebook.com/laurierwoods)








## **COVID-19 Communication**

On July 16, Ontario moved into Stage 3 of its Reopening Plan. NBMCA undertook a number of actions as part of our COVID response plan. Internal COVID practices have been updated. Those actions are posted and kept up to date on our website: <https://www.nbmca.ca/more/service-disruptions/> These will be reviewed in September.

- All Conservation Areas are open. Washrooms at Elks Beach and Mattawa Island Conservation Areas are open June 14, 2021 to August 31, 2021 and are cleaned and sanitized twice daily as part of NBMCA's COVID-19 procedures. All other washrooms will remain closed at this time. While on the trails, the public is encouraged to maintain a physical distance of 2 meters from other family/household groups or wear a mask and respect the current guidelines from the Ontario government and the Health Unit.
- The NBMCA offices remain closed to the public; up to 5 staff are permitted in the office at a time with masks, screening, and other precautions in place. This will be reviewed in September.
- Given that outdoor social gatherings and organized public events for up to 100 people are permitted with masks and physical distancing in place, NBMCA will begin considering outreach events which meet the criteria and satisfy NBMCA COVID-19 policies and procedures for staff and public safety.
- The Natural Classroom remains closed to public bookings at this time even though indoor social gathers and organized public events for up to 25 people are permitted.

## **Environmental Education – Summer Camps**

For the past several years, NBMCA has facilitated the delivery of environmental education programs locally by permitting the Canadian Ecology Center (CEC) to offer Environmental Summer Camps at NBMCA 15 Janey Ave., utilizing the trails at the Laurentian Escarpment Conservation Area. During the COVID-19 Pandemic, CEC has followed the appropriate day camp protocols set the province and health unit. Given the restrictions to staff numbers in the upstairs office, water quality monitoring and septic staff have been making use of the Natural Classroom. To accommodate the COVID-19 restrictions, CEC Summer Camps have been using the Laurentian Ski Hill space for its indoor summer programming when not exploring the LECA trails, forest classroom and pond classroom. Camp is full, with 16 students each week, scheduled for July 19-23 and 26-30 as well as August 16-20 and 23-27.

## **“The Turtle” – Chippewa Creek EcoPath**

When the Chippewa Creek EcoPath was established in 2012, <https://www.chippewaecopath.ca/visit/trail-map-signs/a-people-place/> a special feature was proposed and designed in collaboratin with the North Bay Indigenous Friendship Centre called “The Turtle”. The Chippewa Creek EcoPath is a community initiative to restore and enhance the natural and heritage values of the creek through education and stewardship.

“The Turtle” is a turtle-shaped petroform, regarded as a symbol of Creation and Mother Earth by many Indigenous peoples. The design incorporates the Four Directions and takes into consideration the Four Colours of humankind: red, yellow, black and white; the four elements, four seasons, four sacred medicines, and the four aspects of personhood: the spiritual, physical, mental and emotional wellbeing of individual human beings. Petroforms are shapes and geometrical patterns made from arranging rocks, originally made by First Nations people for astronomical, sacred, healing and teaching purposes. Located on the Chippewa Creek EcoPath in North Bay, it is an outdoor community space designed to be accessible and accommodate physical distancing. Indigenous and non-Indigenous can gather in reconciliation. Using “The Turtle’s” amphitheatre, (outdoor seating on tiered armour stones) programs can be delivered including storytelling circles, drumming circles, concerts, art exhibits, sacred ceremonies, as well as environmental and watershed education and public events for NBMCA outreach, schools and community groups.

An application for funding has been submitted to FedNor under the “Canada Community Revitalization Fund” by the North Bay Indigenous Friendship Centre in partnership with NBMCA, for the construction of “The Turtle”. The application has passed the phase 1 screening and the phase 2 application will be submitted this month. If the grant application is approved, The Turtle would be constructed in 2022, completing one of the original goals of the Chippewa Creek EcoPath.



### Media Events

Due to Covid-19 restrictions on public gatherings, no media events have been held.

### Media Releases &/or Social Media

posted April 2021 to July 2021 for the following:

- Trout Lake Watershed Study underway by JL Richards in partnership with City of North Bay and Municipality of East Ferris
- Chippewa Creek at Oak St restoration and bridge replacement
- Confirmed Lyme Disease from Tick bite in Laurier Woods Conservation Area
- Flood Outlook/Flood Watch – July 24; Flood Warning – July 19; Flood Outlook – July 13
- Low Water Level – June 16
- Trail cleanups following July 19 storm event
- Duke of Edinburgh Trail Assistance with Friends of Laurier Woods at Laurier Woods CA
- International Joint Commission on Great Lakes – survey (Lake Nipissing part of Great Lakes Basin)

- Weeding events at Nipissing Starter Nursery (Trees for Nipissing)
- Proper Septic Maintenance prevents problems
- Black bears waking up from hibernation; be bear aware in Conservation Areas
- NBMCA environmental education messaging on Nature Photography Day, World Ocean’s Day, Bike to Work Day, Earth Day, World Creativity and Innovation Day
- Friends of La Vase “Zoom Talks” – including Troy Storms, Manager Lands & Stewardship
- Installation of interpretive sign on Michael’s Boardwalk
- Friends of La Vase Canoe Day (August 28)
- Francophone Student display about Frogs at Laurier Woods Conservation Area in celebration of St. Jean de Baptiste Day. (Felix, student from École élémentaire catholique Saints-Anges and Anne Les Compagnons des francs loisirs)
- Social media videos – Buying a Property (DIA), Snapping Turtle Laying Eggs at Elks Beach, Shore up your Streambank, New Bridge at Eau Claire Gorge, Installation of dock at Papineau Lake CA

**Recommendation**

That the Board receive and accepts the Report and append it to the minutes of this meeting.

**RECOMMENDED RESOLUTION:**

That the Board appoint Members \_\_\_\_\_ and \_\_\_\_\_ to the 50<sup>th</sup> Anniversary Committee.



Sue Buckle, Manager,  
Communications & Outreach



Brian Tayler, CAO/Secretary-  
Treasurer

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**NBMCA’s 2021 Digital Communications**

**Websites**

- nbmca.ca
- actforcleanwater.ca
- chippewaecopath.ca
- mattawarivercanoerace.ca
- restoreyourshore.ca

**Twitter**

- @theNBMCA
- @ChippewaEcoPath
- @MRcanoerace

**Facebook**

- facebook.com/theNBMCA
- facebook.com/ChippewaCreekEcoPath

**Instagram**

- nbmcainfo

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

**ORIGIN:** Troy Storms, Manager, Lands & Stewardship

**DATE:** August 25, 2021

**SUBJECT:** **Demolition of 701 Oak St Buildings - NBMCA Project**

**Background:**

The North Bay-Mattawa Conservation Authority (NBMCA) purchased 701 Oak Street in the City of North Bay November 2020. The Purchase and Sale agreement authorized NBMCA to take possession on April 1, 2021.

It is important to note that the property is land locked with no formal entrance way and is located within the Chippewa Creek Floodway and Flood fringe.

This building is considered a commercial/residential building and includes detached single-story garage.

After taking possession, NBMCA undertook the following in preparation for demolition of the structure.

- a) Procured; Designated Substances Survey Commercial/Residential Building and detached Garage, safety and abatement measures have been received by NBMCA as per provincial legislation.
- b) Disconnected all services located within or at the buildings. (i.e., Hydro, Natural gas)
- c) Secured the facility - locking and hoarding all entrances.
- d) Procurement of Tender for demolition as per NBMCA purchasing policies and work to be covered by contract documents.

Tenders have been received to demolish commercial/residential building and detached single-story garage.

NBMCA is currently undertaking a project adjacent to 701 Oak Street property which involves old bridge removals, regarding the creek banks, installation of a new armor stone wall, and a new pedestrian bridge installation.

The Tender documents were published through Bids & Tenders in July 2021. Six (6) bids were received for the work:

- Colins Haulage Inc: \$32,000.00 + tax
- Dig Safe Contracting: \$60,000.00 + tax
- Tri-Phase Group: \$60,715.00 + tax
- Canor Construction: \$73,022.96 + tax
- CSL Group: \$81,800.00 + tax
- CLC Construction: \$121,450.00 + tax

After qualifying terms and conditions of work with the lowest bidder (Colin's Haulage Inc.) a reference check was initiated. Phone conversations were held with three references, and there were no "red flags"; the references all indicated that the projects were completed on time and within budget.

NBMCA recommends awarding the contract to Colins Haulage Inc., being the lowest bidder.

**Analysis:**

Demolition will be scheduled as soon as possible as NBMCA is negotiating a start date with contractors, estimated start time is September 2021. The project is estimated to take approximately 3 weeks, depending on schedule and coordination with the other project.

With the building removed and a final grading of this property completed, this will enhance the Kinsman trail aesthetically, create an "open space" or "park like" area along Main Street in downtown North bay. At this time there are no future development plans for the property.

**Resolution:**

That the Board of Directors receives the report, and authorizes staff to award the contract to the lowest bidder, Colins Haulage Inc.



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Troy Storms, Manager lands & Stewardship



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Brian Tayler, CAO, Secretary Treasurer