

**EXECUTIVE COMMITTEE
Amended A G E N D A
Monday May 15th, 2023
at 10:00 am
Hybrid meeting – MS Teams or In Person
At Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Adoption of Agenda
3. Declaration of Pecuniary Interest
4. Adoption of the Minutes: February 9, 2023
5. NBMCA's Programs and Services Inventory **(Report #1)**
6. Closed Session of Committee of the Whole pertaining to personnel matters
7. New Business
8. Adjournment

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

THIRD meeting of 2023 for the North Bay-Mattawa Conservation Authority Executive Committee held as a Hybrid meeting - MS Teams and in person in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario on Monday May 15, 2023 at 10:00 am.

MEMBERS PRESENT:

Callander, Municipality of	-	Irene Smit
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Lana Mitchell
Papineau Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

North Bay, City of	-	Chris Mayne
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ALSO PRESENT:

Aaron Lougheed, Assistant Manager, Finance
Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer
Helen Cunningham, Manager, Finance & Human Resources
Rebecca Morrow, Executive Assistant

1. Acknowledgement of Indigenous Traditional and Treaty Lands

After calling the meeting to order at 10:17am and welcoming everyone to the meeting, the Chair read the Acknowledgement of Indigenous Traditional and Treaty Lands.

2. Adoption of the Agenda

Dave Britton welcomed everyone to the meeting, after discussion the following resolution was presented:

Resolution No. EXE12-23, Belanger-Lahaye

THAT the agenda is approved as amended with the addition of a personnel matter in closed session Committee of the Whole.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Adoption of the Minutes

After discussion the following resolution was presented:

Resolution No. EXE13-23, Lahaye-Smit

THAT the minutes for the Executive Committee meeting held on February 9, 2023 are adopted as written.

Carried Unanimously

5. NBMCA's Programs & Services Inventory

Chitra Gowda presented the progress to date on NBMCA's Program & Services Inventory. Members discussed sole benefiting levies, staffing for flooding and other emergencies to support member municipalities, and insurance and liability implications for specific infrastructure. Members also discussed PFAS monitoring to be added to the programs and services, the Mandatory Septic System Inspections in Drinking Water vulnerable areas, Bill 23 impacts, unorganized municipalities, Memoranda of Understanding (MOUs) and the Ski Hill. After discussion, the members thanked Chitra for her presentation and thanked her for all of the hard work that went into the Programs & Services Inventory, and the following resolution was presented:

Resolution No. EXE14-23, Mitchell-Belanger

THAT the Executive Committee directs staff to complete the financial analysis of the program and services inventory and bring the updated inventory report to the Board of Directors at the June 2023 Meeting.

Carried Unanimously

6. Closed Session of Committee of the Whole

After discussion the following resolutions were presented:

Resolution No. EXE15-23, Smit-Belanger

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

Carried Unanimously

Resolution No. EXE16-23, Mitchell-Lahaye

THAT the meeting move out of a closed session of Committee of the Whole and back into an open meeting.

Carried Unanimously

7. New Business

None discussed.

8. Adjournment (12:08 p.m.)

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

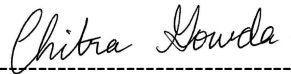
Resolution No. EXE17-23, Smit-Lahaye

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

Carried Unanimously



Dave Britton
Executive Committee Chair



Chitra Gowda
Chief Administrative Officer,
Secretary Treasurer

North Bay Mattawa Conservation Authority: Programs and Services Inventory: February 17, 2022

Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category Mandatory (1); Municipal (2); Other (3)	Funding Mechanisms and Percentage of Funding Source	Annual Operating and Capital Funding (5-Year Average)	Agreement Requirements
Administration, Finance, HR	Corporate Services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	Enabling Service	1	1. Municipal Levy - 88% 3. Self-Generated - 1% 4. Provincial Transfer Payment - 11%	align="center">\$284,657	align="center">No
	Financial Services	Budgeting, Accounting and payroll	Enabling Service	1			
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses	Enabling Service	1			
	Governance	Supporting CA Membership, Advisory Committees, Corporate Strategy and the Office of the CAO	Enabling Service	1			
	Asset Management	Asset Management of Natural Hazard infrastructure, facilities, fleet, equipment and property management	Enabling Service	1			
Communications	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1	1. Municipal Levy - 55% 3. Self-Generated - 35% 4. Provincial Transfer Payment - 10%	align="center">\$281,500	align="center">No
	Education and Community Events	Community event development, execution and support	Reg. 686/21 s.1(2) & s.1(3)3,4	1			
	Communications and Marketing	Communications and marketing resources to support Category 1 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	Enabling Service	1			
	Communications and Marketing	Communications and marketing resources to support Category 2 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(q)	2			Yes
	Communications and Marketing	Communications and marketing resources to support Category 3 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(q)	3			No
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of" groups to further the mission and vision of NBMCA. These vital partnerships allow NBMCA to provide substantial value in the delivery of programs and services. Communications and marketing resources to support Category 3 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(n)	3			No
	Public awareness and Communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private land stewardship, the ski hill and other similar activities)	CAA s.21(1)(q)	3			Yes

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Conservation Lands	Section 29 Minister's regulation for Conservation Areas	Conservation areas enforcement/compliance	Reg. 686/21 s.9(1)4	1	1. Municipal Levy - 81% 2. MOU/Agreements - 9% 3. Self-Generated - 10%	\$609,186	No
	Strategy for CA owned or controlled lands and management plans/statements	Guiding principles, objectives, including for an authority's land acquisition and disposition policy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	Reg. 686/21 s.9(1)1	1			
	Development and Maintenance of a Land Inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired.	Reg. 686/21 s.9(1)3	1			
	Management, operation and Maintenance of CA owned lands	Management and Maintenance of CA owned lands including stewardship, restoration, and ecological monitoring	Reg. 686/21 s.9(1)2	1			
	Passive Recreation Use, Infrastructure and Management Planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions and other capital assets.	Reg. 686/21 s.9(1)1	1			
	Forestry – Hazard Tree and Natural Heritage/Biodiversity Management	Removal of hazards, diseased trees, forest management and conservation of biodiversity on Conservation Authority owned lands	Reg. 686/21 s.9(1)2	1			No
	Land Acquisition and Disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing NBMCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of NBMCA.	CAA s.21(1)(c)	3			
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and "friends of" groups. These vital partnerships allow NBMCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3			
	Land Lease and Agreement Management	Management of current and future land /property leases and agreements. These help drive land based revenues to offset the costs associated with management and maintenance of NBMCA's land holdings.	CAA s.21(1)(c)&(d)	3			
	Laurentian Ski Hill	Support to the Laurentian Ski Hill for operations and capital asset upkeep, including staff time and all associated fees and expenses.	CAA s.21(1)(m)	3		Yes	
Core Watershed-based Resource Management Strategy	Strategy Development	Review and compile existing resource management plans, watershed plans, studies and data. Develop the strategy, implement and undertake annual reporting	Reg. 686/21 s.8 Reg. 686/21 s.12(1)3 Reg. 686/21 s.12(4)	1	1. Municipal Levy - 100%	\$0	No
Drinking Water Source Protection	Source protection authority role as set out in the Clean Water Act.	Source Protection Area tech support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations.	Reg. 686/21 s.13	1	4. Provincial Transfer Payment - 100%	\$236,655	No
Building Code Part 8: On-site Septic Program	Permitting, compliance and Mandatory Inspections	Policy, planning, program delivery, legal fees, communications, administration, staffing, data management and other program support	Reg. 686/21 s.14(1) & (2)	1	3. Self-Generated - 90%	\$749,636	No
	Other initiatives/services outside of or associated with the Building Code	Voluntary re-inspection programs and legal/permitting inquiries	Reg. 686/21 s.14(1) & (2)	3	2. MOU/Agreements - 10%		Yes/No

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Watershed/Environmental Planning	Section 28.1 Permit Administration and Compliance activities	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. This program also involves the investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	1. Municipal Levy - 81% 2. MOU/Agreements - 10% 4. Provincial Transfer Payment - 9%	303,485	No
	Review under Other Legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	Reg. 686/21 s.6	1			
	Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	Reg. 686/21 s.7	1			
	Natural Hazards Technical Studies and Information Management	Studies and data collection to identify and mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1	1			
	Plan Review not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) related to Natural heritage and water resources, not related to natural hazards.	CAA s.21(1)(n)	2			
	Natural Heritage	Natural heritage monitoring, plans/strategies and system design not on Conservation Authority owned land to inform Official Plans	CAA s.21(1)(n)	2			Yes
GIS/IT/IM	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1(3)	1	1. Municipal Levy - 80% 4. Provincial Transfer Payment - 20%	137,647	No
	Natural Hazards Technical Studies and Information Management	Data collection and analysis to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			
Stewardship	Watershed Stewardship and Restoration	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.	CAA s.21(1)(g)&(o)	3	3. Self Generated - 100%	92,585	No
Water Management	Flood Forecasting and Warning	Ongoing collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	Reg. 686/21 s.2	1	1. Municipal Levy - 70% 4. Provincial Transfer Payment - 30%	341,630	No
	Low water response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	Reg. 686/21 s.3	1			
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			
	Ice Management Plans	The development and updating of ice management plans, in concert with municipal partners, for areas of the watershed with known ice jamming issues.	Reg. 686/21 s.4	1			
	Flood and Erosion Control Infrastructure Operation and Management	Water & erosion control infrastructure maintenance, operation and capital improvements	Reg. 686/21 s.5	1			

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Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring.	Reg. 686/21 s.12(1)2 Reg. 686/21 s.12(3)	1	1. Municipal Levy - 100%	align="center">\$90,464	align="center">Yes
	Provincial Groundwater Monitoring Network (PGMN)	CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2)	1			
	NBMCA Water Quality Monitoring Network	Surface water quality sampling at established sites to better understand watershed conditions and to support Watershed Report Card Evaluations and Watershed Health Checks.	CAA s.21(1)(a)	2			
	NBMCA Water Quality Monitoring Network - Benthic	Benthic/Biological Monitoring and Assessment Program (BioMAP) – samples collected annually and processed/identified by staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Card Evaluations and Watershed Health Checks	CAA s.21(1)(a)	2			
	Watershed Report Cards and Watershed Health Checks	Report backs to the community on the current state of the watershed(s) based on water quality, forest cover and wetland cover. The report card focuses on sub-watershed areas.	CAA s.21(1)(a)	3			

Note:

Category 1 (White)
Category 2 (Blue)
Category 3 (Green)
New Programming (Yellow)

Total Average Funding Cost: \$3,127,445