

**North Bay-Mattawa Conservation Authority
Executive Committee Meeting
November 13, 2024
at 3:00 pm IN PERSON
Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

REVISED AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from August 28, 2024
5. Correspondence
6. Closed session of Committee of the Whole to discuss personnel matters

Business Reports

7. Draft 2025 Budget (**Report #1**)

Other Business

8. New Business
9. Adjournment

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

SECOND meeting of 2024 for the North Bay-Mattawa Conservation Authority Executive Committee held in person in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario on November 13, 2024 at 3:00 pm.

MEMBERS PRESENT:

Mattawan, Municipality of	-	Michelle Lahaye
Mattawa, Town of	-	Loren Mick
North Bay, City of	-	Lana Mitchell
Papineau Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Calvin, Municipality of	-	Bill Moreton
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ALSO PRESENT:

Robin O'Gorman, Interim Chief Administrative Officer, Secretary-Treasurer
Rebecca Morrow, Human Resources Coordinator, Executive Assistant/Deputy CAO

1. Acknowledgement of Indigenous Traditional and Treaty Lands

After calling the meeting to order at 3:00pm Chair Lahaye read the Acknowledgement of Indigenous Traditional and Treaty Lands.

2. Adoption of the Agenda

After discussion the following resolution was presented:

Resolution No. EXE06-24 Mitchell-Moreton

THAT the agenda is approved as presented.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of the Minutes

After discussion the following resolution was presented:

Resolution No. EXE07-24, Britton-Mick

THAT the minutes for the Executive Committee meeting held on August 28, 2024 are adopted

as written.

Carried Unanimously

5. Correspondence

None

6. Closed Session of Committee of the Whole

After discussion the resolutions were presented:

Resolution No. EXE08-24, Britton-Belanger

THAT meeting move into a closed session of Committee of the Whole to discuss personnel matters at 3:10 pm

Carried Unanimously

Resolution No. EXE08-24, Mitchell-Mick

THAT meeting move out of a closed session of Committee of the Whole to and back into an open meeting at 4:00pm.

Carried Unanimously

The meeting ran behind, and the remaining agenda items did not get discussed in the Executive meeting. Members asked staff to send the Draft Budget to all members by email.

7. Adjournment (4:00 p.m.)

Resolution No. EXE09-24, Britton-Mick

THAT the meeting be adjourned, and the next meeting be held at the call of the Chair.

Carried Unanimously

Michelle Lahaye
Executive Committee Chair

Robin Allen
Interim Chief Administrative Officer,
Secretary Treasurer

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

ORIGIN: Aaron Lougheed, Assistant Manager, Finance
Robin Allen, Interim CAO and Secretary Treasurer

DATE: November 13, 2024

SUBJECT: Draft 2025 Budget

Background:

The North Bay-Mattawa Conservation Authority (NBMCA) staff prepared the draft budget in accordance with the updated Conservation Authorities Act and its regulations.

The changes to the CA Act resulted in a categorization of programs and services into:

- **Category 1:** Mandatory programs and services
- **Category 2:** Municipal programs and services
- **Category 3:** Other programs and services

For the 2024 and 2025 years, the development of the annual budget and apportionment follows the O. Reg. 402/22 (which came into force on July 1, 2023).

The draft budget, in accordance with the CA Act is presented to the board prior to a one-month consultation period prior to adoption of the 2025 budget Prior to December 31, 2024. During the consultation period the draft budget will be posted to the NBMCA website, will be sent to all member municipalities for consultation, and will be reviewed with the Executive Committee of the board.

Analysis:

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

The Draft 2025 Budget contains details for the NBMCA planned operations and capital activities for a total budget of \$4,235,860. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources (including deferred revenue and program reserves. See the Figure 1 below for an overview of the revenue sources, their estimated percentages and amounts.

Figure 1: Chart of Draft 2024 Budget Revenue Sources

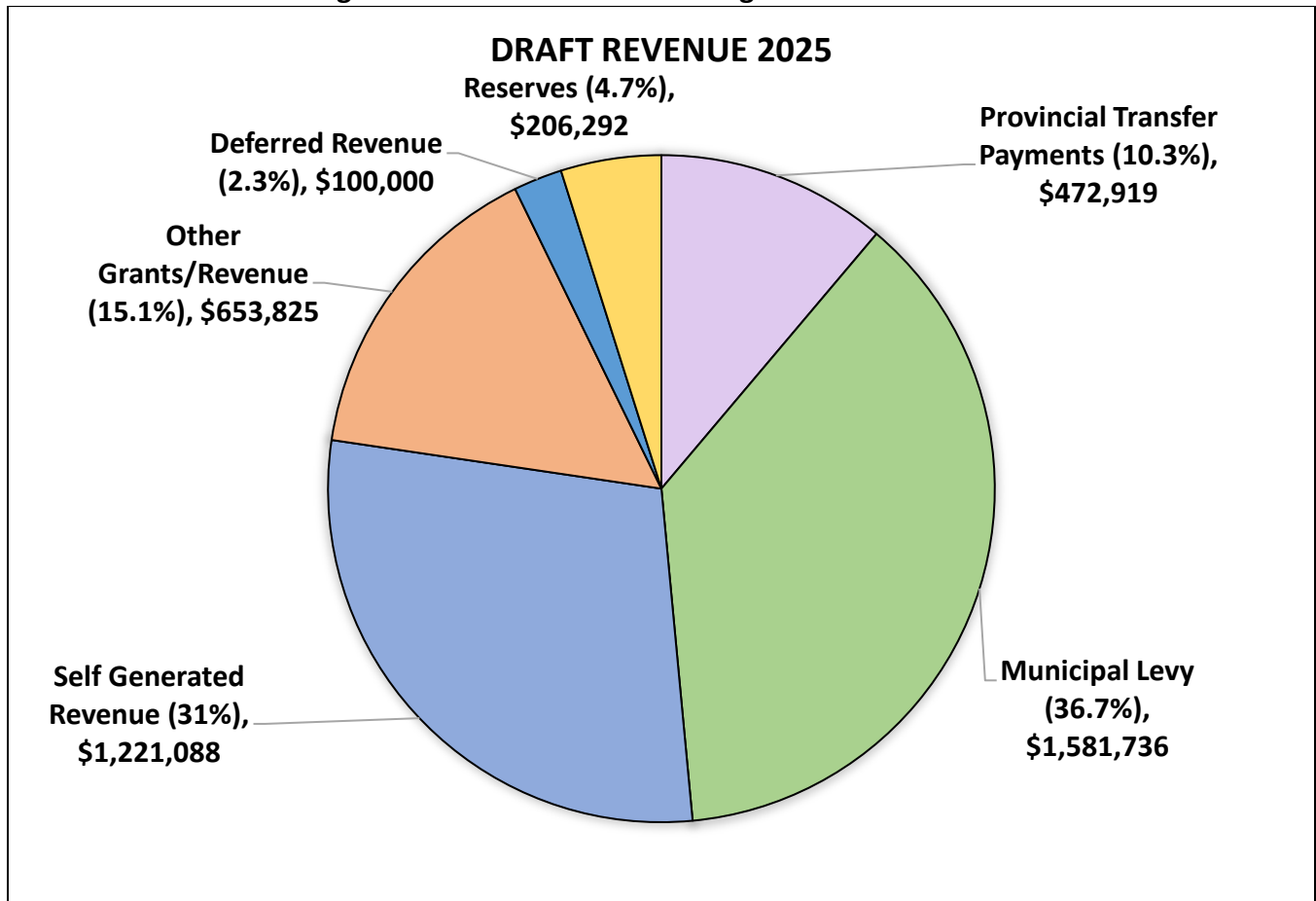


Table 1: 2024 – 2025 Revenue Comparison

Revenue Source	2024 Budget	2025 Budget	Change
Deferred Revenue	\$847,881	\$100,000	-\$747,881
Reserves/Surplus	\$0	\$206,292	\$206,292
Provincial Transfers	\$394,243	\$472,919	\$78,676
Municipal Levy	\$1,611,044	\$1,581,736	-\$29,308
Self-Generated Revenue	\$1,456,566	\$1,221,088	-\$235,478
Other Grants/Revenue	\$830,410	\$635,835	-\$194,575

Deferred Revenue

Deferred Revenue from budget 2024 consists solely of funds secured for WECl projects which were postponed during the 2024 fiscal year. After conversations with the City of North Bay all funds earmarked for WECl projects are planned to be deferred and used in fiscal year 2025.

Reserves/Surplus

Anticipated use of reserves includes \$202,292 for capital expenditures related to the upkeep and maintenance of the administrative building. These projects were scheduled for completion in 2024 but

were postponed due to the lack of deferred revenue budgeted to complete these projects. Reserve funds will come from the projected accumulated surplus of \$819,154.

Provincial Transfers

Transfers include FHIMP funding for floodplain mapping projects, DWSP funding for source water protection, Section 39 transfer payments and WECl funding.

Municipal Levy

Anticipated General Levy is set to increase from \$961,554 in budget 2024 to \$1,021,188. An anticipated increase of 5.84%. Sole benefitting levy is anticipated to decrease from \$649,500 to \$495,547 and is a direct reflection of the deferred revenue levied in 2024 that will not be levied in 2025.

Self Generated Revenue

Revenue sources include Internal and External Rent, Interest, OSS Fees, Planning and Regulations Fee, Mattawa River Canoe Race Sponsorship and Registration, and Donations. Revenue sources are expected to be an 8.2% increase over 2024 projected actuals of \$1,121,125.

Other Grants/Revenue

Consists largely of inter-program fees for the administration of the NBMCA programs via the Corporate Services account.

Recommended Resolution:

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

AND THAT staff begin the mandated one-month consultation with member municipalities.

Submitted By

Aaron Loughheed, Assistant Manager, Finance

Robin Allen, Interim CAO and Secretary Treasurer

Program (2023)	As of Sep. 30, 2024 (UNAUDITED)	Estimated at Dec. 31, 2024	Proposed use in 2025	Program (2024) Details
Lands Capital Acquisition - Reserve	\$21,984	\$21,984	\$0	
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$213,815	\$0	Decrease due to Anticipated Operating Deficit in FY 2024
Surplus	\$621,306	\$819,154	\$202,931	Operating Surplus - includes balances previously allocated to Deferred Revenue
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
Ice Management - Operating	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
Integrated Watershed Management (IWM) - Capital/Special Projects	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
Water and Erosion Control Infrastructure (WECI) - Capital/ Special Projects	\$0	\$100,000	\$100,000	Deferred Revenue for WECl projects
Integrated Watershed Management (IWM) - Capital/Special Projects	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
Lands and Properties - Capital	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
Central Services - Capital	\$0	\$0	\$0	Deferred Revenue recognized to revenue in FY2023
		Total	\$302,931	

Reserve Balance as of Nov. 19, 2023 - UNAUDITED

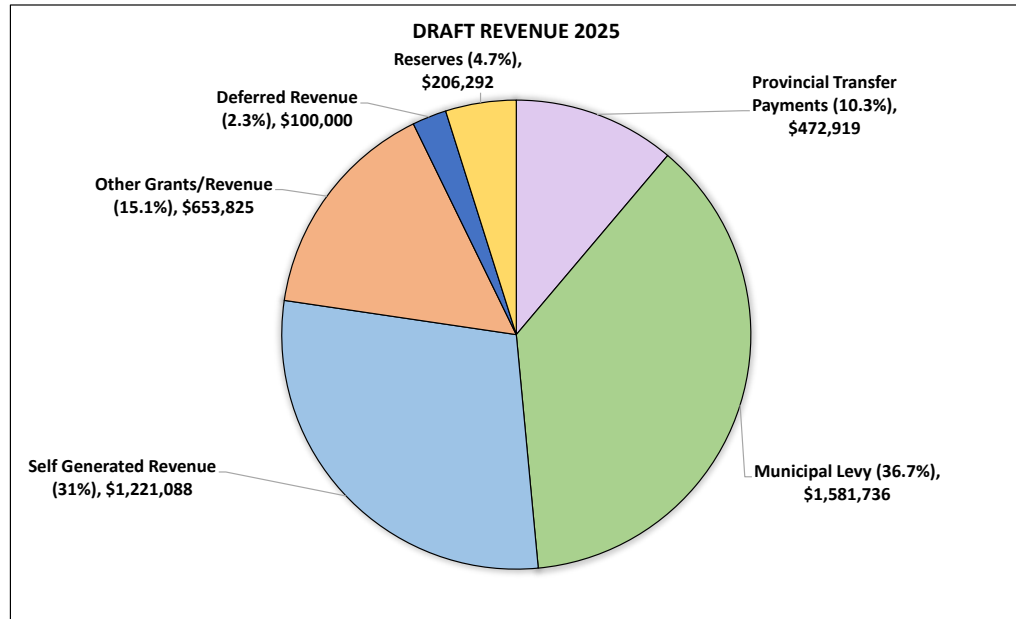
OSS (OBC) Reserve	
Balance as of Dec 31/2023	\$ 279,788.00
less anticipated losses in 2024	-\$ 65,973.00
Balance of Reserve	\$ 213,815.00
Ski Hill (LSHSC) Capital Reserve	
Balance as of Dec 31/2023	\$ 155,020.00
less anticipated losses in 2024	-\$ 27,168.00
Balance of Reserve	\$ 127,852.00
Ski Hill (LSHSC) Operating Reserve	
Balance as of Dec 31/2023	\$ 50,789.00
less anticipated losses in 2024	\$ -
Balance of Reserve	\$ 50,789.00
Land Acquisition Reserve	
Balance as of Jan 1/23	\$ 21,984.00
less anticipated losses in 2024	\$ -
Balance of Reserve	\$ 21,984.00

Municipal Levy 2025

Municipality	Area % in CA	MCVA 2025	General Levy 2025	MCVA 2024	General Levy 2024	Diff '25-'24
Bonfield	100	3.45	\$35,199	3.43	\$32,988	\$2,211
Calvin	100	1.23	\$12,585	1.23	\$11,871	\$714
Chisholm	94	1.51	\$15,399	1.50	\$14,383	\$1,016
East Ferris	83	6.39	\$65,249	6.29	\$60,528	\$4,720
Mattawa	71	0.99	\$10,063	0.98	\$9,385	\$678
Mattawan	19	0.06	\$634	0.06	\$597	\$37
North Bay	100	79.07	\$807,468	79.23	\$761,790	\$45,678
Papineau-Cameron	35	0.80	\$8,190	0.80	\$7,691	\$499
Callander	100	6.46	\$65,985	6.44	\$61,917	\$4,069
Powassan	1	0.04	\$417	0.04	\$395	\$23
		Total	\$1,021,188		\$961,544	\$59,644
2025 General Levy			\$1,021,188	5.84%		
2024 General Levy			\$961,544			

Municipality	Area % in CA	MCVA Based Apportionment Percentage	TOTAL LEVY 2025	OPERATING			CAPITAL		
				General Levy	Sole-benefit Levy	Total Operating Levy	General Levy	Sole-benefit Levy	Total Capital Levy
Bonfield	100	3.45	\$ 35,199	\$ 35,199		\$ 35,199	\$ -		\$ -
Calvin	100	1.23	\$ 12,585	\$ 12,585		\$ 12,585	\$ -		\$ -
Chisholm	94	1.51	\$ 15,399	\$ 15,399		\$ 15,399	\$ -		\$ -
East Ferris	83	6.39	\$ 65,249	\$ 65,249		\$ 65,249	\$ -		\$ -
Mattawa	71	0.99	\$ 10,063	\$ 10,063		\$ 10,063	\$ -		\$ -
Mattawan	19	0.06	\$ 634	\$ 634		\$ 634	\$ -		\$ -
North Bay	100	79.07	\$ 1,338,015	\$ 807,468	\$ 367,000	\$ 1,174,468	\$ -	\$ 163,547	\$ 163,547
Papineau-Cameron	35	0.80	\$ 8,190	\$ 8,190		\$ 8,190	\$ -		\$ -
Callander	100	6.46	\$ 95,985	\$ 65,985	\$ 30,000	\$ 95,985	\$ -		\$ -
Powassan	1	0.04	\$ 417	\$ 417		\$ 417	\$ -		\$ -
		Total	\$ 1,581,735	\$ 1,021,188	\$ 397,000	\$ 1,418,188	\$ -		\$ 163,547

Source	Amount	%	2022 percents	2023 percents	2024 percents
Provincial Transfer Payments (10.3%)	\$472,919	11.2	7.7	9.2	7.4
Municipal Levy (36.7%)	\$1,581,736	37.3	36.3	34.5	32.5
Self Generated Revenue (31%)	\$1,221,088	28.8	29.7	30.0	28.8
Other Grants/Revenue (15.1%)	\$653,825	15.4	6.0	7.4	15.7
Deferred Revenue (2.3%)	\$100,000	2.4	16.3	18.9	13.5
Reserves (4.7%)	\$206,292	4.9	4.0	-	2.2
TOTAL	\$4,235,860	100.0	100.00	100.00	100.00



Board of Directors Expenses - Budget 2024

Per diems 31-38

		# Members	# Meetings	Per diem	Cost/yr	Resolution #	Notes
Regular Board Meeting	CA Member	9	11	\$40	\$3,960	107-22	Resolution: "THAT the Board of Directors approve a per diem amount (for regularly scheduled board and for Executive Committee meetings) of \$40 for members and \$60 for the Chair effective January 1, 2023, with one per diem allowance per day;...."
	Chair	1	11	\$60	\$660	107-22	
	SPA Member	4	3	\$40	\$0	107-22	
Executive Committee Meetings	CA Member	5	6	\$40	\$1,200	107-22	Resolution: "THAT the Board of Directors approve a per diem amount (for regularly scheduled board and for Executive Committee meetings) of \$40 for members and \$60 for the Chair effective January 1, 2023, with one per diem allowance per day;...."
	Chair	1	6	\$60	\$360	107-22	

		Description	# Meetings	Per diem	Cost/yr	Resolution #	Notes
Other	Chair	Annual Honorarium	NA	NA	\$2,500	34-17	Resolution: "THAT the Chair receives the \$2500.00 yearly honorarium for the last two years and going forward annually"
	Chair	Special circumstance meeting	15	\$100	\$1,500	107-22	Resolution: "THAT the Board of Directors approve an amount of \$100 for each special-circumstances meeting (capped at a total of \$1,500 per year) for the Chair effective January 1, 2023;..."

Total Budget \$10,180

Mileage 31-39

		# Members	# Meetings	Mileage	Cost/yr	Resolution #	Notes
Regular Board Meeting	CA Member	11	11		\$3,700		
	Chair	1	11	\$49	\$537		
	SPA Member						
Executive Committee	CA Member	5	6				
	Chair	1	6	\$49	\$293		

	Description		# Meetings	Mileage	Cost/yr	Resolution #	Notes
Other	Members			\$49	\$0		
	Chair	Biweekly cheques	24	\$49	\$1,171		

Total Budget \$5,500

Admin Charge		\$	628,825.00	
Program	FTE	Charge		
Corp Serv. CAP	0.35	\$	13,298.41	
Planning and Reg	1.1	\$	41,795.02	
WRM	3.3	\$	125,385.05	
WRM CAP	0.35	\$	13,298.41	
L&P	3.55	\$	134,883.91	
L&P Cap	0.3	\$	11,398.64	
SPA	0.5	\$	18,997.73	Set by TPA, remaining moved to WRM
OSS	7	\$	265,968.28	
Watershed Sup.	0.1	\$	3,799.55	
LSHSC OPS	0	\$	25,000.00	Set by Agreement with CNB
Total	16.55	\$	653,825.00	

Name: Corporate Services Operations
 Account: 31-00
 Summary: Administrative activities related to providing programs and services of NBMCA.
 Category: 1

Object C:	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
01	Transfer Payment	\$ 16,020	\$ 16,020	\$ 133,490	To decrease funding required from other programs
04	General Levy	\$ 143,441	\$ 143,442	\$ 268,938	
06	Fees	\$ 1,000	\$ -	\$ 3,500	Natural Classroom Fees
07	Donations	\$ 2,000	\$ 200	\$ 500	Tower Visits and Monthly Donations
09	Internal Rent	\$ 55,462	\$ 12,500	\$ 12,865	DWSP
10	External Rent	\$ 50,776	\$ 40,000	\$ 36,005	Ski Hill Rent. Solar Panel Rebates (\$5,700)
14	Interest Earned	\$ 18,896	\$ 60,000	\$ 54,000	Lower due to anticipated reductions to interest rates
16	Admin Overhead	\$ 793,515	\$ 793,515	\$ 653,825	Shortfall covered by other programs
	Total Revenue	\$ 1,081,110	\$ 1,065,677	\$ 1,163,123	
Expense:					
30	Wages and Benefits	\$ 712,245	\$ 716,000	\$ 626,763	
38	Per Diem	\$ 11,500	\$ 7,500	\$ 10,000	See Member Expenses Sheet for Estimates
39	Members Mileage	\$ 5,500	\$ 5,500	\$ 5,500	See Member Expenses Sheet for Estimates
40	Members Expense	\$ 2,000	\$ 2,000	\$ 2,000	
41	Staff Mileage and Expense	\$ 4,700	\$ 10,000	\$ 20,000	Anticipated increase relative to CAO travel
42	Staff Certification and Training	\$ 8,850	\$ 6,000	\$ 10,000	
43	Telephone	\$ 9,270	\$ 8,000	\$ 35,000	Based on actual monthly Bell expenses for North Bay Office and Cell Phones (no longer split)
45	Insurance	\$ 30,465	\$ 30,625	\$ 50,000	
46	Natural Gas	\$ 16,500	\$ 20,000	\$ 20,400	2% increase over 2024 costs
47	Repair & Maintenance	\$ 2,000	\$ -	\$ -	Moved to Lands and Properties
48	Office Supplies	\$ 8,000	\$ 6,500	\$ 6,500	
49	Postage	\$ 545	\$ 1,000	\$ 1,500	
50	Equipment Purchase	\$ 250	\$ -	\$ 1,000	Office equipment (chairs, desks, laptops, monitors, docking stations)
51	Equipment Rental	\$ 2,460	\$ 1,200	\$ 8,000	Postage Machine and Printer
52	Publications and Printing	\$ 2,015	\$ 1,000	\$ -	Obtain from Paula Lorange
53	Advertising	\$ 4,000	\$ 500	\$ -	Obtain from Paula Lorange
54	Bank Charges	\$ -	\$ 1,600	\$ 2,000	Moved from OSS
55	Interest Expense - Mortgage	\$ 24,500	\$ 26,000	\$ 30,000	Based on 2024 Actual
57	Staff Appreciation and Clothing	\$ -	\$ -	\$ 20,000	
58	Audit	\$ 11,050	\$ 20,635	\$ 26,945	Based on Contracted Amount
59	Legal Services	\$ 30,000	\$ 185,000	\$ 75,000	
60	Materials and Supply	\$ 38,080	\$ 10,000	\$ 15,000	Cleaning Supplies, Employee Work Boots, Clothing Allowance, Etc.
61	Cons. Ontario Levy	\$ 26,815	\$ 26,815	\$ 26,815	CO Levy 2024 (should be confirmed with Conservation Ontario)
62	Services	\$ 81,500	\$ 60,000	\$ 70,000	EFAP, Manulife STD, Actuarial Services, subscriptions + memberships, Mat Rental, IT Services, Cleaning Services, Elevator Maintenance
70	Rental Expense	\$ -	\$ -	\$ 36,000	Rent for Parry Sound Office
71	Water	\$ 3,500	\$ 6,200	\$ 6,200	Based on 2024 Actual
72	Hydro	\$ 16,000	\$ 24,000	\$ 25,000	Based on 2024 Actual
73	Vehicle Gas	\$ 685	\$ 685	\$ 700	Slight increase over 2024
74	Accounting Services	\$ 1,680	\$ 1,695	\$ 1,800	For Quickbooks software and support
78	Internal Chargeback	\$ 8,285	\$ 12,500	\$ 12,500	
91	Mortgage Principal Repayment	\$ 18,715	\$ 18,715	\$ 18,500	
99	Bad Debt	\$ -	\$ 2,500	\$ -	
	Total Expense	\$ 1,081,110	\$ 1,212,170	\$ 1,163,123	
	Net	\$ 0	\$ -146,493	\$ 0	

Name: Corporate Services Capital
Account No: 97-00
Summary: Major maintenance and capital expenditures of Authority facilities
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
04	General Levy	\$ -	\$ -	\$ -	
13	Other Revenue	\$ 174,985	\$ -	\$ 206,292	From surplus L&P funds
	Total Revenue	\$ 174,985	\$ -	\$ 206,292	
Expense:					
30	Wages and Benefits	\$ 8,672	\$ 5,608	\$ 31,294	
62	Services	\$ 161,700	\$ -	\$ 161,700	To complete projects originally scheduled for 2024
67	Admin Overhead	\$ -	\$ -	\$ 13,298	
78	Internal Chargeback	\$ 4,613	\$ -	\$ -	
	Total Expenses	\$ 174,985	\$ 5,608	\$ 206,292	
	Net	\$ -	-\$ 5,608	\$ 0	

Name: On-site Sewage Systems Program
Account No: 32-00
Summary: Costs directly related to undertake private sewage sytem approvals, inquiries and investigations.
Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
06	Fees	\$ 1,153,200	\$ 860,000	\$ 954,718	From Watershed Municipal for Wages
13	Other Revenue	\$ 40,000	\$ 60,975	\$ 12,000	
TBD	Credit Card Surcharge	\$ 18,000	\$ -	\$ -	
	Total Revenue	\$ 1,211,200	\$ 920,975	\$ 966,718	
Expense:					
30	Wages and Benefits	\$ 712,302	\$ 602,000	\$ 641,700	
41	Staff Mileage & Expense	\$ 3,000	\$ 2,000	\$ 3,000	
42	Staff Certification & Training	\$ 10,450	\$ 5,000	\$ 5,000	
43	Telephone	\$ 16,000	\$ 16,000	\$ -	Moved to Admin Overhead
45	Insurance	\$ 19,100	\$ 18,800	\$ -	Insurance moved to Corporate Services
47	Repair & Maintenance	\$ 12,500	\$ 8,500	\$ -	Moved to Admin Overhead
48	Office Supplies	\$ 5,100	\$ 900	\$ -	Moved to Admin Overhead
49	Postage	\$ 1,200	\$ -	\$ -	Moved to Admin Overhead
50	Equipment Purchase	\$ 3,000	\$ -	\$ -	Moved to Admin Overhead
51	Equipment Rental	\$ 6,500	\$ 6,000	\$ -	Moved to Admin Overhead
52	Publications and Printing	\$ 500	\$ -	\$ -	Moved to Admin Overhead
54	Bank Charges	\$ 2,700	\$ -	\$ -	Moved to Admin Overhead
56	Credit Card Charges	\$ 22,800	\$ 22,000	\$ 16,500	Based on decreasing fees
58	Audit	\$ 5,500	\$ 5,500	\$ -	Moved to Admin Overhead
59	Legal Services	\$ 2,500	\$ -	\$ -	
60	Materials and Supplies	\$ 3,000	\$ 500	\$ -	Moved to Admin Overhead
62	Services	\$ 7,000	\$ 6,000	\$ -	Moved to Admin Overhead
67	Admin Overhead	\$ 259,198	\$ 259,198	\$ 265,968	
70	Rental Expense	\$ 78,300	\$ -	\$ -	Rent moved to Corporate Services
73	Vehicle Gas	\$ 14,000	\$ 8,000	\$ 8,000	
78	Internal Chargeback	\$ 26,550	\$ 26,550	\$ 26,550	
	Total Expenses	\$ 1,211,200	\$ 986,948	\$ 966,718	
	Net	\$ -	\$ 65,973	\$ -	

2023 Budget Notes:

Fees: Based on a reasonable increase in fees to cover costs.
Grants from Other: Grant from City of North Bay (\$9000) for the re-inspection program as required by the City of North Bay Official Plan per the Trout Lake Management Plan.
Other Revenue: Deferred revenue, OSS Program Reserve
Rental: NBMCA Office (\$43,000) and Parry Sound Office is (\$22,000).
Internal Chargeback: Chargebacks for purchased vehicles (\$21652) & computers (\$4895) - Tangible Capital Assets.

Name: Watershed Planning
Account No: 35-00
Summary: Planning and Regulations
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
01	MNRF Transfer Payment	\$ 22,690	\$ 22,690	\$ -	Moved to Corp. Services
04	General Levy	\$ 97,760	\$ 97,760	\$ 106,419	
06	Fees	\$ 110,000	\$ 65,000	\$ 70,000	Estimate. Fees from 2022: \$55000
13	Other Revenue	\$ 110,602	\$ 80,090	\$ -	No Deferred Revenue
	Total Revenue	\$ 341,052	\$ 265,540	\$ 176,419	
Expense:					
30	Wages and Benefits	\$ 225,484	\$ 195,000	\$ 121,796	
41	Staff mileage and expense	\$ 1,500	\$ 150	\$ 2,000	
42	Staff Certification & Training	\$ 2,500	\$ 400	\$ 5,000	
47	Repairs and Maintenance	\$ 3,000	\$ -	\$ -	
49	Postage	\$ 105	\$ -	\$ -	
60	Materials and Supplies	\$ 700	\$ -	\$ -	
62	Services	\$ 3,800	\$ -	\$ -	
66	Consulting Services	\$ -	\$ 12,750	\$ -	
67	Admin Overhead	\$ 97,611	\$ 97,611	\$ 41,795	
73	Vehicle Gas	\$ 525	\$ 300	\$ -	
78	Internal Chargeback	\$ 5,827	\$ 5,828	\$ 5,828	
	Total Expenses	\$ 341,052	\$ 312,039	\$ 176,419	
	Net	\$ -	\$ 46,499	\$ 0	

2023 Budget Notes:

Fees: Based on 2022 permit levels
 Internal Chargeback Chargebacks for purchased vehicles (\$542) - Tangible Capital Assets.
 Other revenue: Surplus from 2022: covers fee review plus other

Name: Water Resources Management
Account No: 36-00
Summary: Water Resources Management including; Flood and Erosion Control, Flood Forecasting, Ice Management and Water Quality
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
1	MNR Transfer Payment	\$ 94,780	\$ 94,780	\$ 30,000	FHIMP Funding Potential
3	Grants From Others	\$ -	\$ 25,032		
4	General Levy	\$ 360,661	\$ 467,685	\$ 425,132	
5	Sole-Benefitting Levy	\$ 11,000	\$ 11,000	\$ 50,000	Additional WRM Support for CNB, Maintenance of Parks Creek and Oak Street Pumps (\$10K) and Ice Mgmt (\$10K), Callander FHIMP
13	Other Revenue	\$ 159,626	\$ 159,626	\$ -	No Deferred Revenue
	Total Revenue	\$ 626,067	\$ 758,123	\$ 505,132	
Expense:					
30	Wages and Benefits	\$ 310,677	\$ 257,000	\$ 224,991	May be able to move more to SPA
41	Staff Mileage and Expenses	\$ 2,000	\$ 1,000	\$ 1,500	
42	Staff Cert. And Training	\$ 3,000	\$ 3,052	\$ 3,500	
43	Telephone	\$ 8,354	\$ 6,500	\$ -	
44	Taxes	\$ 19,025	\$ 20,070	\$ 20,572	2.5% increase
45	Insurance	\$ 36,348	\$ 36,348	\$ 37,075	2% increase
47	Repairs and Maintenance	\$ 6,800	\$ 800	\$ 10,000	Annual maintainance of Oak/Stanley St and Parks Creek pumps
48	Office Suppliers	\$ 250	\$ -	\$ -	
51	Equipment Rental	\$ -	\$ 54,855	\$ -	
60	Materials and Supplies	\$ 2,650	\$ 1,500	\$ -	
62	Services	\$ 16,800	\$ 60,715	\$ 10,000	To operate Parks Creek + other services
66	Consulting	\$ 20,000	\$ 12,500	\$ 60,000	Floodplain Mapping Callander
67	Admin Overhead	\$ 183,494	\$ 183,494	\$ 125,385	
72	Hydro	\$ 1,900	\$ 3,000	\$ 1,020	Parks Creek and Stanley St Hydro
73	Vehicle Gas	\$ 6,680	\$ 3,500	\$ 3,000	
78	Internal Chargeback	\$ 8,089	\$ 8,089	\$ 8,089	
	Total Expenses	\$ 626,067	\$ 652,423	\$ 505,132	
	Net	\$ -	\$ 105,700	\$ 0	

Budget Notes:

Internal Chargeback Chargebacks for purchased vehicles (\$1843) - Tangible Capital Assets.

Name: WECI Project
Account No: 109-00
Summary: Water and Erosion Control Infrastructure projects
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
01	MNR Transfer Payment	\$ 100,000	-\$ 1,000	\$ 100,000	
04	General Levy	\$ 45,000	\$ 45,000	\$ -	
05	Sole-Benefitting Levy	\$ 200,000	\$ 200,000	\$ 18,547	To cover admin charges
13	Other Revenue	\$ 177,000	\$ 8,374	\$ 100,000	Deferred Revenue for WECI
	Total Revenue	\$ 522,000	\$ 252,374	\$ 218,547	
Expense:					
30	Wages and Benefits	\$ 9,442	\$ 9,442	\$ 40,237	
50	Equipment Purchase	\$ 10,000	\$ -	\$ -	
66	Consulting Services	\$ 494,663	\$ 86,278	\$ 159,762	WECI Project Less Staff Time
67	Administrative Overhead	\$ 2,645	\$ 2,645	\$ 13,298	
78	Internal Chargeback	\$ 5,250	\$ 5,250	\$ 5,250	
	Total Expenses	\$ 522,000	\$ 103,615	\$ 218,547	
	Net	\$ -	\$ 148,759	-\$ 0	

Budget Notes:

Name: Lands and Properties Operations
Account No: 70-00
Summary: Revenue and Expenses for activities that maintain, protect, repair facilities and administer to conservation areas and buildings (Authority Owned Lands).
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
04	General Levy	\$ 111,000	\$ 111,000	\$ 220,699	
05	Special Levy	\$ 260,000	\$ 260,000	\$ 250,000	EAB, Homeless Encampment, Additional Parks Support
07	Donations	\$ 1,000	\$ 2,040	\$ -	
10	External Property Rental	\$ 22,042	\$ 40,000	\$ 40,000	Pattison Outdoor and Bell Mobility
13	Other Revenue	\$ 185,669	\$ 101,500	\$ -	No Deferred Revenue
	Total Revenue	\$ 579,711	\$ 514,540	\$ 510,699	
Expense:					
30	Wages and Benefits	\$ 258,284	\$ 203,355	\$ 263,667	
44	Taxes	\$ 15,886	\$ 16,830	\$ 17,251	2.5% increase
45	Insurance	\$ 15,585	\$ 15,585	\$ 15,897	2% increase
47	Repairs and Maintenance	\$ 18,000	\$ 15,000	\$ 25,000	Vehicles and Properties
60	Materials and Supplies	\$ 8,100	\$ 12,000	\$ 9,000	Specific to lands
62	Services	\$ 50,000	\$ 30,000	\$ 40,000	JLPM, MillerWaste, Q2
64	Vehicle Lease	\$ 3,000	\$ -	\$ -	
67	Admin Overhead	\$ 205,806	\$ 205,806	\$ 134,884	
73	Vehicle Gas	\$ 5,050	\$ 3,000	\$ 5,000	
	Total Expenses	\$ 579,711	\$ 501,576	\$ 510,699	
	Net	\$ -	\$ 12,964	\$ -	

Budget Notes:

Rental Revenue: Pattison Signs \$19835
 Arugula Rent \$1450 including taxes
 Day Care \$200 (rent.No taxes)
 Donations: From Drop Boxes and other Donors
 Shared Costs: From LSHSC for Hydro, Taxes, Security, etc.
 Internal Chargeback Chargebacks for purchased vehicles (\$1626) - Tangible Capital Assets.

Name: Lands and Property Capital for Conservation Areas/Trails
Account No: 86-00
Summary: Major Maintenance or Capital Expenditures on CA Lands or Properties as Outlined in the Conservation Area Lands and Trails ten year capital forecast.
Category: 1

Object Code	Revenue/Expense Category	2024 Budget	2024 Projected	2025 Budget	Notes
Revenue:					
04	General Levy	\$ 181,485	\$ 181,485	\$ -	KPW Culvert Repairs, Kinsman Trail Upkeep, Staff Time
05	Special Levy	\$ 80,000	\$ 80,000	\$ 80,000	
	Total Revenue	\$ 261,485	\$ 261,485	\$ 80,000	
Expense:					
30	Wages and Benefits	\$ 27,029	\$ 15,500	\$ 26,021	Moved to Admin
41	Staff Mileage & Expense	\$ 500	\$ 275	\$ -	
50	Equipment Purchase	\$ 5,000	\$ -	\$ -	
60	Materials and Supplies	\$ 27,800	\$ -	\$ -	
62	Services	\$ 193,221	\$ 8,750	\$ 42,580	
67	Admin Overhead	\$ 7,935	\$ 7,935	\$ 11,399	
	Total Expenses	\$ 261,485	\$ 32,460	\$ 80,000	
	Net	\$ -	\$ 229,025	\$ 0	

2023 Budget Notes:

Name: Source Water Protection
Account No: 83-00
Summary: Activities related to source protection planning
Category: 1

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
01	MOECP Transfer Payment	\$ 160,753	\$ 142,184	\$ 209,429	
	Total Revenue	\$ 160,753	\$ 142,184	\$ 209,429	
Expense:					
30	Wages and Benefits	\$ 124,383	\$ 110,000	\$ 160,501	
38	Per Diem	\$ 5,200	\$ 750	\$ 1,500	
39	Members Mileage	\$ 2,000	\$ 340	\$ 2,000	
40	Members Expenses	\$ 40	\$ 50	\$ 1,000	
41	Staff Mileage & Expense	\$ 650	\$ 300	\$ 2,500	
43	Telephone	\$ 2,035	\$ 2,035	\$ -	Moved to Admin
45	Insurance	\$ 2,435	\$ 2,435	\$ 2,600	
48	Office Supplies	\$ 316	\$ 316	\$ -	Moved to Admin
49	Postage	\$ 220	\$ 220	\$ -	Moved to Admin
51	Equipment Rental	\$ 459	\$ 459	\$ -	Moved to Admin
53	Advertising/Communications	\$ 250	\$ 250	\$ 500	
58	Audit	\$ 790	\$ 790	\$ -	Moved to Admin
60	Materials and Supplies	\$ 469	\$ 469	\$ -	Moved to Admin
62	Services	\$ 1,490	\$ 1,490	\$ 3,500	IT Services North Bay
67	Admin Overhead	\$ 4,152	\$ 4,152	\$ 18,998	
70	Rental Expense	\$ 12,551	\$ 12,551	\$ 12,865	
73	Vehicle gas	\$ 260	\$ 260	\$ 500	
78	Internal Chargeback	\$ 3,053	\$ 3,053	\$ 2,965	
	Total Expenses	\$ 160,753	\$ 139,920	\$ 209,429	
	Net	\$ -	\$ 2,264	\$ 0	

Budget Notes:

Name: Watershed Municipal Programs
Account No: 64
Summary: Programs requested by member municipalities that are not Category 1 in nature.
Cetegory: 2

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
4	General Levy	\$ 11,197	\$ 11,197	\$ -	
5	Sole-benefitting Levy	\$ 12,000	\$ 12,000	\$ 12,000	For Trout Lake Reinspeciton Program
	Total Revenue	\$ 23,197	\$ 23,197	\$ 12,000	
Expense:					
30	Wages and Benefits	\$ 19,222	\$ 19,222	\$ 12,000	Paid to OSS Program
67	Admin Overhead	\$ 3,975	\$ 3,975	\$ -	
	Total Expenses	\$ 23,197	\$ 23,197	\$ 12,000	
	Net	\$ -	\$ -	\$ -	

Budget Notes:

Name: Watershed Support Programs (OPS)
Account No: 61
Summary: Programs suggested by the NBMCA as being valuable to implementing the mission of the conservation authority but are not Category 1 in nature.
Cetegory: 3

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
4	General Levy	\$ 3,000	\$ 3,000	\$ -	
6	Fees	\$ 28,886	\$ 17,270	\$ 15,000	MRCR Fees
7	Donations	\$ 32,200	\$ 24,115	\$ 22,500	MRCR Sponsorships
	Total Revenue	\$ 64,086	\$ 44,385	\$ 37,500	
Expense:					
30	Wages and Benefits	\$ 19,222	\$ 19,222	\$ 8,143	
52	Publications and Printing	\$ 4,000	\$ 175	\$ 500	
53	Advertising	\$ -	\$ -	\$ 2,000	MRCR Ads.
60	Mat. & Supplies	\$ 12,550	\$ 11,000	\$ 7,500	Prizes etc. for MRCR
62	Services	\$ 21,750	\$ 4,500	\$ 15,057	Dinner for MRCR
64	Vehicle Lease	\$ 596	\$ -	\$ -	
67	Admin Overhead	\$ 3,968	\$ 3,968	\$ 3,800	
73	Vehicle Gas	\$ 2,000	\$ 500	\$ 500	Gas for MRCR
	Total Expenses	\$ 64,086	\$ 39,365	\$ 37,500	
	Net	\$ -	\$ 5,020	\$ -	

Name: Watershed Support Programs (CAP)
Account No: 62
Summary: Capital programs suggested by the NBMCA as being valuable to implementing the mission of the conservation authority but are not Category 1 in nature.
Cetegory: 3

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
4	General Levy	\$ 8,000	\$ 8,000	\$ -	
5	Sole-Benefitting Levy	\$ 1,500	\$ 1,500	\$ -	
	Total Revenue	\$ 9,500	\$ 9,500	\$ -	
Expense:					
47	Repairs and Maintenance	\$ 1,000	\$ -	\$ -	
60	Mat. & Supplies	\$ 500	\$ -	\$ -	
62	Services	\$ 8,000	\$ 1,700	\$ -	
	Total Expenses	\$ 9,500	\$ 1,700	\$ -	
	Net	\$ -	\$ 7,800	\$ -	

Name: Laurentian Ski Hill Operating
Account No: 114-00
Summary: LSHSC Operations Support
Cetegory: 3

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
05	Sole-benefitting Levy	\$ 85,000	\$ 260,010	\$ 85,000	
	Total Revenue	\$ 85,000	\$ 260,010	\$ 85,000	
Expense:					
67	Admin Overhead	\$ 25,000	\$ 25,000	\$ 25,000	
47	Ski Hill Operations	\$ 60,000	\$ 235,010	\$ 60,000	
	Total Expenses	\$ 85,000	\$ 260,010	\$ 85,000	
	Net	\$ -	\$ -	\$ -	

Budget Notes:

Sole-benefitting Le City of North Bay levy related to Laurentian Ski Hill operating costs

Name: Ski Hill Capital Reserve
Account No: 112-00
Summary: Capital reserve request for NBMCA owned assets
Cetegory: 3

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2024 Budget</u>	<u>2024 Projected</u>	<u>2025 Budget</u>	<u>Notes</u>
Revenue:					
05	Sole-benefitting Levy	\$ 65,000	\$ 51,497	\$ 65,000	
	Total Revenue	\$ 65,000	\$ 51,497	\$ 65,000	
Expense:					
47	Ski Hill Operations	\$ 65,000	\$ 78,665	\$ 65,000	
	Total Expenses	\$ 65,000	\$ 78,665	\$ 65,000	
	Net	\$ -	-\$ 27,168	\$ -	

Budget Notes:

Resolution No. EXE05-24, Moreton-Britton

THAT the meeting be adjourned, and the next meeting be held at 3 the call of the Chair.

Carried Unanimously

Michelle Lahaye
Executive Committee Chair

Robin Allen
Interim Chief Administrative Officer,
Secretary Treasurer

DRAFT

**North Bay-Mattawa Conservation Authority
Executive Meeting for August 28, 2024
at 10:00 am IN PERSON & MSTeams
Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario
AGENDA**

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from October 11, 2023
5. Correspondence

Business Reports

6. Board Expense and Minimum Levy **(Report #1)**
7. Electronic Meeting attendance **(Report #2)**

Other Business

8. Committee of the Whole
9. New Business
10. Adjournment

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Meeting ID: 282 628 853 439

Passcode: jezXpF

Resolution No. EXE05-24, Moreton-Britton

THAT the meeting be adjourned, and the next meeting be held at 3 the call of the Chair.

Carried Unanimously

Michelle Lahaye
Executive Committee Chair

Robin Allen
Interim Chief Administrative Officer,
Secretary Treasurer

DRAFT



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: August 14, 2024

SUBJECT: Board Expenses and Minimum Levy

Background:

With the changes to the Conservation Authorities Act, specifically as they relate to levy apportionment, many Conservation Authorities across Ontario are implementing a Minimum Levy to appropriately apportion Member Expenses. These expenses include Per Diems, Mileage, Honorariums, and miscellaneous costs associated with the function of the Members Meetings.

Analysis:

The primary way in which Conservation Authorities have decided to split these Member related charges is through an equal split of expenses on an annual basis. With respect to NBMCA this would result in the following scenario.

The current cost for the management of the Board of Directors is \$19,000 which includes meeting costs, per diems, mileage, and Chair honorarium. This would be divided between the 12 members representing the 10 municipalities within the NBMCA watershed for a total minimum levy of \$1,583.33. The total minimum levy is then subtracted from the total general levy and the MCVA calculation is used to determine the remainder of the general levy. This ensures that costs associated with any individual member would be the responsibility of the municipality they represent. The minimum levy would then increase by the same percentage as the general levy on an annual basis.

After internal discussions it was determined that a simpler solution to the minimum levy would be to have municipalities cover the expenses of each of their members internally and greatly reduce the amount of levy needed to cover per diems and mileage. This would result in a decreased budget of \$3,600 (\$300/member) to cover Meeting costs (\$1,100) and the Chairs honorarium (\$2,500) which would become the base levy for each municipality with the remainder of the general levy being apportioned through the MCVA method.

RECOMMENDED RESOLUTION:

THAT the Members related Per Diems and Mileage is not covered by the 2025 Budget
AND THAT A Minimum Levy of \$300/Member come into effect January 1, 2025
AND THAT this report be received and appended to the minutes of this meeting.

Submitted by:
Aaron Lougheed, Manager, Finance

Reviewed By:
Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

TO: North Bay-Mattawa's Conservation Authority's Executive Committee Members

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

DATE: August 28, 2024

SUBJECT: NBMCA Electronic Board Meeting Attendance

Background:

The NBMCA's last update to the Administrative By-Law was approved by resolution number 138-23, dated December 13, 2023. The Meeting Procedures of the latest version of NBMCA's Administrative By-Laws outlines Electronic Meetings and Participation.

Analysis:

NBMCA's current Administrative By-laws allow for the following regarding NBMCA Meetings held electronically:

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

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

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

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

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

Taking into consideration all of the above noted provisions of our Administrative By-Laws, the technology in NBMCA's natural classroom is not well suited for electronic meetings and needs improvement. NBMCA's Marc Charron's Boardroom has better technology for electronic meetings or hybrid electronic/in person meetings.

There are concerns where closed session of Committee of the Whole items are being discussed during an electronic meeting. Members should ensure that they are in a secure location, and that items discussed during the closed session of Committee of the whole remain confidential.

Recommendation:

Based on current Administrative By-laws, electronic meetings be permitted except for the Annual General meeting or other meetings where elections are required, or the budget is being presented (unless it is a declared

state of emergency). It is also recommended that electronic meetings or hybrid electronic and in-person meetings be held in NBMCA's Marc Charron Boardroom. And that, members attending electronic meetings ensure that they are in a secure location for Closed Committee of the Whole discussions.

RECOMMENDED RESOLUTION:

THAT the NBMCA Executive Committee recommend to the Full NBMCA Board of Directors that electronic or hybrid electronic/in-person meetings be permitted with exception to meetings where elections are required or the budget is being presented (except for a declared state of emergency) and
THAT electronic meetings be held in NBMCA's Marc Charron Boardroom,
AND FUTHER THAT this report be received and appended to the minutes of this meeting.

Submitted By

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

Reviewed By

Robin Allen, Interim-Chief Administrative Officer, Secretary Treasurer



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: August 14, 2024

SUBJECT: Board Expenses and Minimum Levy

Background:

With the changes to the Conservation Authorities Act, specifically as they relate to levy apportionment, many Conservation Authorities across Ontario are implementing a Minimum Levy to appropriately apportion Member Expenses. These expenses include Per Diems, Mileage, Honorariums, and miscellaneous costs associated with the function of the Members Meetings.

Analysis:

The primary way in which Conservation Authorities have decided to split these Member related charges is through an equal split of expenses on an annual basis. With respect to NBMCA this would result in the following scenario.

The current cost for the management of the Board of Directors is \$19,000 which includes meeting costs, per diems, mileage, and Chair honorarium. This would be divided between the 12 members representing the 10 municipalities within the NBMCA watershed for a total minimum levy of \$1,583.33. The total minimum levy is then subtracted from the total general levy and the MCVA calculation is used to determine the remainder of the general levy. This ensures that costs associated with any individual member would be the responsibility of the municipality they represent. The minimum levy would then increase by the same percentage as the general levy on an annual basis.

After internal discussions it was determined that a simpler solution to the minimum levy would be to have municipalities cover the expenses of each of their members internally and greatly reduce the amount of levy needed to cover per diems and mileage. This would result in a decreased budget of \$3,600 (\$300/member) to cover Meeting costs (\$1,100) and the Chairs honorarium (\$2,500) which would become the base levy for each municipality with the remainder of the general levy being apportioned through the MCVA method.

RECOMMENDED RESOLUTION:

THAT the Members related Per Diems and Mileage is not covered by the 2025 Budget
AND THAT A Minimum Levy of \$300/Member come into effect January 1, 2025
AND THAT this report be received and appended to the minutes of this meeting.

Submitted by:
Aaron Lougheed, Manager, Finance

Reviewed By:
Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

TO: North Bay-Mattawa's Conservation Authority's Executive Committee Members

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

DATE: August 28, 2024

SUBJECT: NBMCA Electronic Board Meeting Attendance

Background:

The NBMCA's last update to the Administrative By-Law was approved by resolution number 138-23, dated December 13, 2023. The Meeting Procedures of the latest version of NBMCA's Administrative By-Laws outlines Electronic Meetings and Participation.

Analysis:

NBMCA's current Administrative By-laws allow for the following regarding NBMCA Meetings held electronically:

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

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

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

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

Taking into consideration all of the above noted provisions of our Administrative By-Laws, the technology in NBMCA's natural classroom is not well suited for electronic meetings and needs improvement. NBMCA's Marc Charron's Boardroom has better technology for electronic meetings or hybrid electronic/in person meetings.

There are concerns where closed session of Committee of the Whole items are being discussed during an electronic meeting. Members should ensure that they are in a secure location, and that items discussed during the closed session of Committee of the whole remain confidential.

Recommendation:

Based on current Administrative By-laws, electronic meetings be permitted except for the Annual General meeting or other meetings where elections are required, or the budget is being presented (unless it is a declared

state of emergency). It is also recommended that electronic meetings or hybrid electronic and in-person meetings be held in NBMCA's Marc Charron Boardroom. And that, members attending electronic meetings ensure that they are in a secure location for Closed Committee of the Whole discussions.

RECOMMENDED RESOLUTION:

THAT the NBMCA Executive Committee recommend to the Full NBMCA Board of Directors that electronic or hybrid electronic/in-person meetings be permitted with exception to meetings where elections are required or the budget is being presented (except for a declared state of emergency) and
THAT electronic meetings be held in NBMCA's Marc Charron Boardroom,
AND FUTHER THAT this report be received and appended to the minutes of this meeting.

Submitted By

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

Reviewed By

Robin Allen, Interim-Chief Administrative Officer, Secretary Treasurer