



**North Bay-Mattawa Conservation Authority  
Members Meeting for January 24, 2024  
at 4:00 pm IN PERSON  
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario  
AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome & Introductions
3. Approval of the Agenda
4. Delegations
5. Declaration of Pecuniary Interest
6. Appointment of CAO, Secretary Treasurer as Chair  
Election of Officers:
  - Chair of the Board
  - Vice Chair of the Board
  - Executive Committee
7. Adoption of Previous Minutes from December 1, 2023, December 13, 2023, January 8, 2024
8. Appointment of Solicitor
9. 2024 Banking & Borrowing Resolutions
10. Correspondence

**Business Reports**

11. Conservation Ontario Council voting delegates (**Report #1**)
12. Planning and Development Activity 2023 (**Report #2**)
13. Section 28 Approvals (**Report #3**)
14. Appointment of Auditor (**Report #4**)

**Other Business**

15. Closed Session – Committee of the Whole to discuss Property, Financial and personnel matters
16. New Business
17. Adjournment

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

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

**FIRST** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on January 24, 2024 in the NBMCA’s Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>
<b>Calvin, Township of</b>	-	<b>Bill Moreton</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>
<b>North Bay, City of</b>	-	<b>Lana Mitchell</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>

**MEMBER(S) ABSENT:**

<b>Bonfield, Township of</b>	-	<b>Steve Featherstone</b>
<b>East Ferris, Municipality of</b>	-	<b>Steve Trahan</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>North Bay, City of</b>	-	<b>Peter Chirico</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>

**ALSO PRESENT:**

**Chitra Gowda**, CAO, Secretary-Treasurer  
**Rebecca Morrow**, Executive Assistant/Deputy CAO  
**David Ellingwood**, Director, Water Resources/Deputy CAO  
**Aaron Lougheed**, Assistant Manager, Finance  
**Paula Loranger**, Community Relations Coordinator  
**Sasha Fredette**, Deputy Chief Building Official, Supervisor, On-Site Sewage Systems  
**Shawn Kozmick**, GIS Specialist  
**Troy Storms**, Manager, Lands & Stewardship  
**Valerie Murphy**, Regulations Officer  
**Amanda Savage**, Building Official Inspector, On-Site Sewage Systems  
**Githan Kattera**, Water Resources Coordinator  
**Adam Whyte**, Supervisor, Maintenance  
**Angela Mills**, Water Resources Specialist  
**Tara Michauville**, Member of the public

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

Lana Mitchell read a statement acknowledging Indigenous and Treaty Lands.

**2. Welcome & Introductions**

The Chair welcomed everyone in attendance. The thanked the Board members for their continued

support of the Conservation Authority, and indicated that his two year term as Chair has come to an end, and it was a pleasure to be the Chair during interesting times such as the Covid 19 pandemic.

**3. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 05-24, Lahaye-Smit

THAT the agenda be approved as presented.

Carried Unanimously

**4. Delegations**

None.

**5. Declaration of Pecuniary Interest**

None declared.

**6. Appointment of the CAO, Secretary Treasurer as Chair**

After Discussion, the following resolutions were presented:

Resolution No. 06-24, Belanger-Scarfone

**THAT** the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Conservation Authority Officers and Executive Committee.

**Carried Unanimously**

Resolution No. 07-24, Chirico-Mitchell

**THAT** Rebecca Morrow and Aaron Lougheed be appointed as scrutineers for the election of Officers and Executive Committee.

**Carried Unanimously**  
**Election of Officers**

The Acting Chair reviewed the election procedures with the members. After discussion, the

members were invited to proceed with a call for nominations for the position of Chair.

Michelle Lahaye nominated Shelley Belanger.

After a second and third call for nominations with no response the acting Chair asked the Shelley Belanger if she was willing to accept the nomination. Shelley accepted. The acting Chair declared Shelley Belanger as the Chair. After Shelley accepted, she addressed those in attendance and thanked members for their trust and confidence and outlined her years of experience including her professional experience as a human resources professional. Afterwards the following resolution was presented:

Resolution No. 08-24, Scarfone-Mitchell

**THAT** nominations for the position of Chair are closed.

**Carried Unanimously**

The Acting Chair then called for nominations for the position of Vice Chair.

Dave Britton nominated Michelle Lahaye  
Shelley Belanger nominated Dave Britton.

After a second and third call for nominations with no response the acting Chair asked Michelle and Dave if they were willing to accept their respective nominations. Dave declined the nomination and Michelle accepted. The acting Chair asked Michelle if she was willing to accept her respective nomination. Michelle accepted the position, and the following resolution was presented:

Resolution No. 09-24, Smit-Belanger

**THAT** nominations for the position of Vice-Chair are closed.

**Carried Unanimously**

The Acting Chair then called for nominations for the Executive Committee. She reminded members that the Chair and Vice Chair are automatically appointed as members to the Executive Committee, and that four more members were required.

Michelle Lahaye nominated Irene Smit.  
Shelley Belanger nominated Dave Britton.  
Michelle Lahaye nominated Lana Mitchell.

Dave Britton nominated Bill Moreton.

After a call for members, the Chair asked all members nominated if they were willing to accept their nominations. All accepted. The following resolutions was then presented:

Resolution No. 10-24, Belanger-Moreton

THAT nominations for the Executive Committee are closed.

**Carried Unanimously**

Resolution No. 11-24, Lahaye-Mitchell

**THAT**

Irene Smit  
Dave Britton  
Lana Mitchell  
Bill Moreton

Are appointed to the Executive Committee for the year 2024 or until the next Annual General Meeting.

**Carried Unanimously**

At this point in the meeting the Chief Administrative Officer turned the meeting over to the newly elected Chair. The Chair congratulated everyone on their new appointments.

**7. Adoption of Previous Minutes of December 1, 2023, December 13, 2023, January 8, 2024**

After discussion the following resolution was presented:

Resolution No. 12-24, Smit-Lahaye

THAT the minutes of the meeting held December 13, 2023 are adopted as written.

**Carried Unanimously**

**8. Appointment of Solicitor**

After discussion the following resolution was presented:

Resolution No. 13-24, Lahaye-Moreton

**THAT** Russell Christie LLP is appointed as solicitor for the Conservation Authority for the year 2024.

**Carried Unanimously**

**9. 2024 Banking and Borrowing Resolution**

After discussion the following resolution was presented:

Resolution No. 14-24, Scarfone-Smit

**THAT** TD Bank be appointed to provide banking services for the Conservation Authority for the year 2024 and,

**THAT** staff are authorized to borrow from the TD Bank up to \$300,000.00 for the year 2024 for cash flow purposes.

**Carried Unanimously**

The meeting was temporarily adjourned at 4:21pm so that the Source Protection Authority meeting could be held. The following resolutions were presented:

Resolution No. 15-24, Britton-Moreton

**THAT** the NBMCA Board meeting adjourn temporarily.

**Carried Unanimously**

Resolution No. 16-24, Smit-Lahaye

**THAT** the NBMCA Board meeting begin at 4:43 pm.

**Carried Unanimously**

**10. Correspondence**

None presented.

## **11. Conservation Ontario Council voting delegates**

Chitra Gowda presented the Conservation Ontario Council voting delegates report. After discussion, the members thanked Chithra and the following resolution was presented:

### Resolution No. 17-24, Mitchell-Britton

**THAT** the Board of Directors of the North Bay-Mattawa Conservation Authority appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2024 and that the Vice-Chair and CAO be appointed as first and second alternate respectively.

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

**Carried Unanimously**

## **12. Planning and Development Activity 2023**

Chitra Gowda invited Valerie Murphy and David Ellingwood to present Planning and Development Activity 2023 . After discussion, the members thanked Valerie and David for their presentation and the following resolution was presented:

### Resolution No. 18-24, Smit-Moreton

**THAT** the Planning and Development and On-site Sewage System (OSS) member's report, *Fourth Quarter Review 2023*, is received and appended to the minutes of this meeting.

**Carried Unanimously**

## **13. Section 28 Approvals**

Valerie Murphy presented the Section 28 Approvals report. After discussion, the members thanked Valerie for her presentation and the following resolution was presented:

### Resolution No. 19-24, Scarfone-Mitchell

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

**Carried Unanimously**

## **14. Appointment of Auditor**

Chithra Gowda invited Aaron Lougheed to present his report to the Appointment of Auditor. After discussion, the Members thanked Aaron and the following resolution was presented:

Resolution No. 20-24, Lahaye-Scarfone

**THAT** MNP be appointed as auditor for the Conservation Authority for fiscal year 2023.

**Carried Unanimously**

**15. Closed Session – Committee of the Whole to discuss Property, Financial and personnel matters**

After discussion the following resolutions were presented:

Resolution No. 21-24, Britton-Smit

**THAT** the meeting move into a closed session of “Committee of the Whole” to discuss Property, Financial and personnel matters at 5:01pm.”

**Carried Unanimously**

Resolution No. 22-24, Moreton-Smit

**THAT** the meeting move out of a closed session of “Committee of the Whole and back into an open meeting at 7:16pm.”

**Carried Unanimously**

Resolution No. 23-24, Mitchell-Britton

**THAT** the legally reviewed ski hill operational funding agreements as presented be signed by NBMCA and sent to the respective parties for full execution.

**AND THAT** the Board direct staff to release operational related funds to the Ski Hill, upon staffs satisfactory review of the status of the NBMCA’s Ski Hill operation and also the ski Hill’s request including invoices and other relevant documents.

**Carried Unanimously**

Resolution No. 24-24, Moreton-Scarfone

**THAT** the Board direct staff to sell the NBMCA owned property along Chippewa Creek-Kinsmen

trail adjacent to and behind the Davedi Club of North Bay, Airport Road to the Davedi Club for an amount based on the appraisal of \$82,000 and also all closing costs.

**Carried Unanimously**

Resolution No. 25-24, Smit-Scarfone

**THAT** the Board direct staff to discuss with Ski Ridge estates about NBMCA selling the land to Ski Ridge Estates needed for the swale and then obtaining an easement to the NBMCA trail.

**Carried Unanimously**

**16. New Business**

None noted.

**17. Adjournment (7:20 p.m.)**

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

Resolution No. 26-23, Moreton-Britton

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

**Carried Unanimously**

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer

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

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

**DATE:** January 24, 2024

**SUBJECT:** Appointments to Conservation Ontario Council

**Background:**

Conservation Ontario is a non-profit association that represents Ontario's 36 Conservation Authorities.

Its core business functions are:

- Policy and Program Development
- Business Development and Partnerships
- Communications
- Education and Training
- Collective Corporate Services
- Government Relations
- Information Management and Research.

Its Vision is:

- Engage Conservation Authorities in matters of common interest and shape effective policy relating to Conservation Authorities.

Its Mission is:

- To promote and continually strengthen a watershed-based conservation coalition in Ontario.

Conservation Ontario is directed by a Council comprised of one voting delegate from each conservation authority. This Council meets four times a year and voting delegates are usually accompanied by their conservation authority's CAO/General Manager.

The Council also elects a six-member Board of Directors who is responsible for governing Conservation Ontario. Conservation Ontario's main source of funding is from levies to each conservation authority supplemented by project funding and contracts.

**Analysis:**

Conservation Ontario strongly encourages conservation authorities to appoint a member of their Board of Directors as their voting delegate on Conservation Ontario Council. As outlined in NBMCA's updated Administrative By-Law, appointments to Conservation Ontario Council are made annually.

**Recommendation:**

That the NBMCA appoint the Chair as its voting delegate with the Vice-Chair and CAO acting as alternates to Conservation Ontario Council for 2024.

**RECOMMENDED RESOLUTION:**

**THAT** the Board of Directors of the North Bay-Mattawa Conservation Authority appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2024 and that the Vice-Chair and CAO be appointed as first and second alternate respectively.

**Prepared by**  
**Rebecca Morrow, Executive Assistant**

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

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

**ORIGIN:** Robin Allen, Manager, On-site Sewage Systems  
Valerie Murphy, Regulations Officer  
David Ellingwood, Director, Water Resources  
Chitra Gowda, CAO, Secretary Treasurer

**DATE:** January 24, 2024

**SUBJECT:** Planning and Development Activity, On-site Sewage System (OSS)  
and Section 28 Processing Timelines, Year Review 2023

**Background:**

The following report outlines the Q4 permitting and commenting activity for the Planning and Development and On-site Sewage System programs of NBMCA for the period of October 7, 2023 – December 31, 2023; and the activity over the full year 2023. The purpose of this report is to track activity to maintain reasonable workloads in support of the health and wellness of staff and to mitigate liabilities.

In addition to permit activity, a summary of Section 28 permit processing timelines, as outlined in Conservation Ontario’s (CO) “Annual Reporting on Timelines” template is enclosed.

**Plan Review Analysis:**

Municipal Plan Review activity for the fourth quarter of 2023 showed a gradual decline heading into the winter season. The total number of applications received (189), however, surpassed the activity in 2022 and remained above the long-term average of 150 applications. It is anticipated that planning activity will remain the same or see a slight decline in the upcoming year.

NBMC – Municipal Plan Review	Data								
					2023				
	2019	2020	2021	2022	Q1	Q2	Q3	Q4	TOTAL 2023
Planning letters developed	119	115	257	166	33	43	85	28	189
Miscellaneous Inquiries	37	40	118	78	13	16	32	8	69

**On-site Sewage System (OSS) Analysis:**

Applications received for Q4 were comparable with a slight decrease from last year. 257 substantial completion inspections completed during Q4 and 440 final inspections were carried out.

45 File Review (performance level review) applications were completed during Q4. 2 inspections were carried out for lots that are proposed to be developed, as well as 45 planning proposal applications.

The total number of applications received for 2023 decreased from the previous few years with 457 permits that remain active without substantial completion inspections.

Overall 2024 is expected to be comparable to last year.

NBMCA - OSS Program	Data								
	2019	2020	2021	2022	2023				
					Q1	Q2	Q3	Q4	TOTAL 2023
Permits received	662	848	1119	910	43	224	383	119	769
Complaints/ concerns addressed	41	19	24	12	2	30	8/6	2/5	53
Legal inquiry responses	248	223	355	383	34	124	21	8/48	235
Expansion/renovation files reviewed	140	146	175	158	28	81	69/59	24	261
Inspections (firsts)	644	828	1087	880	34	223	363	119	739
Inspections (seconds)	589	745	880	815	3	63	398	257	721
Inspections (thirds)	627	586	819	854	24	126	346	440	936
Inspections (Mandatory Maintenance)	105	0	202	110	0	0	95	0	95
OSS Planning letters developed	30	32	82	80	12	24	33	17	86

**Section 28 Analysis:**

The number of applications for Section 28 permits was lower this year than in past years. As such, the number of permits issued in 2023 (100) is slightly lower than the 5-year average (2018 to 2022) of 118 permits. General inquiries for properties was slightly higher than normal at 145 inquiries.

The numbers below are from January 1, 2023 to December 31, 2023:

NBMCA – Section 28	Data								
	2019	2020	2021	2022	2023				
					Q1	Q2	Q3	Q4	TOTAL 2023
Permits Issued	123	116	131	120	9	28	49	14	100
Property Inquiries	117	119	123	132	9	38	19	79	145
Concerns	23	29	62	19	5	7	12	6	30
Violation Notices	0	0	1	0	0	0	1	0	1

**Section 28 Reporting on Timelines:**

Service standards for Section 28 permit applications are specified by the Ministry of Natural Resources and Forestry (MNRF) in the “Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (2010)”. As part of a commitment to improve client service and accountability and increase speed of approvals Conservation Ontario (CO) has created the **Client Service Standards for Conservation Authority Plan and Permit Review** guideline. The guideline recommends new service standards for S.28 approvals, initially focused on high growth CAs. Each year CA’s report to their members and to CO on their Section 28 permit processing timelines.

This explanation outlines how NBMCA will categorize our permits within those outlined in the Annual Reporting on Timelines Template. NBMCA considers projects under one of four categories of projects. The categories take into account the size, scope and impacts of the proposal on natural hazards and the landscape. They are: Major, Large, Standard and Small Projects.

- **Major Projects** – Includes activities such as multiple residential units or blocks, institutional and commercial buildings, new infrastructure, major fill activity (greater than 2000m<sup>3</sup>) and channelization alterations greater than 500m.
- **Large Projects** – New single residential development, replacement infrastructure, foundation reconstructions, fill activity between 500-2000m<sup>3</sup>.
- **Standard Projects** – Additions, auxiliary buildings or structures less than 1000ft<sup>2</sup>, fill activities 100-500m<sup>3</sup>, boathouses.
- **Small Projects** - Auxiliary structures less than 20m<sup>2</sup>, fill activity less than 100m<sup>3</sup>, docks.

For consistency, NBMCA has reviewed the permit categories as outlined in section 2.2 of the Annual Reporting on Timelines Template document and determined how NBMCA categories fit with those in the reporting template.

Generally Major and Large Projects involve significant staff involvement and require more complex technical reviews and supporting reports, such as engineering reports or environmental impact studies. This would fall under the Annual Reporting on Timelines Major applications category.

NBMCA’s standard project category generally covers projects with a lower level of risk, not typically within the hazard but within the allowance and impacts to the hazard are small. This would fall under the Annual Reporting on Timelines Minor applications category.

The Small Project category covers activities that are very minor in nature and would have limited impact on the hazard. This would fall under the Annual Reporting on Timelines Routine category. The following table summarizes all Section 28 permits issued since January 1, 2023, through to December 31, 2023.

North Bay-Mattawa Conservation Authority	Number of Permits Issued Within Policy and Procedure timeline			Number of Permits Issued Outside of Policy and Procedure Timeline			Reason for Variance from Policy and Procedure (Optional)		
	Major		Minor	Major		Minor	Major		Minor
	25		75	0		0			
	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
	Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine
	25	16	57	0	2	0			

A total of 100 permits have been issued since January 1, 2023. All but two permits have been issued within the CO Guidelines. The two permits issued outside of the CO Guidelines were due to an extended vacation. Applicants were aware of the delay and deemed the timelines acceptable.

**Recommended CO Timelines for High Growth CAs**

**Follow-up from pre-consultation meeting:**

Major permit applications: within 14 days of pre-consultation meeting.

Minor permit applications: within 7 days of the pre-consultation meeting.

This will include confirmation of whether the application is considered major or minor, if the application is complete.

**Confirmation that the application has been received and deemed complete or incomplete:**

Major permit applications: within 21 days of the application being received.

Minor permit applications: within 14 days of the application being received.

Routine permit applications: within 10 days of the application being received.

**Completed review and issuance of DIA permit:**

Major permit applications: within 28 days of receiving completed application.

Minor permit applications: within 21 days of receiving completed application.

Routine permit applications: within 14 days of receiving completed application.

In addition to the above permit numbers NBMCA is responsible for reporting on permit timelines for the Section 28 program.

**Recommendation:**

**THAT** the members receive and approve the report as presented.

**Recommended Resolution:**

**THAT** the Planning and Development and On-site Sewage System (OSS) member's report, *Fourth Quarter Review 2023*, is received and appended to the minutes of this meeting.

**Submitted by:**

**Robin Allen, Manager, On-site Sewage Systems**

**Valerie Murphy, Regulations Officer**

**David Ellingwood, Director, Water Resources**

**Chitra Gowda, CAO, Secretary Treasurer**

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** January 8, 2024

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

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006, the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands, and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating, or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

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

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

**Analysis:**

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

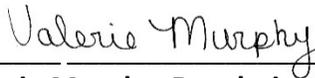
The newly issued permit was for the alteration and addition to an existing dwelling along Chippewa Creek.

**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.



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**Valerie Murphy, Regulations Officer**

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

**FOR NBMCA BOARD INFORMATION ON: January 8, 2024**

**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
<b>RNB-23-55</b>	Oliver Sedore	North Bay	569 Metcalfe St	Chippewa Creek	To construct an alteration and addition to an existing dwelling	December 4, 2023	<b>#99-23</b> December 5, 2023

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

**ORIGIN:** Aaron Lougheed, Assistant Manager, Finance  
David Ellingwood, Director, Water Resources

**DATE:** January 24, 2024

**SUBJECT:** Appointment of Auditor

**BACKGROUND:**

A Request for Proposal (RFP) for Audit and Tax Services was issued in early January 2024 through Bids and Tenders and was taken by two accounting firms, MNP and PricewaterhouseCoopers (PWC). The anticipated term of the contract is for two years to allow for continuity as NBMCA transitions to meeting the requirement set out in the Conservation Authorities Act. Proposals were to be received no later than 4:00 p.m. on January 12, 2024. NBMCA's current account firm, BDO Canada, opted not to submit a proposal due to time constraints.

**ANALYSIS:**

NBMCA received a completed submission from MNP. Their proposal was reviewed by Assistant Manager, Finance, Aaron Lougheed, Director, Water Resources, David Ellingwood, and CAO, Secretary Treasurer, Chithra Gowda. The proposal received a consensus score of 74/100.

Below is a table outlining the fees for proposed services over the anticipated two-year term.

<b>Service</b>	<b>FY 2023</b>	<b>FY 2024</b>
Meetings with NBMCA Staff	\$1,600	\$1,700
Presentation at NBMCA Board Meeting	\$1,300	\$1,400
Completion of Annual Audit and Reporting	\$19,300	\$20,300
Completion of T3010	\$1,000	\$1,100
Assessment of Impact of PSAS Changes	\$2,000	\$2,200
Disbursement Charge	\$1,260	\$1,335
<b>Total before HST</b>	<b>\$26,460</b>	<b>\$28,035</b>

**RECOMMENDATION:**

Staff recommend awarding MNP the Auditing and Tax Services to be provided to NBMCA for the next two fiscal years.

**RECOMMENDED RESOLUTIONS:**

**THAT MNP be appointed as auditor for the Conservation Authority for fiscal year 2023.**

**Prepared By**

**Aaron Lougheed,**

**Assistant Manager, Finance**

**Reviewed by**

**Chitra Gowda,**

**Chief Administrative Officer, Secretary Treasurer**