



North Bay-Mattawa Conservation Authority
February 23, 2022 5:30pm
VIA ZOOM

AGENDA

Procedural Matters

1. Approval of the Agenda
2. Delegation(s)
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from January 26, 2022

Presentations

5. Laurentian Ski Hill Snowboarding Club
6. 2021 Year in Review
7. Mattawa Canoe Race Update

Written Reports

8. Section 28 Approvals Report (**Appendix #1**)
9. Emergency Works Protocol (**Appendix #2**)
10. 50th Anniversary Committee Report (**Appendix #3**)
11. Program & Services Inventory Report (**Appendix #4**)

Other Business

12. New Business
13. Adjournment

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

SECOND meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on February 23, 2022 as an electronic meeting via Zoom.

MEMBERS PRESENT:

Calvin, Township of	-	Sandy Cross	(5:33pm – 7:23pm)
Chisholm, Township of	-	Nunzio Scarfone	(5:33pm – 7:23pm)
East Ferris, Municipality of	-	Rick Champagne	(5:33pm – 7:23pm)
Mattawan, Municipality of	-	Michelle Lahaye	(5:33pm – 7:23pm)
Mattawa, Town of	-	Loren Mick	(5:33pm – 7:23pm)
North Bay, City of	-	Dave Mendicino	(5:33pm – 7:23pm)
North Bay, City of	-	Chris Mayne	(5:33pm – 7:19pm)
North Bay, City of	-	Ed Valenti	(5:33pm – 7:23pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(5:33pm – 7:23pm)

MEMBER(S) ABSENT:

Bonfield, Township of	-	Jane Lagassie
Callander, Municipality of	-	Irene Smit
Powassan, Municipality of	-	Dave Britton

ALSO PRESENT:

Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Manager, Source Water Protection
Emma Jones, Laurentian Ski Hill and Snowboarding Club
Helen Cunningham, Manager, Finance & Human Resources
John Strang, Laurentian Ski Hill and Snowboarding Club
Karen Jones, Laurentian Ski Hill and Snowboarding Club
Paula Loranger, Community Relations coordinator
Paula Scott, Director, Planning & Development/Deputy CAO
Rebecca Morrow, Administrative Assistant
Sue Buckle, Manager, Communications and Outreach

1. Acknowledgement of Indigenous Traditional and Treaty Lands

In the absence of the Chair, Dave Mendicino chaired the meeting and extended regrets on behalf of Jane Lagassie, Irene Smit and Dave Britton. The Chair then read a statement acknowledging Indigenous and Treaty Lands

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 17-22, Champagne- Lahaye

THAT the agenda be approved as presented.

Carried Unanimously

3. Delegations

No delegations.

4. Declaration of Pecuniary Interest

None declared.

5. Adoption of Previous Minutes of January 26, 2022

After discussion the following resolution was presented:

Resolution No. 18-22, Valenti-Belanger

THAT the minutes of the meeting held January 26, 2022 are adopted as written.

Carried Unanimously

6. Laurentian Ski Hill and Snowboarding Club

John Strang, Emma Jones and Karen Jones gave an update to members on the operations of the Laurentian Ski Hill and Snowboarding club. After discussion, the members thanked John, Emma and Karen for the update and presentation.

7. 2021 Year in Review

Sue Buckle presented the 2021 year in Review to members. After discussion Ed Valenti requested a copy be sent. Members thanked Sue for the presentation.

8. Mattawa River Canoe Race Update

Sue Buckle gave an update to members on the Mattawa River canoe race. After discussion, the members thanked Sue for the update and the following resolution was presented:

Resolution No. 19-22, Lahaye-Belanger

THAT the Mattawa Canoe Race for 2022 proceed without a banquet and other safety measures as staff deem appropriate.

Carried Unanimously

9. Section 28 Approvals

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

Resolution No. 20-22, Cross-Champagne

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses February 17, 2022 members report be received and appended to the minutes of this meeting.

Carried Unanimously

10. Emergency Works Protocol

Valerie Murphy presented the Emergency Works Protocol report to the members. After discussion, the following resolutions were presented:

Resolution No. 14-22, Valenti-Mick

THAT the Emergency Works Protocol is accepted by the Members and be included in the Policies for the Administration of Ontario Regulation 177/06 document and used to guide the review and approval of emergency works within regulated areas in NBMCA jurisdiction, and;

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

Carried Unanimously

11. 50th Anniversary Committee Report

Sue Buckle presented her report to members. After discussion the members thanked Sue for the report and the following resolution was presented:

Resolution No. 22-22, Belanger-Mick

THAT the Communications and Outreach Update – 50th Anniversary members report dated February 23, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

12. Program and Services Inventory Report

Brian Tayler presented the Program and Services Report. Brian acknowledged and thanked the Management team members, and especially Helen Cunningham for their help in completing this task. After discussion the members thanked Brian for the report and the following resolution was presented:

Resolution No. 23-22, Champagne-Cross

THAT the Members approve of the Programs and Services Inventory, and;

THAT the report and Inventory be circulated and posted as required by regulation, and;

THAT the NBMCA begin more formal dialogue with its participating municipalities, and

FURTHER THAT the Program and Services Inventory report dated February 18, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

13. New Business

Brian Tayler informed Members that the Municipality of East Ferris and the NBMCA will be hosting an information session on Blue Green Algae. The information session is being held on March 3, 2022. Sue Buckle will send along the details to members.

14. Adjournment (7:23 p.m.)

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

Resolution No. 24-22, Lahaye-Mick

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday March 23, 2022 in a format to be decided or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



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: February 17, 2022

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

Background:

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

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

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

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

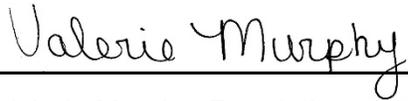
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

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

Analysis:

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

Of the newly issued permits, one was issued for the placement of blast rock erosion protection along the Lake Nipissing shoreline, one was for the construction of a dock and boat lift which also includes dredging the new boat slip and one was issued for the dredging of the Chief Commanda dock slip at the North Bay Waterfront.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: February 17, 2022

PERMIT YEAR: 2022

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
RNB-22-03	David Barber, Michael Carr, Kayvan Rouhani c/o Canor Construction	North Bay	839, 851, 859 Queen Street	Lake Nipissing shoreline	To install blast rock toe protection on existing concrete retaining wall	February 8, 2022	#01-22 February 17, 2022
RCALL-22-01	Jeff Barrett	Callander	681 Main Street South	Callander Bay	To install dock and boat lift and dredge boat slip	February 10, 2022	#02-22 February 17, 2022
RNB-22-04	City of North Bay c/o Alain Lecompte	North Bay	221 Memorial Drive	Lake Nipissing	To dredge Chief Commanda docking slip	February 9, 2022	#03-22 February 17, 2022

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

ORIGIN: Valerie Murphy, Regulations Officer

DATE: February 17, 2022

SUBJECT Emergency Works Protocol

Background:

In recent years, many watersheds have started to experience significant flooding, unusually active erosion and aging infrastructure leading to the requirement of emergency repairs. Some regulatory agencies have responded to this situation with a process to deliver authorizations with shortened approval timelines. Conservation Ontario (CO) is now also receiving requests for conservation authorities to provide a streamlined approval process for emergency works.

Under Section 28 of the Conservation Authorities Act, an emergency is typically referred to as an unexpected and/or imminent situation that might jeopardize the health or safety of persons or result in the damage or destruction of existing property.

CO has acknowledged that all conservation authorities will work with applicants to expedite emergency approvals. Although North Bay-Mattawa Conservation Authority (NBMCA) has not had an approved Emergency Works Protocol in place in the past, this new protocol is being proposed for implementation moving forward.

Current Policy:

In the past, NBMCA has worked with municipalities and private land owners to collaboratively address emergency situations. At this time, there is no official protocol in place to guide the process for an expedited review and approvals process.

While efficient reviews and approvals are generally achieved, this new Emergency Works Protocol will provide standard direction to NBMCA staff as well as municipal officials in emergency situations.

Overview of policy:

This Emergency Works Protocol is proposed to guide a timely response and approval by NBMCA for immediate action to gain control and stabilize natural hazards which are immediately threatening life and/or property or the collapse or failure of municipal infrastructure within a regulated area.

The new policy will provide direction, guidance and clarity to staff, municipal officials as well as private landowners and generally cover:

- Definition of emergency,
- Contact and notification requirement,
- Site visit timelines,
- Best management practices and conditions for emergency works,

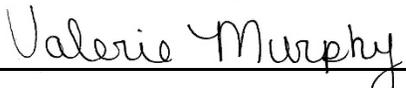
- Follow-up permitting for restorative/permanent works and stabilization.

Recommendations for Emergency Works Protocol:

The objective of this proposed Emergency Works Protocol is to provide a standard and transparent approach to emergency situations moving forward. It is recommended that the Emergency Works Protocol be included into the Policies for the Administration of Ontario Regulation 177/06 document and implemented in emergency situations.

Recommended Resolution:

THAT the Emergency Works Protocol is accepted by the Board and be included in the Policies for the Administration of Ontario Regulation 177/06 document and used to guide the review and approval of emergency works within regulated areas in NBMCA jurisdiction.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

North Bay-Mattawa Conservation Authority Emergency Works Protocol

Purpose of the Protocol

The Emergency Works Protocol is in place to provide an opportunity for an expedited response and approval by North Bay-Mattawa Conservation Authority (NBMCA) for immediate actions required to address or stabilize natural hazards which threaten life and/or property or the failure of municipal infrastructure within a regulated area. This protocol does not take the place of permitting under Ontario Regulation 177/06 (the Regulation) under the Conservation Authorities Act, it provides interim permission for temporary remediation works to address an emergency situation. The completion of an application under the Regulation and a permit will still be required following the interim steps to gain control over the emergency situation.

This protocol is intended for use by municipalities; however, it may be applied in emergency situations on private properties for private landowners as well.

General Principles

The following general principles inform NBMCA's use of this Emergency Works Protocol:

- The requirement for permission to undertake emergency works will be determined on a site and situation specific basis by the conservation authority with input from the applicant, based on:
 - o the level of the risk associated with the natural hazard,
 - o the nature and extent of the threat(s) to the safety of people and property,
 - o the effectiveness, cost and longevity of the solutions, and
 - o the timelines in which the applicant intends to carry out the emergency works.
- Decisions will be made based on the best available science, applicable provincial standards, and professional judgement. These decisions will take into account the characteristics of the watershed and will evaluate potential impacts to neighbouring properties.
- Works will be designed to ensure public safety and to reduce the hazard risk to the satisfaction of the conservation authority.
- NBMCA staff will work collaboratively with the applicant and seek to find the best solution to the issue.
- Approval from the conservation authority does not preclude the need to get the appropriate approvals from other agencies.

The Protocol

If the applicant deems a situation to require **emergency work** whereby an **unexpected situation** has arisen and where there is an **imminent threat** of injury to persons, loss of

life, loss of property, or significant environmental damage, the following protocol for emergency works applies:

1. The applicant will contact NBMCA **as soon as reasonably possible** to advise NBMCA of the **emergency** situation. Contact may be made by phone or email. Once received, NBMCA will acknowledge receipt of the notification and follow-up to arrange the next steps.
2. If it is deemed that there is potential for immediate loss of life or property, the applicant should initiate temporary remediation works to make the site safe and alleviate the emergency in accordance with any conditions/advice provided by NBMCA as well as the incorporation of standard best management practices. That work which is required to make the site safe shall be documented and provided to NBMCA as part of the formal permit application for the final works.
3. The applicant will arrange a site visit with NBMCA as **soon as reasonably possible** to assess the situation. NBMCA will make the site visit a priority. While on site or immediately after, NBMCA staff will indicate what additional information may be required and/or provide any conditions, advice and best management practices.
4. Once the **emergency** situation is under control, NBMCA and the applicant will agree to work toward the development and approval of permanent restorative works to replace the temporary **emergency works**. The applicant will submit a formal application package to NBMCA immediately after completion of the **emergency works** to apply for approval for the final works. Should the temporary works remain in place for a significant amount of time while the applicant prepares the ultimate design, NBMCA may require as-built construction drawings to be submitted.
5. Once NBMCA receives a completed application for the final restorative works as well as applicable fees, the information will be reviewed in preparation for the issuance of a permit under the Regulation following standard permitting review timelines and requirements.

Best Management Practices for Emergency Works

Sediment and Erosion Control Measures

- Sediment control measures (e.g. sediment fencing, straw bales) shall be installed to isolate the work area from any surrounding watercourses, waterbodies and/or wetlands.
- Sediment control measures shall be monitored for effectiveness and maintained throughout the work period until the site has been temporarily or permanently stabilized.
- Emergency works may be stabilized with temporary stabilization measures, such as erosion control blankets until permanent restorative measures are completed.
- Permanent site stabilization may be in the form of vegetation, rip rap or other approved measures.

Culvert Emergency Works

- Replacement culverts shall be of equivalent capacity as previous culvert to prevent impacts to the control of flooding.
- Replacement culverts shall be installed at the same elevation as previous culverts to prevent impacts to the control of flooding.
- The inlet and outlet of the culvert shall be stabilized (e.g. covered in rip rap at a slope no steeper than 2H:1V (horizontal:vertical) to prevent erosion.
- NBMCA is available to provide review and/or advice on culvert sizing.

Fees

Applicable fees, as identified on the Fee Schedule for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (O.Reg. 177/06) will apply to the final restorative works undertaken.

Definitions

As soon as reasonably possible: means when emergencies occur outside of regular work hours, due diligence must be taken in order to contact the appropriate agencies in a timely fashion (i.e. the morning of the next working day or leaving a phone message).

Emergency: for the purpose of Section 28 under the *Conservation Authorities Act* an emergency is defined as an unexpected situation or an impending situation that constitutes an imminent threat to the health or safety of persons or that could result in substantial damage or destruction to property and that is caused by a force of nature or an accident.

Emergency work(s): mean reparative works required to prevent or alleviate an *emergency* situation. In order to facilitate review by all agencies, it is recommended that temporary remediation works be proposed for immediate implementation while agencies are reviewing the final design.

Imminent threat: means situations that might jeopardize the health or safety of persons or result in the damage or destruction of existing property if actions are not undertaken immediately (e.g. within 24-28 hours).

Unexpected situation: means an unforeseen situation arising from a recent event, not a recognized chronic problem.

Contact Information

Regulations Officer

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NBMCA

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

ORIGIN: Sue Buckle, Manager, Communications and Outreach

DATE: February 23, 2022 Board Meeting

SUBJECT: Communications and Outreach Update – 50th Anniversary

Background:

On June 21, 1972, Ontario Lieutenant Governor William Ross Macdonald approved an Order-in-Council, creating the North Bay-Mattawa Conservation Authority at the recommendation of the Minister of Natural Resources and request of local municipalities. 2022 marks the 50th Anniversary of NBMCA.

A 50th Anniversary Committee was created comprised of Board appointed Members Shelley Belanger, Jane Lagassie, and Michelle Lahaye, with staff including CAO Brian Tayler, Manager of Communications and Outreach Sue Buckle, and Community Relations Coordinator Paula Loranger. The committee was tasked with developing a plan of activities and budget to commemorate NBMCA's 50th Anniversary.

Analysis:

NBMCA's 50th Anniversary Committee theme: "Watershed Champions"

The 50th Anniversary is an opportunity to profile the value of NBMCA programs and services to our member municipalities, communities and the environment over the past 50 years. It is the goal of the anniversary activities to foster appreciation for our natural environment for future generations through the wise use of the natural resources in our watershed. While NBMCA is tasked with the responsibility of being watershed managers, there are many who share in NBMCA's vision and mission, joining us as Watershed Champions.

50th Anniversary Calendar

March 22, 2022 – World Water Day. 50th Anniversary Kick-off. "Watershed Champions"

Media Event. Announcement to feature: Logo Update unveil, "Watershed Images" Photography/Video Competition. NBMCA Natural Classroom. Board members welcome.

April 22, 2022 – Earth Day. Kick-off for Boardwalk of Champions Fundraiser – 50 years of Champions. (Tentative - Seedling give aways) Board members welcome.

June 21, 2022 – Official 50th Anniversary Date formation of NBMCA by Provincial Order in Council

Announcement of NBMCA Bursaries – Ken Adams Memorial Award (Nipissing U) Jack Smylie Memorial Award (Nipissing U), Eva Wardlaw Conservation Award (Canadore) Yvon Foisy Memorial Award (High School – Environmental High Skills Major)

September 30, 2022 – National Day of Truth and Reconciliation – Official Opening Miskwaadesi

December 1, 2022 – Environmental Champions Award Announcement / Watershed Images Competition Announcement

Environmental Champions Awards

- Board members, staff, community invited to recognize environmental champions – demonstrated leadership or action in fostering environmental respect and sustainability.
- Receive a “Champion” Certificate, acknowledgement from NBMCA and mention at Board meeting
- Year end – select one to receive 50th Anniversary Environment Award in the following categories: Adult, Youth, Business, Not for Profit, Educator (acknowledge Dorothy Walford (Adult), Ward Smith (Youth) Opportunity to honour other champions in naming of Business, Not for Profit, and Educator Categories.
- NBMCA Bursaries: Nipissing University, Canadore College & Environmental High Skills Major

Watershed Images – Video/Photo Competition

Our goal is to showcase inspiring images that call attention to our watershed and healthy interaction between people and our natural environment with NBMCA jurisdictions. Video and still image categories for under 18, and over 18. Several image categories related to water, nature, recreation, conservation areas. Images selected for prizes and exhibition which successfully educate, motivate, or passionately move audiences to celebrate our watershed – for appreciation, recreation, preservation and sustainability. 2023 Exhibition at NBMCA and on NBMCA You Tube Channel. (Photos must be taken within NBMCA Watersheds) (Separate photo competition for staff.) Open March 1 to November 1, 2022.

15 photos selected to be published in a 2023 Watershed Calendar.

Winners Announced December 1, 2022.

Media

- Monthly media releases and social media / video posts featuring NBMCA history, staff, programs, champions
- NBMCA Corporate Video
- Digitize NBMCA’s historic Photo Library
- NBMCA 50th Anniversary Website Pages supporting 50th Anniversary Activities
- Social media posts for Municipalities

Outreach Presentations

- We will identify opportunities for NBMCA staff to make presentations recognizing watershed champions and to share NBMCA expertise in line with the goal of 50th anniversary activities to foster appreciation for our natural environment for future generations through the wise use of the natural resources in our watershed.
 - March 2022: Municipality of East Ferris – Blue Green Algae (Regs Officer & Water Resource Specialist)
 - March 2022: Nipissing University: Water Governance & Water Quality Monitoring Course (Watershed Resource Specialist)
 - April 2022: Friends of Laurier Woods AGM (Watershed Champions)

Schools

- Young Environmentalist – Invite submit video/ photo projects profiling watershed (Grade 8)
- NBMCA Environmental Posters – update for 50th Anniversary make available to schools

Staff Celebration

- Invite staff to plan a special event for an internal celebration of our 50th Anniversary (also a post-COVID team building opportunity)

Memorabilia

- NBMCA shirts/attire with 50th Anniversary Branding (periodic staff allowance)
- Rain gauges or other item for recognition, give aways

Partnerships

- Invitation to our watershed partners to acknowledge NBMCA 50th Anniversary and partner in events and activities as COVID restrictions lift.
 - Trout Lake Conservation Association – Information Signs at four Trout Lake Boat Launches

50th Anniversary Budget: \$36,500

Revenue Source: Boardwalk of Champions (\$75,000 goal)

Recommendation

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

RECOMMENDED RESOLUTION:

The Board acknowledges and supports the 50th Anniversary Celebration Plans and Budget.



Sue Buckle, Manager,
Communications & Outreach



Brian Tayler,
CAO/Secretary-Treasurer

TO: The Chairman and Members
North Bay-Mattawa Conservation Authority

ORIGIN: CAO, Secretary Treasurer

DATE: February 18, 2022

SUBJECT: Program and Services Inventory

Background:

As a requirement under *Ontario Regulation 687/21*, the North Bay Mattawa Conservation Authority (NBMCA) has completed a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. A second requirement under this regulation is to develop an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

The regulation requires that the Inventory be submitted to the Ministry of the Environment, Conservation and Parks and circulated to all participating municipalities by February 28, 2022. The NBMCA is also required to make the Inventory available to the public by posting it on the Authority's website (www.nbmca.ca).

At this time, the Phase 2 Regulations have not been released by the Province. This phase will include a review of the two current levies regulations (O. Reg. 670/00 "Conservation Authority Levies"; O. Reg. 139/96 "Municipal Levies") and Conservation Authority Fee Policy. It is anticipated that these updates to the regulations and policy could have an impact on the financial component of the Inventory.

Analysis:

Attached to this report is a chart providing information related to NBMCA's Inventory of Programs and Services as required under Ontario Regulations 6871/21-Section 6 "Inventory of Programs and Services". This information includes estimates and assumptions related to costs, cost allocations and revenue distribution and is subject to change as cost figures are refined and further direction is provided via the release of Phase 2 regulations.

The inventory is a compilation, to the best of staffs capability, of average expenses (both capital and operating) over the last five years. These average program and service descriptions do not fully mirror how the budget has traditionally been presented. The new descriptions and resulting budget are to be implemented in January of 2024 after a period of consultation, refinement of the inventory with participating municipalities that lead to MOUs/Agreements where required.

Preliminary analysis suggests that the programs and services can be delivered without a significant change in total municipal levy support required compared with the current levy funding model. In addition, NBMCA has reserves or deferred revenue that can be used to fund new costs associated with moving to the new levy funding model.

Recommendation:

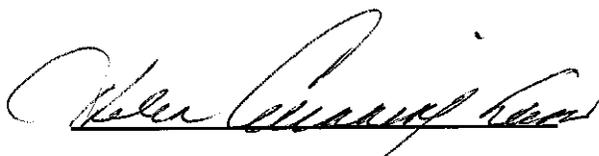
It is staff's recommendation the Members approve of the inventory, direct staff to circulate the inventory as required by regulation and further open further dialogue with the participating municipalities.

RECOMMENDED RESOLUTION:

THAT the Members approve of the Program and Services Inventory, and

THAT the report and Inventory be circulated and posted as required by regulation, and

THAT the NBMCA begin more formal dialogue with its participating municipalities.



Helen Cunningham, Manager Finance and HR



Brian Tayler, CAO, 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

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

Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category (1) Mandatory; Municipal (2); Other (3)	Funding Mechanisms and Percentage of Funding Source	Annual Operating and Capital Funding (5-Year Average)	Agreement Requirements
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