

**EXECUTIVE COMMITTEE  
A G E N D A  
Thursday February 9th, 2023  
at 3:00 pm  
In Person, 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 3, 2023
5. Draft 2023 Budget (Report #1)
6. New Business
7. Adjournment

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

**SECOND** meeting of 2023 for the North Bay-Mattawa Conservation Authority Executive Committee held in person in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario on Friday February 9, 2023 at 3:00 pm.

**MEMBERS PRESENT:**

<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>
<b>North Bay, City of</b>	-	<b>Lana Mitchell</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>
<b>Papineau Cameron, Township of</b>	-	<b>Shelley Belanger</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>

**ALSO PRESENT:**

**Chitra Gowda**, Chief Administrative Officer, Secretary-Treasurer  
**Rebecca Morrow**, Executive Assistant

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

After calling the meeting to order at 3:09pm and welcoming everyone to the meeting, the Chair invited Lana Mitchell to 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. EXE07-23 Lahaye-Smit

**THAT** the agenda is approved as presented.

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None declared.

**4. Adoption of the Minutes**

After discussion the following resolution was presented:

Resolution No. EXE08-23, Lahaye-Belanger

**THAT** the minutes for the Executive Committee meeting held on February 3, 2023 are adopted as written.

**Carried Unanimously**

**5. Draft 2023 Budget**

Chitra Gowda presented the Draft 2023 Budget and noted areas of surplus, reserves and deferred revenue as well as estimated expenses for 2023. Chitra presented proposed fee schedule changes to the On-Site Sewage System Program. There was discussion about the NBMCA building repair costs and Parks Creek Backflood control structure. After discussion the members thanked Chitra for her presentation and the following resolution was presented:

Resolution No. EXE09-23, Belanger-Mitchell

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

**AND THAT** staff present an updated Onsite Sewage System (OSS) fee schedule for 2023 Budget for consideration by the Board of Directors guided by the discussions of the Executive Committee;

**AND THAT** staff prepare a final 2023 Budget for consideration by the Board of Directors guided by the discussion of the Executive Committee.

**AND THAT** the Executive Committee direct staff to undertake a feasibility study to the main office building and property operations and maintenance by the June 2023 board meeting.

**AND THAT** the Executive Committee direct staff to begin discussions with the City of North Bay staff about the transfer of the Parks Creek backflood control structure lands and operations to the City of North Bay.

**Carried Unanimously**

**6. New Business**

It was discussed that a Human Resources (HR) Committee of the Board would be formed comprising of Shelley, Michelle, and Lana to support change management at the NBMCA. They recommend that a third-party consultant be retained for this purpose. After discussion, the following resolution was presented:

Resolution No. EXE10-23 Smit-Mayne

**THAT** the HR Committee recommends the Board consider engaging a Third Party to enter into a change management review process with NBMCA.

**Carried Unanimously**

Michelle Lahaye also raised awareness about the potential spread of Covid 19 and vulnerability of high-risk persons. After discussion members agreed that members who are experiencing symptoms of Covid 19 or who have recently tested positive for Covid 19 should not attend meetings in person but can attend remotely instead if they are able to.

**7. Adjournment (5:38 p.m.)**

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

Resolution No. EXE11-23, Lahaye-Mitchell

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

**Carried Unanimously**



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Dave Britton  
Executive Committee Chair



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Chitra Gowda  
Chief Administrative Officer,  
Secretary Treasurer

**TO:** The Executive Committee  
of the Board of Directors,  
North Bay-Mattawa Conservation Authority

**REPORT #**  
**02-09-2023**

**ORIGIN:** Chitra Gowda, Chief Administrative Officer, Secretary Treasurer and  
Helen Cunningham, Manager, Finance and Human Resources

**DATE:** February 9, 2023

**SUBJECT:** Draft 2023 Budget

**Background:**

Per the Report 01-25-2023 presented to the Board at its January 25, 2023 meeting, an overview of the draft 2023 budget was provided including estimates of revenue and expenses. Per the resolution passed, the estimate guides staff in preparing the draft budget for the Executive Committee to review at two meetings in February 2023. A meeting of the Executive Committee was held on February 3, 2023 where further details were discussed including the likely use of reserves, surplus from 2022 and deferred revenue in order to balance revenues and estimated expenses. Discussions at that meeting guided staff in preparing this report. After review and comment, the Executive Committee will make a recommendation to the Board of Directors to consider at its February 2023 meeting.

Note that the recent changes to the Conservation Authorities Act result in a categorization of programs and services into:

- **Category 1:** Mandatory programs and services (including plan input and review, Section 28 permits, drinking water source protection)
- **Category 2:** Municipal programs and services (i.e. CA provides on behalf of the municipality)
- **Category 3:** Other programs and services.

For the 2024 year, the development of the annual budget and apportionment will follow O. Reg. 402/22 (which comes into force on July 1, 2023) under the Conservation Authorities Act.

**Analysis:**

A recap of where we stand in reserve accounts, 2022 surplus and deferred revenue are below.

**Reserve Accounts as of 2022 Year End (Unaudited)**

<b>Reserve Account</b>	<b>Amount</b>
NBMCA Lands Capital - Acquisition Reserve	\$76,781
NBMCA Onsite Sewage System (OSS) Reserve <i>(only for OSS program use per the Building Code Part 8)</i>	\$464,461
<b>NBMCA Reserves</b>	<b>\$541,242</b>
Laurentian Snowboarding Club and Ski Hill Operating	\$64,592
Laurentian Snowboarding Club and Ski Hill Capital	\$90,875
<b>Ski Hill Reserves</b>	<b>\$155,467</b>

### Deficit & Surplus 2022 (Unaudited)

Type	Type	Amount
Deficit	In the flood control, erosion control, administration, water quality programs (Oak Street underpass pumps ops, property maintenance, repairs, hydro, taxes, insurance, wages, etc.)	\$29,272
Surplus	Compared to 2022 expenses	\$52,134
	<b>Net available for the 2023 budget</b>	<b>\$22,862</b>

### Deferred Revenue (Unaudited)

Program	Amount available for 2023*
Ice Management (operations)	\$4,250
Central Services (capital)	\$45,235
Lands and Properties (capital)	\$166,239
Water and Erosion Control Infrastructure (WECI) (capital)	\$488,540
S.28 Development, Interference, Alteration (DIA) (capital)	\$96,056
Integrated Watershed Management (IWM) (capital)	\$112,278
NBMCA Onsite Sewage System (OSS)	\$85,000

\*For ongoing, multi-year capital projects and operations for the respective program

### Parks Creek Backflood Control Structure and Budget Considerations

The Parks Creek Backflood Control Structure is owned and operated by NBMCA. It is located at the mouth of Parks creek on lake Nipissing near Lakeshore Drive in North Bay, Ontario. The flood control structure is necessary to effectively keep the Park's Creek flood plane from flooding approximately 500 homes in the City of North Bay. The structure was constructed in 1994-95. In 2019, NBMCA staff recognized that the existing two large pumps are not adequate. Each year NBMCA places a "hold" on two additional large pumps for rent with a supplier. Note that this extra equipment places the site under constraints and poses risk to safety and operations.

Even with the renting of additional equipment, if an unforeseen weather event or power outage was to happen, NBMCA may not be able to keep up the flood control operation. Flooding may occur. In December 2022, NBMCA staff recommended to the NBMCA Board that a consulting firm be retained to conduct a feasibility study to review current dam operating capacities and future projected operational needs given factors such as climate change and development in the watershed.

At its February 3, 2023 meeting, the NBMCA Executive Committee discussed the potential for the City of North Bay to take over the structure from NBMCA, given the City's capacity and resources.

## Draft Budget 2023

The draft 2023 budget for all revenue and expenses estimated is provided below. Revenue sources include: transfer payments from provincial and federal governments, municipal levy, self generated revenue (fees, donations, etc.) and also deferred revenue, reserves and surplus.

NBMCA Program Area	All Estimated Expenses	Bridging the Gap
<b>Operating Budgets</b>		
Administration	\$316,963	Interest earned in 2022 was higher than anticipated; contributes to the revenue.
Watershed Planning	\$134,438	
Flood Control	\$146,720	
Erosion Control	\$60,647	
Flood Forecasting	\$103,059	
Ice Management	\$13,479	Use deferred revenue.
Drinking Water Source Protection (DWSP)	\$199,563	
On-site Sewage Systems Program (OSS)	\$1,239,780	Use deferred revenue, portion of OSS reserve, and increase fees in 2023.
Section 28 Regulations Operations	\$62,125	Consider general levy of around \$10,000, rather than relying on fees alone. Category 1 mandatory program.
Water Quality	\$9,997	
Interpretive Centre (North Bay main office)	\$223,632	Consider combining with Lands and Properties (capital) budget for 2024.
Lands and Property Operations	\$183,932	Includes \$70,000 special levy for homeless encampments.
Outreach	\$111,404	
<b>Capital Budgets</b>		
Lands and Property*	\$542,934	Use deferred revenue, net surplus from 2022, and portion of OSS reserve.
Water Erosion Control Infrastructure (WECI)**	\$500,050	Use a portion of deferred revenue.
Central Services	\$77,891	Use a portion of deferred revenue.
Section 28 Technical	\$242,932	Use a portion of deferred revenue.
Integrated Watershed Management (IWM)	\$456,988	Use a portion of deferred revenue.
Mortgage Principal Repayment***	\$19,100	Moved out of Lands and Property capital budget. Use a portion of deferred revenue.
<b>Total</b>	<b>\$4,645,635</b>	
Laurentian Ski Hill Capital Asset	\$65,000	
Laurentian Ski Hill Operating Fund	\$60,000	

\*Expenses include major, critical infrastructure repairs to the North Bay main office

\*\*Revenue does not include WECI provincial transfer payment (applications are submitted in February 2023).

\*\*\*New capital budget account based on advice from the auditor. See Executive Committee Report 02-03-2023

As noted at the February 3, 2023 meeting, the OSS program fees are proposed to be increased as shown in the table below. There were no fee increases made in 2021-2022.

<b>NBMCA Onsite Sewage System (OSS) Program Activity Type</b>	<b>2021-2022 Fee</b>	<b>Proposed 2023 Fee</b>
Class 2	540	560
Class 3	540	560
Class 4/5 <3K flow	920	960
Class 4/5 >3k flow	1000	1100
Non residential	1000	1100
Alternative Solutions	1200	1300
Tank only	400	425
Decommission	155	160
Change of Owner	100	125
Permit Extension	165	175
Amendment	165	175
Conditional Notice of Completion	165	175
Additional Inspection due to deficiencies	165	200
Ontario Building Code (OBC) Clearance	100	150
OBC Clearance with site inspection	260	300
Copy of permit	90	90
Legal inquiry (lawyer real estate)	160	175
File Review with Permit provided by owner	180	200
Additional fee for copy of use permit (File Review + price of permit)	270	290
Planning Act review (\$200 for application, plus \$100 for each additional lot, min. \$300. For lots >4ha, \$200)	300	400
Planning - no inspection	200	200
Subdivision Vacant Land Condo 10 lots	1200	1300
Additional lots	60	75
Review of lands to be sold or developed	270	300
Review lands to be sold developed with DIA permit	560	560
Mandatory Maintenance Inspection (MMI)	140	140
Late fee for MMI	50	50



In order to maintain municipal levy increases at 3%, it becomes necessary to use available revenue sources including reserves, surplus and deferred revenue. Please see the details below.

### Proposed Use of Reserves, Net Surplus and Deferred Revenue (Unaudited) in 2023

Revenue Source	Amount Available	Proposed use in 2023	Notes
Net surplus 2022	\$22,862	For Lands and Properties (capital): \$22,862 (to support major repairs of North Bay office building).	
<b>Reserves</b>			
NBMCA Lands Capital - Acquisition	\$76,781	For <ul style="list-style-type: none"> <li>Lands and Properties (capital): \$47,000 (to support major repairs of North Bay office building).</li> <li>Ancillary costs (survey, legal, etc.) for a land swap for Kate Pace Way: \$10,000.</li> <li>Shields McLaren conservation area purchase cost recovery: \$4,000.</li> </ul>	\$15,781 would be left over for 2024. The low amount in this reserve is not enough for major repairs and upkeep of NBMCA lands and properties which are estimated to be around \$150,000 in 2024.
NBMCA Onsite Sewage System (OSS)	\$464,461	For <ul style="list-style-type: none"> <li>OSS program: \$95,780 (for priority need of an inspector and software).</li> <li>Lands and Properties (capital): \$45,000 (to support major repairs of North Bay office building, based on 30% occupancy OSS).</li> </ul>	\$323,681 would be left over for 2024. Satisfactory amount. Only to be used for the OSS program.
<b>Deferred Revenue (for ongoing, multi-year capital projects and operations for the respective program)</b>			
Ice Management (operations)	\$4,250	For the same program: \$4,250.	
Central Services (capital)	\$45,235	For <ul style="list-style-type: none"> <li>Central Services: \$18,924</li> <li>Interpretive Centre: \$25,000 (to support upkeep of North Bay office).</li> </ul>	\$1,311 would be left over for 2024. Low amount.
Lands and Properties (capital)	\$166,239	For <ul style="list-style-type: none"> <li>The same program: \$147,139.</li> <li>Mortgage principal repayment: \$19,100.</li> </ul>	Nothing would be left over for 2024. Major repairs and upkeep of NBMCA lands and properties are estimated to be around \$150,000 in 2024.
Water and Erosion Control Infrastructure (WECI) (capital)	\$488,540	For the same program: \$324,950. Provincial transfer payments are anticipated but not confirmed.	\$163,590. No major concern at this time.
S.28 Development, Interference, Alteration (DIA) (capital)	\$96,056	For the same program: \$62,218.	\$33,838 would be left over for 2024. No major concern at this time.
Integrated Watershed Management (IWM) (capital)	\$112,278	For the same program: \$55,243.	\$57,035 would be left over for 2024. No major concern at this time. Non-mandatory watershed monitoring to be paused in 2023 and staff will analyse long term trends.
NBMCA Onsite Sewage System (OSS)	\$85,000	For the same program: \$85,000.	No major concern at this time.
<b>Totals</b>	<b>\$1,561,702 (available)</b>	<b>\$966,466 (proposed to be used)</b>	

As discussed on February 3, 2023, the following updates were made:

- A new capital budget account is proposed for 2023 onwards to distinguish the mortgage principal repayment amounts from other expenses, based on advice from the auditor.
- Non-mandatory watershed monitoring will be paused in 2023 to allow staff to analyze long term data trends and also to assist with the new legislated deliverable: Watershed Based Resource Management Strategy. The mandated monitoring programs including Provincial Water Quality Monitoring and Provincial Groundwater Monitoring will continue as legislated.

**Recommendation:**

It is recommended that staff prepare an updated fee schedule for the OSS program and a final 2023 Budget for consideration by the Board of Directors guided generally by the discussions of the Executive Committee; and that staff undertake a feasibility study to the main office building and property operations and maintenance by the June 2023 board meeting; and also that staff engage City of North Bay staff regarding the transfer of Parks Creek backflood control structure.

**Recommended Resolution:**

**THAT** the members receive and accept this Report and that it be appended to the minutes of the meeting;

**AND THAT** staff present an updated Onsite Sewage System (OSS) fee schedule for 2023 for consideration by the Board of Directors guided by the discussions of the Executive Committee;

**AND THAT** staff prepare a final 2023 Budget for consideration by the Board of Directors guided by the discussions of the Executive Committee;

**AND THAT** the Executive Committee direct staff to undertake a feasibility study to the main office building and property operations and maintenance by the June 2023 board meeting;

**AND THAT** the Executive Committee direct staff to begin discussions with the City of North Bay staff about the transfer of the Parks Creek backflood control structure lands and operations to the City of North Bay.

**Chitra Gowda**

Chief Administrative Officer, Secretary Treasurer

**Helen Cunningham**

Manager, Finance and Human Resources

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Administration  
**Account No:** 31-00

**Summary:** Administrative activities related to providing programs and services of NBMCA.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	Transfer Payment	16,020.00
04	General Levy	112,191.00
13	Other Revenue	169,856.00
14	Interest Earned	18,896.00
	<b>Total Revenue</b>	<b>316,963.00</b>
<b>Expense:</b>		
30	Wages and Benefits	118,335.00
38	Per Diem	11,540.00
39	Members Mileage	5,500.00
40	Members Expense	2,200.00
41	Staff Mileage and Expense	3,200.00
42	Staff Certification and Training	6,388.00
43	Telephone	8,033.00
45	Insurance	9,891.00
48	Office Supplies	6,452.00
49	Postage	535.00
50	Equipment Purchase	250.00
51	Equipment Rental	2,420.00
52	Publications and Printing	1,500.00
58	Audit	11,139.00
60	Materials and Supply	3,000.00
61	Cons. Ontario Levy	28,618.00
62	Services	5,097.00
70	Rental Expense	85,824.00
73	Vehicle Gas	658.00
74	Accounting Services	1,680.00
78	Internal Chargeback	4,703.00
	<b>Total Expenses</b>	<b>316,963.00</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Revenue: Administrative Fee from capital budgets (WECL, Sect 28 Technical, Central Services, Lands Capital, IWM, DWSP)  
Accounting Services: Accounting Software and Professional Support  
Services: Actuarial services, subscriptions, memberships  
Internal Chargeback: Chargebacks for purchased vehicles (\$542) & computers (\$4161) - Tangible Capital Assets.

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** On-site Sewage Systems Program  
**Account No:** 32-00  
**Summary:** Costs directly related to undertake private sewage sytem approvals, inquiries and investigations per Ontario Building Code Part 8.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
06	Fees	1,050,000
03	Grants from Others	9,000
13	Other Revenue	180,780
	<b>Total Revenue</b>	<b>1,239,780</b>
<b>Expense:</b>		
30	Wages and Benefits	983,956
41	Staff Mileage & Expense	3,000
42	Staff Certification & Training	10,000
43	Telephone	16,952
45	Insurance	19,782
47	Repair & Maintenance	10,000
48	Office Supplies	6,752
49	Postage	1,224
50	Equipment Purchase	5,000
51	Equipment Rental	4,493
52	Publications and Printing	500
54	Bank Charges	3,500
56	Credit Card Charges	24,000
58	Audit	4,774
59	Legal Services	1,500
60	Materials and Supplies	9,500
62	Services	20,000
64	Vehicle Lease	3,800
70	Rental Expense	62,450
73	Vehicle Gas	22,050
78	Internal Chargeback	26,547
	<b>Total Expenses</b>	<b>1,239,780</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

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

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Section 28 Regulations  
**Account No:** 34-00

**Summary:** Activities required for undertaking Development, Interference and Alteration Regulations Program

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
04	General Levy	
06	Fees	62125
	<b>Total Revenue</b>	<b>62,125</b>
<b>Expense:</b>		
30	Wages and Benefits	54,200
42	Staff Certification & Training	1,000
49	Postage	101
60	Materials and Supplies	200
62	Services	800
73	Vehicle Gas	526
78	Internal Chargeback	5,298
	<b>Total Expenses</b>	<b>62,125</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Fees: Based on 2022 permit levels  
Internal Chargeback: Chargebacks for purchased vehicles (\$1626) & computers (\$3672) - Tangible Capital Assets.

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Watershed Planning  
**Account No:** 35-00

**Summary:** Planning and Development: application review for natural hazards etc.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNRF Transfer Payment	22,690
04	General Levy	56,748
06	Fees	55,000
13	Other Revenue	
		<hr/>
	<b>Total Revenue</b>	<b>134,438</b>
<b>Expense:</b>		
30	Wages and Benefits	123,034
41	Staff mileage and expense	1,862
42	Staff Certification & Training	1,500
60	Materials and Supplies	500
62	Services	7,000
78	Internal Chargeback	542
		<hr/>
	<b>Total Expenses</b>	<b>134,438</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

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

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Operation and Maintenance of Flood Control Structures  
**Account No:** 36-00

**Summary:** Activities to operate, repair and maintain dams, weirs, pumps, and operate flood control lands

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	44,245
04	General Levy	102,475
	<b>Total Revenue</b>	<b>146,720</b>
<b>Expense:</b>		
30	Wages and Benefits	107,250
44	Taxes	11,880
45	Insurance	19,780
47	Repairs and Maintenance	1,000
60	Materials and Supplies	150
62	Services	300
72	Hydro	1,100
73	Vehicle Gas	3,420
78	Internal Chargeback	1,840
	<b>Total Expenses</b>	<b>146,720</b>
	<b>Net</b>	<b>-</b>

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

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**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Erosion Control Maintenance  
**Account No:** 37-00

**Summary:** Activities involving the operation, maintenance and repair of erosion control structures and associated lands

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	17,150
04	General Levy	43,497
	<b>Total Revenue</b>	<b>60,647</b>
<b>Expense:</b>		
30	Wages and Benefits	35,137
44	Taxes	6,789
45	Insurance	14,837
60	Materials and Supplies	500
72	Hydro	900
73	Vehicle Gas	1,183
78	Internal Chargeback	1,301
	<b>Total Expenses</b>	<b>60,647</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Internal Chargeback Chargebacks for purchased vehicles (\$1301) - Tangible Capital Assets.



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**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Flood Forecasting  
**Account No:** 38-00

**Summary:** Maintenance, repair and operation of the flood forecasting program of NBMCA

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	30,695
04	General Levy	72,364
	<b>Total Revenue</b>	<b>103,059</b>
<b>Expense:</b>		
30	Wages and Benefits	81,007
41	Staff Mileage & Expense	500
42	Staff Certification & Training	2,000
43	Telephone	8,354
47	Repairs and Maintenance	300
60	Materials and Supplies	900
62	Services	4,000
73	Vehicle Gas	1,050
78	Internal Chargeback	4,948
	<b>Total Expenses</b>	<b>103,059</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Internal Chargeback Chargebacks for purchased vehicles (\$542) & computers (\$4406) - Tangible Capital Assets.

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**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Ice Management  
**Account No:** 39-00

**Summary:** Activities involving the monitoring and removal of ice for flood forecasting and prevention.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	2,690
04	General Levy	6,539
13	Other Revenue	4,250
	<b>Total Revenue</b>	<b>13,479</b>
<b>Expense:</b>		
30	Wages and Benefits	5,542
60	Materials and Supplies	600
62	Services	7,337
	<b>Total Expenses</b>	<b>13,479</b>
	<b>Net</b>	<b>- 0</b>

**Budget Notes:** Parks Creek backflood control  
Other Revenue: From 2022 Deferred

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Water Quality Monitoring  
**Account No:** 42-00

**Summary:** Activities related to water quality monitoring program.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	5,000
04	General Levy	4,997
	<b>Total Revenue</b>	<b>9,997</b>
<b>Expense:</b>		
32	Wages and Benefits	6,467
60	Materials and Supplies	1,500
62	Services	580
73	Vehicle Gas	1,450
	<b>Total Expenses</b>	<b>9,997</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**  
Other Grant: City of North Bay grant of \$5,000.  
Seasonal: One Technician  
Services: Analysis Expense

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Interpretive Centre  
**Account No:** 56-00

**Summary:** Revenue and Expenses associated with ownership, operation and maintenance of Interpretive Centre including Mortgage Loan Interest

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
09	Property Rental Revenue - Internal	143,622
10	Property Rental Revenue - External	48,785
13	Other Revenue	31,225
	<b>Total Revenue</b>	<b>223,632</b>
<b>Expense:</b>		
30	Wages and Benefits	103,053
45	Insurance	16,815
46	Natural Gas	16,500
47	Repairs and Maintenance	2,000
55	Interest Expense	25,464
60	Materials and Supplies	8,300
62	Services	32,000
71	Water	3,500
72	Hydro	16,000
	<b>Total Expenses</b>	<b>223,632</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Other Revenue From solar panels (\$6225) and Central Services deferred revenue (\$25,000)  
Interest Expense Mortgage Interest payments (North Bay office building "Intepretive Centre")  
Services HVAC, Security, Elevator Maintenance, Cleaners

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Outreach  
**Account No:** 57-00

**Summary:** Revenue and Expenses for Educational Outreach,  
Communications and Community Partnering

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	90,000
04	General Levy	13,404
06	Fees	1,000
07	Donations	2,000
13	Other Revenue	5,000
	<b>Total Revenue</b>	<b>111,404</b>
<b>Expense:</b>		
30	Wages and Benefits	13,550
41	Staff Mileage and Expense	500
53	Advertising	500
60	Materials and Supplies	854
62	Services	500
66	Consulting Services	95,000
TBD	Awards and Scholarships	500
	<b>Total Expenses</b>	<b>111,404</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Grants from Others: Trouirism North Bay, Indigenous Friendship Centre  
Other Revenue: Includes \$16,350 from S.28-DIA capital  
Services: Website consultant, printouts, banners, etc.  
Consulting Services: Miskwaadesi project

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program  
**Name:** Lands and Properties Operations  
**Account No:** 70-00

**Summary:** Revenue and Expenses for activities that maintain, protect, repair facilities and administer to NBMCA-owned properties and lands.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
04	General Levy	78,532
05	Special Levy	70,000
07	Donations	1,000
10	Property Rental Revenue - External	21,400
20	Shared Costs	13,000
	<b>Total Revenue</b>	<b>183,932</b>
<b>Expense:</b>		
30	Wages and Benefits	70,373
44	Taxes	15,275
45	Insurance	14,985
47	Repairs and Maintenance	1,500
50	Shared Cost LSHSC	8,313
52	Publications & Printing	2,500
60	Materials and Supplies	13,000
62	Services	48,000
64	Vehicle Lease	3,800
73	Vehicle Gas	4,560
78	Internal Chargeback	1,626
	<b>Total Expenses</b>	<b>183,932</b>
	<b>Net</b>	<b>-</b>
<b>Budget Notes:</b>		
Special Levy	City of North Bay levy related to homelessness encampments	
Rental Revenue:	Pattison Signs \$19,835 Arugula Rent \$1,450 Day Care \$200	
Donations:	From Drop Boxes and other Donors	
Shared Costs:	From LSHSC (ski hill) for Hydro, Property Taxes, Security	
Services	Homelessness encampment response, Snow removal, Trail Pruning, Memberships	
Internal Chargeback	Chargebacks for purchased vehicles (\$1626) - Tangible Capital Assets.	

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Source Water Protection  
**Account No:** 83-00

**Summary:** Activities to prepare for implementing source protection planning for the watershed through the Drinking Water Act.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MOE Transfer Payment	199,563
	<b>Total Revenue</b>	<b>199,563</b>
<b>Expense:</b>		
30	Wages and Benefits	156,381
38	Per Diem	4,620
39	Members Mileage	1,680
40	Members Expenses	200
41	Staff Mileage & Expense	1,540
43	Telephone	2,892
45	Insurance	2,550
48	Office Supplies	630
49	Postage	255
51	Equipment Rental	503
53	Advertising/Communications	250
58	Audit	765
60	Materials and Supplies	2,352
62	Services	399
67	Admin Overhead	5,588
70	Rental Expense	14,886
73	Vehicle gas	261
78	Internal Chargeback	3,811
	<b>Total Expenses</b>	<b>199,563</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Internal Chargeback Chargebacks for purchased vehicles (\$400) & computers (\$3411)  
- Tangible Capital Assets.

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Capital Project  
**Name:** Lands and Property Capital for Conservation Areas/Trails  
**Account No:** 86-00

**Summary:** Major Maintenance or Capital Expenditures on CA Lands or Properties as outlined in the Conservation Area Lands and Trails ten year capital forecast.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
04	General Levy	131,583
05	Special Levy	149,350
13	Other Revenue	262,001
	<b>Total Revenue</b>	<b>542,934</b>
<b>Expense:</b>		
30	Wages and Benefits	119,300
41	Staff Mileage & Expense	1,200
50	Equipment Purchase	5,000
60	Materials and Supplies	71,838
62	Services	291,036
66	Consulting Services	1,000
67	Administrative Overhead	50,568
73	Vehicle Gas	1,582
78	Internal Chargeback	1,410
XX	Other Reserve	
XX	Other Surplus	
	<b>Total Expenses</b>	<b>542,934</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Other Revenue: Deferred Revenue, Surplus 2022, OSS Reserve, Lands Capital Acquisition Reserve  
Material and Supplies: Safety, signage and brochures, Laurier Woods boardwalk repair, culvert replacement  
Consulting Services: Bridge Design/Construction, Forest Management Planning  
Services: Tower deck repair, tower roof shingles, 2 HVAC units, 1 boiler, Kinsmen bridge repair, hazard tree removal.  
Internal Chargeback Chargebacks for purchased vehicles (\$1410) - Tangible Capital Assets.  
Other Reserve: \$10,000 every year for approx. 900m of Kate Paceway trail  
Other Surplus: \$4,000 every year for 8 years to recover purchase expense for Shields McLaren



**DRAFT ONLY**

**Bus. Unit:** NBMCA Capital Project  
**Name:** Mortgage Principal Repayment Capital  
**Account No:** ABC

**Summary:** Principal Repayment for the North Bay office mortgage loan

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
13	Other Revenue	19,100
	<b>Total Revenue</b>	<b>19,100</b>
<b>Expense:</b>		
	Mortgage Principal	19,100
	<b>Total Expenses</b>	<b>19,100</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**  
Other Revenue      Deferred revenue  
Mortgage Principal      Principal Repayment for the North Bay office mortgage loan  
Interest is paid through 56-Interpretive Centre Operations

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Capital Project  
**Name:** Central Services  
**Account No:** 97-00

**Summary:** Major Maintenance, Capital Expenditures, Upkeep of Authority wide facilities and services that benefit multiple program areas.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
04	General Levy	58,967
13	Other Revenue	18,924
	<b>Total Revenue</b>	<b>77,891</b>
<b>Expense:</b>		
30	Wages and Benefits	21,639
50	Equipment Purchase	500
60	Materials and Supplies	13,080
62	Services	5,000
66	Consulting Services	25,000
67	Administrative Overhead	9,000
78	Internal Chargeback	3,672
	<b>Total Expenses</b>	<b>77,891</b>
	<b>Net</b>	<b>- 0</b>

**Budget Notes:**

Other Revenue                   Deferred revenue  
Materials and Supplies       Software  
Services                         City of North Bay IT services  
Consulting Services           Asset Management Plan  
Internal Chargeback          Chargebacks for purchased computers (\$3672) - Tangible Capital Assets.

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Study & Special Projects  
**Name:** Section 28 Technical Project  
**Account No:** 98-00

**Summary:** Preparation of Screening Maps of Regulated Areas (Generic Regulations) to control development, interference with wetlands and alteration to watercourses. This multi year project will result in hydrology delineation study, a comprehensive review of existing mapping and written policies.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	Transfer Payment	-
04	General Levy	180,714
13	Other Revenue	62,218
	<b>Total Revenue</b>	<b>242,932</b>
<b>Expense:</b>		
30	Wages and Benefits	98,422
41	Staff Mileage and Expense	1,500
42	Staff Certification and Training	2,500
60	Materials and Supplies	2,360
50	Equipment Purchase	4,500
52	Publications and Printing	1,500
62	Services	5,000
66	Consulting Services	100,000
67	Administrative Overhead	27,150
	<b>Total Expenses</b>	<b>242,932</b>
	 <b>Net</b>	 -

**Budget Notes:**

Transfer Payment: NDMP (MMAH) Intake 6 for the La Vase River floodplain mapping project  
Other Revenue: Deferred Revenue from 2022  
Equipment Purchase: Water level monitoring equipment  
Consulting Services: Consulting Services funding for La Vase River Flood Plain Mapping

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Capital Project  
**Name:** Integrated Watershed Management  
**Account No:** 99-00

**Summary:** Multi Year Implementation of the NBMCA Watershed Strategy  
GIS data management, Monitoring, Watershed Report Card,  
Mattawa flood risk assessment

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	Transfer Payment	30,000
04	General Levy	42,745
05	Special Levy	329,000
13	Other Revenue	55,243
	<b>Total Revenue</b>	<b>456,988</b>
<b>Expense:</b>		
30	Wages and Benefits	273,500
41	Staff Mileage and Expense	1,000
42	Certification and Training	2,000
50	Equipment Purchase	25,000
51	Equipment Rental	4,250
53	Advertising	5,000
60	Materials and Supply	11,856
62	Services	8,000
66	Consulting Services	70,000
67	Administrative Overhead	51,300
78	Internal Chargeback	5,082
	<b>Total Expenses</b>	<b>456,988</b>
	<b>Net</b>	<b>-</b>

**Budget Notes:**

Transfer Payment Anticipated in 2023  
Other Revenue: Deferred Revenue from 2022  
Equipment Purchase: Climate change station support equipment and installation  
Equipment Rental For Field Measurements (Surveying)  
Advertising Workshops, floodplain mapping consultations  
Materials and Supply Data software, water quality testing  
Services Fee review, watershed report card, lab analysis  
Consulting Services Callander floodplain mapping, Peer review of Kaibuskong River floodplain mapping  
Administrative Overhead Chargeback  
Internal Chargeback Chargebacks for purchased vehicles (\$1410) and computers (\$3672) - Tangible Capital Assets.

**DRAFT ONLY.**

**Bus. Unit:** NBMCA Capital Project  
**Name:** WECI Project  
**Account No:** 109-00

**Summary:** Water and Erosion Control Infrastructure projects

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2023 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	
04	Special Levy	175,100
13	Other Revenue	324,950
	<b>Total Revenue</b>	<b>500,050</b>
<b>Expense:</b>		
30	Wages and Benefits	29,800
47	Repairs and Maintenance	302,000
66	Consulting Services	142,000
67	Administrative Overhead	26,250
	<b>Total Expenses</b>	<b>500,050</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

MNR Transfer Payment Application to be submitted to MNRF around early Feb. 2023  
Other Revenue: Deferred Revenue from 2022  
Repairs and Maintenance Oak Street bridge project, Parks Street lighting, Chippewa Creek erosion control  
Consulting Services: Oak Street bridge replacement consultant,  
Parks Creek backflood control capacity upgrade study