

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

**FIFTH Meeting** of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on June 24, 2020 as an electronic meeting via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:30pm – 5:47pm)</b>
<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>	<b>(5:30pm – 5:47pm)</b>
<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(5:30pm – 5:47pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(5:30pm – 5:47pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	<b>(5:30pm – 5:47pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:30pm – 5:47pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:30pm – 5:47pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(5:30pm – 5:47pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:30pm – 5:47pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:30pm – 5:47pm)</b>

**MEMBER(S) ABSENT:**

<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>

**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Helen Cunningham**, Supervisor, Finance and Human Resources  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Troy Storms**, Supervisor, Field Operations

**1. Approval of the Agenda**

The Chair welcomed everyone to the meeting. After discussion the following resolution was presented:

Resolution No. 41-20, Mayne-Scarfone

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

**Carried Unanimously**

**2. Declaration of Pecuniary Interest**

None declared.

**3. Adoption of Previous Minutes of May 27, 2020**

After discussion the following resolution was presented:

Resolution No. 42-20, Belanger-Scarfone

**THAT** the minutes from the May 27, 2020 meeting are adopted as presented.

**Carried Unanimously**

**4. Section 28 Approvals**

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

Resolution No. 43-20, Lagassie-Britton

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses June 11, 2020 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**5. Section 28 – Trillium Woods**

Brian Tayler brought forward a Section 28 application for Trillium woods. After discussion, the following resolutions was presented:

Resolution No. 44-20, Rochefort-Grant

**THAT** Permit #36-20 with its specific conditions outlined in the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Application (NBMCA File No. RNB-2018), 873342 Ontario Inc. (Kenalex Construction Co.), Trillium Woods Subdivision, dated June 24, 2020, be approved and appended to the minutes of this meeting,

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

**Carried Unanimously**

**6. Planning and Development Policy Consultation Update**

Paula Scott gave members an update on the Planning and Development Consultation process. After discussion the members thanked Paula for her update and the following resolution was presented:

Resolution No. 45-20, Belanger-Scarfone

**THAT** the Planning and Development Policies and Approximated Regulated Area (ARA) Mapping Updated board report dated June 24, 2020 is received and appended to the minutes of this meeting.

**Carried Unanimously**

**7. Monthly Financial Statements**

Brian Tayler reviewed the Monthly Financial Statements with members. After discussion, the following resolution was presented:

Resolution No. 46-20, Blakeley-Belanger

**THAT** the Board of Directors receives the Budget Update Report at May 31 2020 and;

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

**Carried Unanimously**

**8. Closed Session of Committee of the Whole**

After discussion, the following resolutions were presented:

Resolution No. 47-20, Belanger-Blakeley

**THAT** the Board move into a closed session of the Committee of the Whole to discuss personnel matters.

**Carried Unanimously**

Resolution No. 48-20, Rochefort-Britton

**THAT** the Board move out of a closed session of the Committee of the Whole .

**Carried Unanimously**

**9. Mattawa River Canoe Race**

Sue Buckle updated members on the Mattawa River Canoe Race. It was decided that the event would be canceled until next year. The members thanked Sue for her update.

**10. Essential Services Update**

Brian Tayler and Management Team members in attendance updated members on essential services. After discussion, the members thanked Brian and staff for their update.

**11. New Business**

None declared.

**12. Adjournment (5:47 p.m.)**

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

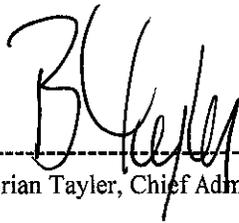
Resolution No. 49-20, Belanger-Lagassie

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday August 19, 2020 at a location to be determined 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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** June 11, 2020

**SUBJECT:** Report On Development, Interference with Wetlands, and Alterations to  
Shorelines and Watercourses Permits for board approval

**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:**

Twelve new permits have been issued by the Conservation Authority in 2020 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, two permits were issued for each of the following activities: construction of an accessory structure, construction of a patio, construction of a fence and erosion protection measures. One permit was issued for each of the following activities: bridge maintenance, continued construction of a new subdivision, an addition to an existing dwelling and a new single family dwelling.

  
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Valerie Murphy, Regulations Officer

  
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Brian Tayler, CAO-Secretary Treasurer

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

FOR NBMCA BOARD INFORMATION ON: June 11, 2020

PERMIT YEAR: 2020

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>RMATT-20-03</b>	Town of Mattawa	Mattawa	Mattawa River Bridge	Mattawa River	Repair work to bridge supports	May 11, 2020	<b>#24-20</b> May 20, 2020	
<b>RPA-20-01</b>	Lyle Thibert	Papineau-Cameron	45 Moores Lane	Boom Lake	To construct deck, gazebo and stairs to access lake area	May 13, 2020	<b>#25-20</b> May 21, 2020	
<b>RNB-26-20</b>	873342 Ontario Inc. (Kenalex)	North Bay	Trillium Woods subdivision	Parks Creek Provincially Significant Wetland	To continue subdivision development, houses Phase II, services and road Phase III)	May 14, 2020	<b>#26-20</b> May 14, 2020	
<b>REF-20-05</b>	R and B Jupp	East Ferris	805 MacPherson Drive	Trout Lake	To construct new stone patio seating area	May 6, 2020	<b>#27-20</b> May 20, 2020	
<b>RNB-20-03</b>	Mike Wise	North Bay	285 Northshore Road Plan M262 Lot 16	Trout Lake	To construct an addition to an existing dwelling and place fill for bank stabilization	May 20, 2020	<b>#28-20</b> May 28, 2020	
<b>REF-20-06</b>	Chris Amey	East Ferris	27 Durrell Road Pt Broken lot 9 con 15	Trout Lake	To construct a privacy fence	May 21, 2020	<b>#29-20</b> May 28, 2020	

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

FOR NBMCA BOARD INFORMATION ON: June 11, 2020

PERMIT YEAR: 2020

RNB-20-11	Dave Mason	North Bay	1051 Premier Road Lot 99	Lake Nipissing	Construction of a new single family dwelling and placement of fill for floodproofing	May 19, 2020	#30-20 May 28, 2020
REF-20-07	Jules Guillemette	East Ferris	71 Northwoodds Drive Lot 11 Con 3 Part 20, 19, 8 Plan NR 5 36R-6796	Lake Nosbonsing	Placement of rip rap along shoreline for erosion protection	May 20, 2020	#31-20 May 28, 2020
REF-20-08	Chantelle Menard	East Ferris	40 Pargeter	Lake Nosbonsing and slope	To grade and place above ground pool	June 1, 2020	#32-20 June 4, 2020
RNB-20-13	Tanya Sackaney	North Bay	26 Labreche Dr	Parks Creek	To construct privacy fence	June 1, 2020	#33-20 June 4, 2020
RNB-20-14	Wendy McCoy	North Bay	243 Duke Street East	Chippewa Creek	To construct raised patio and privacy fencing	June 4, 2020	#34-20 June 11, 2020
RCALL-20-06	Tim Falconi	Callander	419 Main St South	Callander Bay	To reconstruct existing retaining wall	June 10, 2020	#35-20 June 11, 2020

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** June 15, 2020

**SUBJECT:** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Application (NBMCA file No. RNB-20-18)  
873342 Ontario Inc. (Kenalex Construction Co.)  
Trillium Woods Phase III  
City of North Bay

The North Bay-Mattawa Conservation Authority (NBMCA) has received a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (DIA) application from Kenalex Construction Co. (Kenalex) to continue work within Trillium Woods Subdivision within the City of North Bay (Figure 1). In this application, Kenalex has applied to place fill, grade and construct homes and required rain gardens in the Phase III portion of the development. The work will take place within and adjacent to the Parks Creek Provincially Significant Wetland Complex. Kenalex has applied for a 60-month (5 year) permit.

It should be noted, the Phase I and the majority of Phase II development have been completed. Filling and grading have already been initiated within Phase III of this subdivision. To date, no negative impacts have been recorded due to development. Future negative impacts are not suspected moving forward with the development.

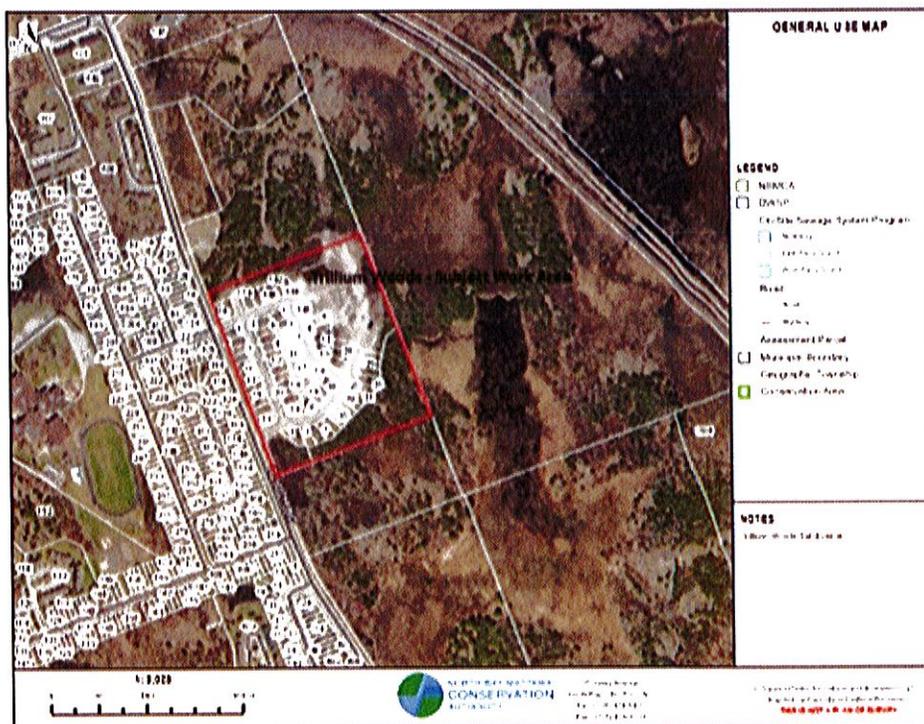


Figure 1. Trillium Woods Subdivision, North Bay



where a project cannot reasonably be completed within 24 months from the date of issuance.

2. The NBMCA Wetlands Policy generally does not allow for the proposed development as the development is taking place in what is identified as a Provincially Significant Wetland. However, as per Section 8.2(i)(a) of the NBMCA Wetlands Policy, there may be instances where the Conservation Authority has given approval in principle, for the intent to develop within a Provincially Significant Wetland. This may be a result of planning comments prior to March 1, 2005.

## ANALYSIS

The placement and grading of fill materials, as well as the construction of dwellings in the subject work area is to be considered development within/adjacent to a wetland and/or interference with a wetland. As a result, the subject application must be assessed with respect to the five 'tests', namely, the control of flooding, erosion, pollution, dynamic beach, and the conservation of land. In terms of the five 'tests' only four apply to the subject works. Dynamic beaches are only found on the shores of Lake Nipissing in North Bay and as the subject work area is not on the shoreline, this test does not apply to this application.

Additionally, this application will have to be reviewed with respect to the potential interference of the proposed works on the hydrologic functions of the Parks Creek Provincially Significant Wetland.

NBMCA has been provided with studies that address the five 'tests' and the impacts of the proposed development and site alterations on the hydrological function of the wetland (see list of studies at the end of this report). NBMCA staff are satisfied with the reports that have been submitted to date in terms of the current development application and the requirements under Ontario Regulation 177/06.

- a) Flooding – The proposed development is not expected to impact the floodplain of Parks Creek since the floodplain of Parks Creek was calculated with the understanding that this area would be developed in the future.
- b) Erosion – Erosion is the loss of earth material (soils/sediments) over time as a result of the influences of wind or water. In an Environmental Impact Assessment, Rod Bilz (June 2012) has stated that a sediment fence will be installed around the filled areas, including immediately adjacent to the wetland. As a part of this application for the subject work, an Erosion Control Plan has been submitted. The Conservation Authority is satisfied with the plan.
- c) Pollution – In this case, the steps taken to address the control of erosion will address pollution.
- d) Conservation of Land – According to the Ministry of Natural Resources/Conservation Ontario Section 28 Peer Review and Implementation Committee (2008), Conservation of Land is interpreted as:

*“...the protection, management, or restoration of lands within the watershed ecosystem for the purpose of maintaining or enhancing the natural features and hydrologic and ecological functions within the watershed”.*

- i) Natural features – According to FRi Ecological Services Inc (2005), the patchwork of upland and swamp wetland found within the subject property and the surrounding area is not uncommon throughout the Parks Creek watershed. The loss of the portion of the S3 swamp community will not negatively affect the wetland’s ability to provide the features and functions associated with this type of habitat.

According to Miller Environmental Services, there is no significant wildlife habitat, nor is there any fish habitat on the subject lands.

It should also be noted that there have been sightings of Species at Risk (SAR) on this property. FRi Ecological Services Inc. (2012) have indicated the preferred habitat for this SAR is located on the northern parcel outside of the development area.

- ii) Hydrological Function – Wetlands retain water during periods of high-water levels or peak flows (i.e. spring freshet and storm events) allowing the water to be slowly released into a watercourse, infiltrate into the ground, and/or evaporate. Removal, filling, grading in wetlands may change the hydrologic regime of the wetland and can result in higher flows in watercourses resulting in flooding and erosion.

At this time, the majority of the filling of the wetland areas has already been completed. Minor fill and grading associated with the construction of the dwellings is the remaining work. It is suspected that, at this stage of the development, the hydrologic function of the wetland is not being significantly altered and no negative impacts on the hydrologic function of the wetland is expected.

## **RECOMMENDATIONS FOR DIA PERMIT 36-20**

The objective to develop the Trillium Woods Subdivision within the Parks Creek Provincially Significant Wetland Complex has been well established, with Official Plan and Zoning By-Law amendment applications submitted to the City of North Bay in 2005 and subsequently approved. The scope and intent of the Trillium Woods Subdivision has not changed from the original objective of the proposed development.

Several studies have been undertaken which address ‘development’ with respect to flooding, erosion, pollution, the conservation of land as well as the hydrologic function of the wetland.

NBMCA staff have concluded that the supporting documentation for the proposed works demonstrate that the control of flooding, erosion, pollution, conservation of land and hydrologic function of the wetland are deemed acceptable by NBMCA.

NBMCA has previously issued permits for the development of this subdivision:

- **Permit #16-10** for the installation of sewer and water services, to alter grades, construct a road and construct homes,
- **Permit #26-12** for the installation of sewer and water services, to alter grades, construct a road and construct homes,
- **Permit #93-12 and #93-12 Amendment #1** for site grading, clearing, grubbing and blasting rock,
- **Permit #3-15** for the construction of homes, placement and grading of fill material around homes in Phase II and III and for the installation of services and road into Phase III.

The issuance of this 60-month permit will allow for the completion of the Trillium Woods Subdivision.

### **PROPOSED WORKS AS DESCRIBED IN DIA PERMIT 36-20**

Based on the information submitted to this office, it is understood that the project will involve the following works:

- To place and grade fill materials within Phase III of the Trillium Woods Subdivision
- To construct new dwellings within Phase III of the Trillium Woods Subdivision

### **PROPOSED CONDITIONS FOR DIA PERMIT 36-20 (valid for 60-months after the date of issuance)**

#### **General Conditions:**

1. This permit is issued for the above works ONLY. Any further work may require additional permits from this office.
2. The subject work shall proceed as per your Development, Interference with Wetlands and Alterations to Shorelines and Watercourses application and plans received by this office (attached).
3. Any deviation from the plans submitted to the Conservation Authority or the construction schedule must be discussed with, and approved in writing by, the North Bay-Mattawa Conservation Authority.
4. This permit does not exempt the applicant from obtaining permission from other agencies having jurisdiction over the proposed works.
5. Authorized representatives of the North Bay – Mattawa Conservation Authority may, at any time, enter onto the lands which are described herein in order to make any surveys, examinations, investigations or inspections which are required for the purposes of ensuring that the work(s) authorized by this permit are being carried out according to the terms of this permit.

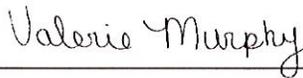
#### **Construction Conditions:**

6. The subject work shall proceed as per the plans received by this office and included in this permit:
  - a. Storm Water Management Report Trillium Woods Phase II, D.M Wills Associates Limited and Miller & Urso Surveying Inc. dated February 21, 2013.
  - b. Erosion Control Plan Trillium Woods Subdivision Phase II City of North Bay Drawing ECP-01, Rev. 1.
  - c. Lot Grading Plan Trillium Woods Subdivision Phase II City of North Bay Drawing C-2, Rev. 3.

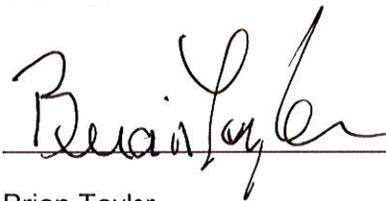
- d. Geotechnical Investigation Proposed Residential Development Booth Road North Bay Patterson Group Consulting Engineers October 30, 2008.
7. A 30-meter buffer on Parks Creek Provincially Significant Wetland shall be maintained as shown in Trillium Woods Subdivision Phase II City of North Bay Lot Grading Plan Drawing C-2 Rev. 3.
  8. Any fill placed or grading undertaken on the subject property shall be completed so that the drainage from the subject property does not negatively impact neighbouring properties.
  9. Stock-piles of all fill materials shall be stabilized against erosion and sedimentation into water and wetlands.
  10. All lot grading and required rain gardens shall be constructed as per the Registered Rain Garden Easement and Cross -section drawings for Rain Garden Lots, Drawing No. RG-1, Rev. 0, prepared by Miller & Urso Surveying Inc. dated February 2015.

### RECOMMENDED RESOLUTION

THAT permit #36-20, with its specific conditions outlined in the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Application (NBMCA File No. RNB-20-18), 873342 Ontario Inc. (Kenalex Construction co.), Trillium Woods Subdivision, dated June 24, 2020, be approved and appended to the minutes of this meeting, and THAT this report be appended to the minutes of this meeting.



Valerie Murphy  
Regulations Officer



Brian Tayler  
CAO-Secretary Treasurer

### List of Studies as they Relate to Ontario Regulation 177/06

Bilz, Rod. (June 2012). Addendum to Scoped-Site Environmental Impact Study. Marshall Park Development (August 2005), Lot 37, Concession 16, Part 1, 36R-7257.

D.M. Wills Associates Ltd. & Miller & Urso Surveying Inc. 2013. Stormwater Management Report, Trillium Woods Phase II, North Bay, Ontario - note this includes work in Phase III

Miller Environmental Services Inc. 1999a. An Analysis of the Natural Features and Ecological Functions of the Parks Creek Wetland

Miller Environmental Services Inc. 1999b. Full Site Impact Assessment of Lot 37, Conc, 16 of The Former Twp. of West Ferris, Located in the Parks Creek Wetland System

FRi Ecological Services Inc. 2005. Scoped-Site Environmental Impact Study, Marshall Park

Development, Proposed Official plan and Zoning By-Law Amendment, Lot 37, Con. 16,  
Pt. 1, 36R-7257, Pcls. 5258 & 16951

Patterson Group Consulting Engineers. 2008. Preliminary Geotechnical Investigation, Proposed  
Residential Development, Booth Road, North Bay.

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

**ORIGIN:** Paula Scott, Director, Planning & Development/Deputy CAO

**DATE:** June 24, 2020

**SUBJECT:** Planning & Development Policies and Approximate Regulated  
Area (ARA) Mapping Update

**Background:**

As part of our policy development and technical work staff met with Municipalities on March 10, 2020 regarding our progress and next steps for completion. The materials that were presented at that meeting were:

- 1) Planning & Development Administrative Procedural Manual; and
- 2) Policies for the Administration of Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, and
- 3) an update to the Approximate Regulated Area Screening maps. NBMCA hired a consulting firm to complete an accurate representation of wetlands (>0.5ha) within NBMCA area of jurisdiction.

Consultation timelines were presented:

- Public Commenting Period – Posted to website March 13, 2020 – April 24, 2020
- Public Information Session – April 8th 2020, 6:30pm
- May 27, 2020 – Board of Directors Approval

On March 17, 2020 the Province of Ontario Enacted a *Declaration of Emergency* to Protect the Public from COVID-19. At that time, staff felt that the project should be put on hold until further notice.

**Analysis:**

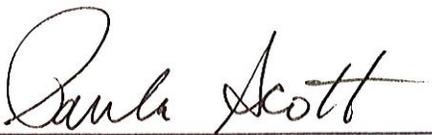
Ontario is gradually reopening businesses, services and public spaces on a regional basis as progress is made in the fight against COVID-19. In order to move forward with development of policies and public viewing opportunities new methods must be utilized. An on-line communication plan has been developed in order to achieve this goal.

1. On-line Communication Plan Overview
  - a. **Website** – dedicated pages to explain Manuals and Mapping
  - b. Prompt on home page directing to comments
  - c. Record brief intro video for each web page

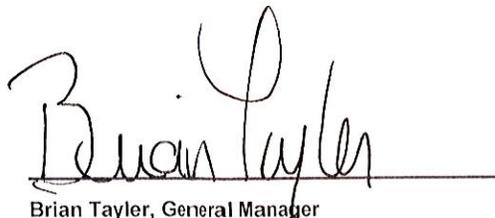
- d. **NBMCA Connects** – one page dedicated to NBMCA consultations. This is presently being developed with the assistance of the City of North Bay IT Department.
  - e. **NBMCA News** – website media release
  - f. **Social Media** – infographics/links to website (Twitter, Facebook, Instagram)
  - g. **Media Release** – to local media, zoom or physical distancing interviews
  - h. **On-line Presentation** – Record PowerPoint Presentations involving Planning & Development Staff giving overview of the two manuals and a 2<sup>nd</sup> presentation regarding the mapping. Posted on NBMCA You Tube Channel and embedded on website. More accessible and available than a one-time public presentation (not feasible during COVID-19)
2. Approximate Regulated Area Mapping
- a. Upload the draft ARA mapping the week of June 22
  - b. Add disclaimer and directions relative to use of mapping for comparisons
3. Stakeholders
- a. Email / contact stakeholders directly affected by the changes
  - b. Invite stakeholders for a one-on-one zoom presentations or meeting to discuss changes relative to specific property
4. Proposed Timeline
- a. June 22 - Post on website
  - b. June 22 – Activate mapping in mapping portal
  - c. Week of June 22 - Media, social media to advise public
  - d. Weeks of June 22 & 29 – Contact Stakeholders to advise and invite to contact
  - e. August 14 – Comments close
  - f. August 14 – September 14 – Staff review comments and make any necessary revisions
  - g. Sept 23 – To Board Meeting for Board Approval

**Recommendation:**

That the following information is received by the Board and staff is directed to proceed with on-line consultation as presented.



Paula Scott  
Director Planning & Development/Deputy CAO



Brian Tayler, General Manager

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

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

**DATE:** June 24<sup>th</sup>, 2020

**SUBJECT:** Budget Update

**Background:**

Staff are monitoring the 2020 budget very carefully to keep the Board Members up to-date of any potential impact of COVID-19. As Board Members are aware, the North Bay-Mattawa Conservation Authority's (NBMCA) office is closed to the public, but is still carrying on business by way of telephone, email and regular mail. All staff are working from home but coming in periodically, to ensure that services are still being performed.

As the Board Members were informed at the March meeting, that a careful watch of the budget is warranted, this is an update as revenue and expenses by program as of May 31<sup>st</sup>, 2020.

**Analysis:**

At the end of May the overall total revenues are almost equal to the end of May 2019 with 2020 being up, and the overall expenses are down approximately 11% as in compared to last year. The revenue increase is mostly attributed to the fees collected in the Septic OBC program and the Section 28 Regulations program. Expenditures are down because of a hold on capital initiatives pending the outcome of the COVID-19 emergency.

Application was made again this year through Service Canada for summer students wage subsidy. NBMCA has applied for 3 summer labour positions, a Planning and Water Quality Technician position, and a Septic Administrative position for our Parry Sound office. Correspondence from Service Canada was received June 1<sup>st</sup> concerning the assessment that was being done on our application, and they are unable to offer us funding for all of the positions applied for. Questions provided to us were answered and remitted back should funding become available. Management has made internal budget accommodations to allow for the hiring of the three summer labour positions. They were hired on June 1<sup>st</sup>. The other positions are still on hold pending confirmation of funding and until the office is fully staffed again.

The Mattawa River Canoe Race held in July has been cancelled and therefore expenses will not be as high so there shouldn't be too much of an impact to the Outreach budget. Staff will keep a careful watch on this budget. Registrants and sponsors have agreed to allow NBMCA to defer monies received for next year's Canoe Race.

At this time the Natural Classroom is closed and will not be available for rental unless an acceptable safe accommodation plan can be put in place. So far this has not happened.

**Recommendation:**

The Chief Administrative Officer is recommending to the Board of Directors that expenditures, between now and the end of the year, be closely monitored.

**RECOMMENDED RESOLUTION:**

**THAT** the Board of Directors receives the Budget Update report at May 31, 2020 be approved and appended to the minutes of this meeting.

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Brian Tayler, CAO, Secretary-Manager

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Helen Cunningham, Manager, Finance and Human  
Resources

# DRAFT

## EXPENDITURE COMPARISON 2020 to 2019

	Jan -May 20 Actuals	Jan -May19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
Expense					
3100 · Administration	116,641.37	129,798.88	13,157.51	111.28%	
3500 · Watershed Planning	40,884.12	44,850.44	3,966.32	109.7%	
3600 · Flood Control	49,353.83	92,597.09	43,243.26	187.62%	
3700 · Erosion Control	22,541.57	26,440.31	3,898.74	117.3%	
3800 · Flood Forecasting	40,141.15	46,793.65	6,652.50	116.57%	
3900 · Ice Management	5,231.21	10,752.51	5,521.30	205.55%	
8300 · Capital-Source Water Protection	96,228.11	86,921.41	-9,306.70	90.33%	
3200 · Septics	285,125.92	288,257.84	3,131.92	101.1%	
3400 · Section 28 Regulations	18,818.16	15,115.69	-3,702.47	80.33%	
4200 · Water Quality	88.80	1,984.32	1,895.52	2,234.6%	
5700 · Outreach	5,577.22	21,013.30	15,436.08	376.77%	
5600 · Interpretive Centre	94,075.42	88,870.57	-5,204.85	94.47%	
7000 · Lands & Properties	52,096.30	49,563.33	-2,532.97	95.14%	
8600 · Capital-Lands & Properties	63,931.88	40,330.70	-23,601.18	63.08%	
9700 · Capital-Central Services	10,833.58	14,286.01	3,452.43	131.87%	
9800 · Capital-DIA Technical Project	105,872.92	85,895.59	-19,977.33	81.13%	
9900 · Capital-NBMCA Integrated Watershed Strategy	67,055.34	99,145.09	32,089.75	147.86%	
107-00 · Capital - Stewardship & Restoration	6,615.16	20,130.50	13,515.34	304.31%	
109-00 · Capital-WECI Project 2015/2016	17,192.96	59,189.54	41,996.58	344.27%	
<b>Total Expense</b>	<b>1,098,305.02</b>	<b>1,221,936.77</b>	<b>123,631.75</b>	<b>111.26%</b>	

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**REVENUES COMPARISON  
2020 to 2019**

	Jan -May 20 Actuals	Jan -May19 Actuals	Variance to 2020 Actuals	% of 2019 to 2020	Comments
Income					
3100 · Administration	153,538.63	151,356.79	-2,181.84	99%	
3500 · Watershed Planning	60,847.50	60,924.00	76.50	100%	
3600 · Flood Control	95,165.00	93,500.00	-1,665.00	98%	
3700 · Erosion Control	39,505.00	38,529.00	-976.00	98%	
3800 · Flood Forecasting	67,201.00	65,881.00	-1,320.00	98%	
3900 · Ice Management	10,321.55	11,579.00	1,257.45	112%	
8300 · Capital-Source Water Protection	111,272.39	140,726.88	29,454.49	126%	
3200 · Septics	188,117.50	168,017.34	-20,100.16	89%	
3400 · Section 28 Regulations	13,807.50	12,955.00	-852.50	94%	
4200 · Water Quality	4,640.00	4,545.00	-95.00	98%	
5700 · Outreach	20,510.24	18,303.28	-2,206.96	89%	
5600 · Interpretive Centre	99,966.87	104,313.42	4,346.55	104%	
7000 · Lands & Properties	82,008.27	85,845.50	3,837.23	105%	
8600 · Capital-Lands & Properties	359,161.00	397,395.00	38,234.00	111%	
9700 · Capital-Central Services	57,149.56	50,300.00	-6,849.56	88%	
9800 · Capital-DIA Technical Project	232,656.01	193,060.00	-39,596.01	83%	
9900 · Capital-NBMCA Integrated Watershd Strategy	295,324.00	312,081.00	16,757.00	106%	
107-00 · Capital - Stewardship & Restoration	5,611.77	10,150.00	4,538.23	181%	
109-00 · Capital-WECI Project 2018/2019	363,414.00	317,573.00	-35,841.00	90%	
<b>Total Income</b>	<b>2,250,217.79</b>	<b>2,237,035.21</b>	<b>-13,182.58</b>	<b>99%</b>	