

**North Bay-Mattawa Conservation Authority
Members Meeting for November 13, 2024
at 4:00 pm In Person & Electronic
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

AMENDED AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from October 9, 2024
6. Correspondence
 - Township of McDougall

Business Reports

7. Section 28 Permits **(Report #1)**
8. Quarterly Financial Report **(Report #2)**
9. CA Act Deliverables Update **(Report #3)**
10. Communications Quarterly Report **(Report #4)**
11. CAO'S General Report Update **(Report #5)**
12. Ski Hill Capital Reserve Request **(Report #6)**

Other Business

13. Closed session of Committee of the Whole
14. New Business
15. Adjournment

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

TENTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on November 13, 2024 in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Chisholm, Township of	-	Nunzio Scarfone
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
North Bay, City of	-	Chris Mayne
North Bay, City of	-	Lana Mitchell

ALSO PRESENT:

Robin Allen, Interim CAO - Secretary Treasurer
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
Aaron Loughheed, Manager, Finance
Hannah Wolfram, Regulations Officer
Ella Bird, Deputy Chief Building Official, Acting Manager, On-Site Sewage Systems

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No.122-24, Mick-Scarfone

THAT the agenda be approved as amended.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Delegations

None

5. Adoption of Previous Minutes of October 9, 2024

After discussion the following resolution was presented:

Resolution No. 123-24, Chirico-Belanger

THAT the minutes of the meeting held October 9, 2024 be adopted as presented.

Carried Unanimously

6. Correspondence

Robin Allen presented an item of correspondence received from the Township of McDougall. After discussion, the members requested that Robin Allen draft a response and prepare it for distribution to municipalities and the Minister of Municipal Affairs and Housing, Graydon Smith, MPP Parry Sound Muskoka and the West Parry Sound Municipalities under the jurisdiction of the North Bay-Mattawa Conservation Authority.

7. Section 28 Permits

Githan Kattera presented the report to the Members. After discussion, the Members thanked Githan and the following resolution was presented:

Resolution No. 124-24, Chirico-Britton

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

8. Quarterly Financial Report

Aaron Lougheed presented the Quarterly Financial Report. After discussion the following resolution was presented:

Resolution No. 125-24, Belanger-Mick

THAT the Budget Status Report at September 30, 2024 be approved by the members of the Board of Directors and appended to the minutes of this meeting.

Carried Unanimously

9. Conservation Authorities (CA) Act Deliverables

Kevin Tayler presented the report on the CA Act Deliverables update. After discussion, the members

thanked Kevin and the following resolution was presented:

Resolution No. 126-24, Mick-Chirico

THAT the C.A. Act Deliverables Interim Report is received and appended to the minutes of this meeting.

Carried Unanimously

10. Communications Quarterly Report

In the absence of Paula Loranger, Community Relations Coordinator, Robin Allen presented the Communications Quarterly Report. After discussion, the members extended their gratitude to Paula for her work done in the community. After discussion, the following resolution was presented:

Resolution No. 127-24, Scarfone-Belanger

THAT the Communications and Outreach Report dated October 24, 2024 be received and appended to the minutes of this meeting.

Carried Unanimously

11. October CAO Update

Robin Allen presented the October CAO Update. After discussion the members thanked Robin and the following resolution was presented:

Resolution No. 128-24, Belanger-Britton

THAT the Interim CAO's Report dated October 29, 2024 be received and appended to the minutes of this meeting.

Carried Unanimously

12. Ski Hill Capital Reserve Request

Aaron Loughheed presented the Ski Hill Capital Reserve Request Report. After discussion, the members thanked Aaron, and the following resolution was presented:

Resolution No. 129-24, Belanger-Mick

THAT the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

AND THAT the Members approve the Laurentian Ski Hill and Snowboarding Club's request for

\$78,784 from the NBMCA's Ski Hill capital reserve.

Carried Unanimously

13. Closed session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No. 130-24, Scarfone-Chirico

THAT the meeting move into a closed session of "Committee of the Whole" to discuss personnel, property and legal matters at 5:10 pm.

Carried Unanimously

Resolution No. 131-24, Mick-Scarfone

THAT the meeting move out of a closed session of "Committee of the Whole" and back into an open meeting at 6:10 pm.

Carried Unanimously

Carried Unanimously

14. New Business

The members reviewed the Draft 2025 Budget. The draft budget was scheduled to be presented to the Executive Committee meeting scheduled for 3:00pm on November 13th, but the Executive Committee meeting did not proceed as planned, and the members present at the full Board of Directors meeting reviewed the Draft 2025 Budget. After discussion, the following resolution was presented:

Resolution No. 132-24, Mick-Britton

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

AND THAT the Committee recommends the Budget to the Full Board of Directors,

AND THAT a Special Board Meeting be called at the call of the Chair to review the Budget after consultation.

Carried Unanimously

15. Adjournment (6:10 p.m.)

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

Resolution No. 134-24, Britton-Belanger

THAT the meeting be adjourned, and the next meeting be held at 4:00pm on December 11, 2024 or the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer

RESOLUTION NO.: 2024-106



DATE: October 16, 2024

CARRIED: ✓

DEFEATED:

<u>MOVED BY:</u>	<u>DIVISION LIST</u>	<u>FOR</u>	<u>AGAINST</u>
<u>Councillor Hamer</u>	Councillor Blower	<u> </u>	<u> </u>
	Councillor Constable	<u> </u>	<u> </u>
<u>SECONDED BY:</u>	Councillor Hamer	<u> </u>	<u> </u>
	Councillor Ryman	<u> </u>	<u> </u>
<u>Councillor Constable</u>	Mayor Robinson	<u> </u>	<u> </u>

WHEREAS the North Bay Mattawa Conservation Authority is the delegated authority for the Corporation of the Municipality of McDougall with respect to septic approvals;

AND WHEREAS the Municipality of McDougall has now grown to require a more streamlined service, as the current application process requires ratepayers and builders to obtain septic approval prior to applying/submitting for a building permit.;

AND WHEREAS the Council for the Corporation of the Municipality of McDougall wishes to prevent delays and speed up the application process within its boundaries.;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of McDougall officially request the Minister of Municipal Affairs and Housing grant the Municipality of McDougall enforcement of the provisions of the Building Code Act and Part 8 (sewage systems) of the Ontario Building Code, and the authority be removed from North Bay Mattawa Conservation Authority.;

AND FURTHERMORE that a copy of this resolution be sent to Paul Calandra, Minister of Municipal Affairs and Housing, Graydon Smith, MPP Parry Sound-Muskoka, the West Parry Sound Area municipalities under the authority for North Bay Mattawa Conservation Authority.



MAYOR



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

ORIGIN: Githan Kattera, Regulations Officer / Water Resources, M.Eng.
Hannah Wolfram, Regulations Officer

DATE: October 28, 2024

SUBJECT: Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (Ontario Regulation 41/24)

Background:

Section 28 of the *Conservation Authorities Act* empowers each Conservation Authority to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. This regulation continues 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, an Authority may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority

- (a) The activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;
- (b) The activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and
- (c) Any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21. Sched.2, s. 9 (1)

On March 28, 2024, the Chief Administrative Officer, Secretary-Treasurer received delegation from the Board of Directors to issue permits under the amended Ontario Regulation 41/24.

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

Monthly Analysis:

Since the approval of the previous minutes, the Conservation Authority has issued **three** new permits. Additionally, some properties have been classified as exemptions under Ontario Regulation 41/24. A formal email has been sent to the respective applicants, indicating that a permit is not required and that an email confirmation from our office will suffice. Table 1., below summarizes the details of the permits issued.

Among the newly issued permits, **one** is for a small project, while **two** are for standard projects.

Third Quarter Analysis:

The number of permits issued to date in 2024, **totaling 77**, is slightly below the five-year average of 100 permits (from 2018 to 2022). Applications for work and requests for site inspections continue to be received. The lower number of permits issued can be attributed to the policy change effective April 1st, 2024, which introduced exceptions in various construction and reconstruction processes under the newly implemented **Ontario Regulation 41/24**, made pursuant to the Conservation Authorities Act.

The numbers below compare permit issued from 2019 to 2024:

NBMCA – Section 28	2019	2020	2021	2022	2023	2024 (Jan 01 st to Oct 20 th)
Permits Issued	123	116	131	120	99	77

Recommendation:

THAT the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

Recommended Resolution:

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.



Githan Kattera, Regulations Officer/ Water Resources Coordinator

Table 1: Details of seven new issued permits

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Features	Nature of Work	Date Complete Application Received	Prohibited Activities, Exemptions and Permits: Permit #/Date Issued
REF-24-19	Jessica Damaren	East Ferris	Lot 15 & 16 Con 13 Pts 4, 5, & 6	Wetland	Construct a driveway	October 08, 2024	#75-24 October 10, 2024
REF-24-13	Municipality of East Ferris	East Ferris	Trout Lake	Trout Lake	Installing Dry Hydrant	September 24, 2024	#76-24 October 10, 2024
REF-24-14	Municipality of East Ferris	East Ferris	Lake Nosbonsing	Lake Nosbonsing	Installing Dry Hydrant	September 24, 2024	#77-24 October 10, 2024



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: November 13, 2024

SUBJECT: Budget vs Actual for the period January 1, 2024 through September 30, 2024

ANALYSIS: Budget Vs Actual

The Ministry of Natural Resources (MNR), in accordance with the Conservation Authorities Act Section 39, transferred funding in the amount of \$133,490.00 for the 2024-25 fiscal year. This transfer payment was received on August 28, 2024.

Currently the NBMCA is projected to have a modest net income for the year with amounts to be put in reserves for Lands Capital Acquisition, WECl Projects, and Lands and Properties Capital Projects.

Category One Programs (Mandatory)

Corporate Services Operations – Income is projected to be on budget through 2024. Expenses are above budget for the first 9 months of 2024 and the program is projected to have a net loss due to increased expenses in Mileage and Expenses, Legal Services, and Audit Services.

Corporate Services Capital – Income for the capital budget of corporate services is non-existent, this is due to there being no deferred revenue for this program. All projects moved to 2025.

Planning and Regulations - Planning and regulations fees are low for this time of year (50% of budget) and expenses are on track to meet budgeted amounts. Program likely to be in a slight deficit for 2024.

Water Resources Management Operations – Revenues expected to exceed budget, along with expenses, due to the operations of parks creek, total cost recovery for this operation exceeded \$105,000. Program likely to have a significant surplus for 2024.

Water Resources Management Capital – Revenues are below budgeted figures as there are no WECl projects planned for fiscal 2024. \$100,000 to be deferred for 2025 WECl Projects.

Source Water Protection – All Transfer payments have been received and the program is likely to be on budget for 2024.

On-Site Sewage System Program – Revenue targets are not expected to be in line with budget (currently 57% of budget) and expenses will need to be monitored closely to limit use of reserves for the program. Anticipated loss in the program will exceed \$50,000.

Land and Properties Operations – Revenue likely to be lower than expected at year end due to unavailable deferred amounts, however, expenses for the program are running below budget. No concerns currently.

Lands and Properties Capital – Revenue and Expenses on target. No concerns currently.

Category Two Projects (Non-Mandatory Municipality Delegated)

Watershed Municipal Programs – Revenues and Expenses are in line with the budget. No concerns currently.

Category Three Projects (Non-Mandatory NBMCA Recommended)

Watershed Support Programs Operations – Primary activity within this program is the Mattawa River Canoe Race. Current projected income for the program is \$8,750. Recommended that all income be placed into a reserve for the Mattawa River Canoe Race.

Watershed Support Programs Capital – Revenues are on target, expenses likely not to exceed budget. No concerns currently.

Ski Hill Operations – Funding has been received and passed through to the Ski Hill for Operations. No concerns currently.

Ski Hill Capital – Greater than expected expenses for capital repairs to NBMCA owned assets on the Ski Hill, revenues not expected to meet budgeted amounts. With a significant reserve for capital expenses there are no concerns currently.

RECOMMENDED RESOLUTIONS:

THAT the Budget Status Report at September 30, 2024 be approved by the members of the Board of Directors and appended to the minutes of this meeting.

Prepared by:
Aaron Lougheed
Manager, Finance

Reviewed by:
Robin Allen
Interim CAO and Secretary Treasurer

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
Profit Loss Budget vs. Actual
For the 9 Months Ended September 30, 2023

	Jan - Jun 2024	Budget	Variance	% of Budget
Income				
3100 · Corporate Services	847,328	1,081,110	-233,782	78.38%
9700 · Corporate Services Capital	0	174,985	-174,985	0.0%
3500 · Planning and Regulations	254,872	341,052	-86,180	74.73%
3600 · Water Resources Management	758,102	626,067	132,035	121.09%
8300 · Source Water Protection	142,184	160,753	-18,569	88.45%
3200 · On-site Sewage System Program	725,058	1,211,200	-486,142	59.86%
6100 · Watershed Support Programs	44,508	64,086	-19,578	69.45%
6200 · Watershed Support Programs Capital	9,500	9,500	0	100.0%
6400 · Watershed Municipal Programs	23,197	23,197	0	100.0%
7000 · Lands & Properties	509,918	579,711	-69,793	87.96%
8600 · Lands & Properties Capital	261,485	261,485	0	100.0%
109-00 · WRM Capital	252,374	522,000	-269,626	48.35%
112-00 · LSHSC CAPITAL	51,497	65,000	-13,503	79.23%
114-00 · LSHSC OPERATING	260,010	85,000	175,010	305.89%
Total Income	4,140,033	5,205,146	-1,065,113	79.54%
Expense				
3100 · Corporate Services	946,631	1,081,110	134,479	87.56%
9700 · Corporate Services Capital	5,608	174,985	169,377	3.21%
3500 · Planning and Regulations	262,518	341,052	78,534	76.97%
3600 · Water Resources Management	513,036	626,067	113,031	81.95%
8300 · Source Water Protection	94,163	160,753	66,590	58.58%
3200 · On-site Sewage System Program	699,364	1,211,200	511,836	57.74%
6100 · Watershed Support Programs	35,718	64,086	28,368	55.74%
6200 · Watershed Support Programs Capital	1,689	9,500	7,811	17.78%
6400 · Watershed Municipal Programs	19,296	23,197	3,901	83.18%
7000 · Lands & Properties	354,943	579,711	224,768	61.23%
8600 · Lands & Properties Capital	26,811	261,485	234,674	10.25%
109-00 · WRM Capital	94,424	522,000	427,576	18.09%
112-00 · LSHSC CAPTIAL	78,666	65,000	-13,666	121.02%
114-00 · LSHSC OPERATING	253,760	85,000	-168,760	298.54%
Total Expense	3,386,627	5,205,146	-1,818,519	65.06%
Net Ordinary Income	753,407	0	753,407	

NBMCA
Profit Loss Budget Vs. Actual
Corporate Services

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3116 · Administrative Overhead	595,136.25	793,515.00	(198,378.75)	75.0%
3109 · Internal Rent Rev	9,346.50	55,462.00	(46,115.50)	16.85%
3101 · A-Transfer Pay'ts MNR	16,020.00	16,020.00	0.00	100.0%
3104 · A-General Levy	143,442.00	143,441.00	1.00	100.0%
3106 · A-Fees	0.00	1,000.00	(1,000.00)	0.0%
3107 · A-Donations	140.08	2,000.00	(1,859.92)	7.0%
3110 · A-Property Rental Rev External	32,000.15	50,776.00	(18,775.85)	63.02%
3113 · A-Other Revenue	1,754.35			
3114 · A-Interest Earned	49,488.39	18,896.00	30,592.39	261.9%
Total Income	847,327.72	1,081,110.00	(233,782.28)	78.38%
Gross Profit	847,327.72	1,081,110.00	(233,782.28)	78.38%
Expense				
3191 · Mortgage Principal Repayment	13,801.65	18,715.00	(4,913.35)	73.75%
3199 · Bad Debts	73.62			
3130 · A-Wages Salaried	568,553.80	712,245.00	(143,691.20)	79.83%
3138 · A-Per Diem	3,020.00	11,500.00	(8,480.00)	26.26%
3139 · A-Members Mileage	2,541.26	5,500.00	(2,958.74)	46.21%
3140 · A-Members Expenses	1,229.44	2,000.00	(770.56)	61.47%
3141 · A-Staff Mileage & Expenses	8,415.99	4,700.00	3,715.99	179.06%
3142 · A-Staff Certification & Training	5,585.36	8,850.00	(3,264.64)	63.11%
3143 · A-Telephone	4,840.75	9,270.00	(4,429.25)	52.22%
3145 · A-Insurance	30,627.00	30,465.00	162.00	100.53%
3146 · A-Gas	11,559.66	16,500.00	(4,940.34)	70.06%
3147 · A-Repairs & Maintenance	0.00	2,000.00	(2,000.00)	0.0%
3148 · A-Office Supplies	5,338.17	8,000.00	(2,661.83)	66.73%
3149 · A-Postage	564.40	545.00	19.40	103.56%
3150 · A-Equipment Purchases	0.00	250.00	(250.00)	0.0%
3151 · A-Equipment Rental	824.14	2,460.00	(1,635.86)	33.5%
3152 · A-Publications & Printing	716.39	2,015.00	(1,298.61)	35.55%
3153 · A-Advertising	152.64	4,000.00	(3,847.36)	3.82%
3154 · A-Bank Charges	1,182.50			
3155 · A-Interest Expense	19,706.66	24,500.00	(4,793.34)	80.44%
3158 · A-Audit	20,635.70	11,050.00	9,585.70	186.75%
3159 · A-Legal Services	146,990.80	30,000.00	116,990.80	489.97%
3160 · A-Materials & Supplies	4,345.52	38,080.00	(33,734.48)	11.41%
3161 · A-Conservation Ont Levy	26,814.00	26,815.00	(1.00)	100.0%
3162 · A-Services	45,566.64	81,500.00	(35,933.36)	55.91%
3171 · A-Water	4,652.96	3,500.00	1,152.96	132.94%
3172 · A-Hydro	17,749.15	16,000.00	1,749.15	110.93%
3173 · A-Vehicle Gas	503.29	685.00	(181.71)	73.47%
3174 · A-Accounting Services	763.20	1,680.00	(916.80)	45.43%
3178 · A-Internal Chargeback	0.00	8,285.00	(8,285.00)	0.0%
3182 · Staff Clothing Purchase	(124.14)			
Total Expense	946,630.55	1,081,110.00	(134,479.45)	87.56%
Net Ordinary Income	(99,302.83)	0.00	(99,302.83)	100.0%
Other Income/Expense				
Other Expense				
3195 · A-TCA Equipment	3,153.53			
Total Other Expense	3,153.53			
Net Other Income	(3,153.53)	0.00	(3,153.53)	100.0%
	(102,456.36)	0.00	(102,456.36)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Corporate Service Capital

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9713 · CS-Other Revenue	0.00	174,985.00	(174,985.00)	0.0%
Total Income	0.00	174,985.00	(174,985.00)	0.0%
Gross Profit	0.00	174,985.00	(174,985.00)	0.0%
Expense				
9730 · CS-Wages Salary	5,607.88	8,672.00	(3,064.12)	64.67%
9762 · CS-Services	0.00	161,700.00	(161,700.00)	0.0%
9778 · CS - Internal Chargeback	0.00	4,613.00	(4,613.00)	0.0%
Total Expense	5,607.88	174,985.00	(169,377.12)	3.21%
Net Ordinary Income	(5,607.88)	0.00	(5,607.88)	100.0%
Net Income	(5,607.88)	0.00	(5,607.88)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Planning

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3501 · WP-MNR Transfer Payment	22,690.00	22,690.00	0.00	100.0%
3504 · WP-General Levy	97,760.00	97,760.00	0.00	100.0%
3506 · WP-Fees	54,331.50	110,000.00	(55,668.50)	49.39%
3513 · WP-Other Income	80,090.74	110,602.00	(30,511.26)	72.41%
Total Income	254,872.24	341,052.00	(86,179.76)	74.73%
Gross Profit	254,872.24	341,052.00	(86,179.76)	74.73%
Expense				
3573 · Vehicle Gas	230.41	525.00	(294.59)	43.89%
3567 · Admin Overhead	73,208.25	97,611.00	(24,402.75)	75.0%
3549 · Postage	0.00	104.00	(104.00)	0.0%
3547 · Repair & Maintenance	0.00	3,000.00	(3,000.00)	0.0%
3530 · WP-Wages Salary	163,327.34	225,484.00	(62,156.66)	72.43%
3541 · WP-Staff Mileage & Expenses	143.48	1,500.00	(1,356.52)	9.57%
3542 · WP-Staff Certification & Train	393.85	2,500.00	(2,106.15)	15.75%
3560 · WP-Materials & Supplies	0.00	700.00	(700.00)	0.0%
3562 · WP-Services	0.00	3,800.00	(3,800.00)	0.0%
3566 · WP-Consulting Services	25,214.40			
3578 · WP-Internal Chargeback	0.00	5,828.00	(5,828.00)	0.0%
Total Expense	262,517.73	341,052.00	(78,534.27)	76.97%
Net Ordinary Income	(7,645.49)	0.00	(7,645.49)	100.0%
Net Income	(7,645.49)	0.00	(7,645.49)	100.0%

NBMCA
Profit Loss Budget vs. Actual
Water Resources Management

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3601 · FC-MNR Transfer Payment	94,760.00	94,780.00	(20.00)	99.98%
3603 · FC-Grants from Others	25,031.37			
3604 · FC-General Levy	467,684.41	360,661.00	107,023.41	129.67%
3605 · FC-Sole-benefitting Levy	11,000.00	11,000.00	0.00	100.0%
3613 · FC-Other Revenue	159,626.00	159,626.00	0.00	100.0%
Total Income	758,101.78	626,067.00	132,034.78	121.09%
Gross Profit	758,101.78	626,067.00	132,034.78	121.09%
Expense				
3666 · WRM OPS - Consulting	0.00	20,000.00	(20,000.00)	0.0%
3642 · WRM OPS - Staff Cert. & Train.	3,052.80	3,000.00	52.80	101.76%
3667 · WRM OPS - Admin Overhead	137,620.50	183,494.00	(45,873.50)	75.0%
3630 · FC-Wages Salary	187,270.96	310,677.00	(123,406.04)	60.28%
3641 · FC-Staff mileage & Expense	669.10	2,000.00	(1,330.90)	33.46%
3643 · FC-Telephone	5,027.04	8,354.00	(3,326.96)	60.18%
3644 · FC-Taxes	20,550.07	19,025.00	1,525.07	108.02%
3645 · FC-Insurance	36,348.00	36,348.00	0.00	100.0%
3647 · FC-Repairs & Maintenance	187.93	6,800.00	(6,612.07)	2.76%
3648 · FC-Office Supplies	0.00	250.00	(250.00)	0.0%
3651 · FC-Equipment Rental	54,855.47			
3660 · FC-Material & Supplies	1,502.98	2,650.00	(1,147.02)	56.72%
3662 · FC-Services	60,714.21	16,800.00	43,914.21	361.39%
3672 · FC-Hydro	2,305.75	1,900.00	405.75	121.36%
3673 · FC-Vehicle Gas	2,931.53	6,680.00	(3,748.47)	43.89%
3678 · FC-Internal Chargeback	0.00	8,089.00	(8,089.00)	0.0%
Total Expense	513,036.34	626,067.00	(113,030.66)	81.95%
Net Ordinary Income	245,065.44	0.00	245,065.44	100.0%
Net Income	245,065.44	0.00	245,065.44	100.0%

NBMCA
Profit Loss Budget vs. Actual
Water Resources Management Capital

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
109-01 · WECl Project Trsf Pay'	(1,000.00)	100,000.00	(101,000.00)	(1.0%)
109-04 · WECl Project -GenLevy	45,000.00	45,000.00	0.00	100.0%
109-05 · WECl-Sole Benefitting Levy	200,000.00	200,000.00	0.00	100.0%
109-13 · WECl Project -Other Rev	8,374.00	177,000.00	(168,626.00)	4.73%
Total Income	252,374.00	522,000.00	(269,626.00)	48.35%
Gross Profit	252,374.00	522,000.00	(269,626.00)	48.35%
Expense				
109-78 · WRM CAP - Internal Chargeback	0.00	5,250.00	(5,250.00)	0.0%
109-30 · WECl Project -SalaryWage	6,162.61	9,442.00	(3,279.39)	65.27%
109-66 · WECl Project-Consult Servi	86,277.87	494,663.00	(408,385.13)	17.44%
109-67 · WECl Project-Admin Overhea	1,983.75	2,645.00	(661.25)	75.0%
Total Expense	94,424.23	512,000.00	(417,575.77)	18.44%
Net Ordinary Income	157,949.77	10,000.00	147,949.77	1,579.5%
Other Income/Expense				
Other Expense				
109-50 · WECl-TCA purchases	0.00	10,000.00	(10,000.00)	0.0%
Total Other Expense	0.00	10,000.00	(10,000.00)	0.0%
Net Other Income	0.00	(10,000.00)	10,000.00	0.0%
Net Income	157,949.77	0.00	157,949.77	100.0%

NBMCA
Profit Loss Budget vs. Actual
OSS Program

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3215 · Credit Card Surcharge	0.00	18,000.00	(18,000.00)	0.0%
3206 · S-OBC-Fees	664,083.25	1,153,200.00	(489,116.75)	57.59%
3213 · S-OBC-Other Revenue	60,975.16	40,000.00	20,975.16	152.44%
Total Income	725,058.41	1,211,200.00	(486,141.59)	59.86%
Gross Profit	725,058.41	1,211,200.00	(486,141.59)	59.86%
Expense				
3267 · S-OBC - Admin Overhead	194,196.75	259,198.00	(65,001.25)	74.92%
3230 · S-OBC--Wages Salary	407,224.86	712,302.00	(305,077.14)	57.17%
3241 · S-OBC-Staff Mileage & Expenses	1,368.85	3,000.00	(1,631.15)	45.63%
3242 · S-OBC-Staff Certific & Trainin	3,960.61	10,450.00	(6,489.39)	37.9%
3243 · S-OBC-Telephone	11,203.64	16,000.00	(4,796.36)	70.02%
3245 · S-OBC-Insurance	18,810.96	19,100.00	(289.04)	98.49%
3247 · S-OBC-Repairs & Maintenance	7,365.66	12,500.00	(5,134.34)	58.93%
3248 · S-OBC-Office Supplies	892.55	5,100.00	(4,207.45)	17.5%
3249 · S-OBC-Postage	0.00	1,200.00	(1,200.00)	0.0%
3250 · S-OBC Equipment Purchase	(203.28)	3,000.00	(3,203.28)	(6.78%)
3251 · S-OBC-Equipment Rental	4,597.65	6,500.00	(1,902.35)	70.73%
3252 · S-OBC-Publications & Printing	0.00	500.00	(500.00)	0.0%
3254 · S-OBC-Bank Charges	0.00	2,700.00	(2,700.00)	0.0%
3256 · S-OBC-Credit Card Charges	18,158.93	22,800.00	(4,641.07)	79.64%
3258 · S-OBC-Audit	5,500.00	5,500.00	0.00	100.0%
3259 · S-OBC-Legal Services	0.00	2,500.00	(2,500.00)	0.0%
3260 · S-OBC-Materials and Supplies	411.10	3,000.00	(2,588.90)	13.7%
3262 · S-OBC-Services	4,087.90	7,000.00	(2,912.10)	58.4%
3270 · S-OBC-Rental Expense	15,169.35	78,300.00	(63,130.65)	19.37%
3273 · S-OBC-Vehicle Gas	6,618.24	14,000.00	(7,381.76)	47.27%
3278 · OBC--Internal Chargeback	0.00	26,550.00	(26,550.00)	0.0%
Total Expense	699,363.77	1,211,200.00	(511,836.23)	57.74%
Net Ordinary Income	25,694.64	0.00	25,694.64	100.0%
Net Income	25,694.64	0.00	25,694.64	100.0%

NBMCA
Profit Loss Budget vs. Actual
Source Water Protection

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8301 · SWP OperatTransfer Pay'ts	142,184.38	160,753.00	(18,568.62)	88.45%
Total Income	142,184.38	160,753.00	(18,568.62)	88.45%
Gross Profit	142,184.38	160,753.00	(18,568.62)	88.45%
Expense				
8330 · C-SWP Operat-Wages Salary	70,867.00	124,383.00	(53,516.00)	56.98%
8338 · C-SWP-Per Diem	740.00	5,200.00	(4,460.00)	14.23%
8339 · C-SWP-Members Mileage	339.77	2,000.00	(1,660.23)	16.99%
8340 · C-SWP-Member Expenses	46.05	40.00	6.05	115.13%
8341 · C-SWP-Staff Mileage & Expenses	282.87	650.00	(367.13)	43.52%
8343 · C-SWP-Telephone	1,250.71	2,035.00	(784.29)	61.46%
8345 · SWP-Insurance	2,435.00	2,435.00	0.00	100.0%
8348 · C-SWP-Office Supplies	313.94	316.00	(2.06)	99.35%
8349 · C-SWP-Postage	619.30	220.00	399.30	281.5%
8351 · C-SWP-Equipment Rental	149.30	459.00	(309.70)	32.53%
8353 · C-SWP-Advertising & Communicat	503.71	250.00	253.71	201.48%
8358 · SWP-Audit	790.00	790.00	0.00	100.0%
8360 · C-SWP-Materials & Supplies	234.50	469.00	(234.50)	50.0%
8362 · C-SWP-Services	1,490.00	1,490.00	0.00	100.0%
8367 · C-SWP Operat-Admin Overhead	3,114.00	4,152.00	(1,038.00)	75.0%
8370 · C-SWP-Rent	9,346.50	12,551.00	(3,204.50)	74.47%
8373 · SWP-Vehicle Gas	114.12	260.00	(145.88)	43.89%
8378 · SWP-Internal Chargeback	1,526.50	3,053.00	(1,526.50)	50.0%
Total Expense	94,163.27	160,753.00	(66,589.73)	58.58%
Net Ordinary Income	48,021.11	0.00	48,021.11	100.0%
Net Income	48,021.11	0.00	48,021.11	100.0%

NBMCA
Profit Loss Budget vs. Actual
Lands and Properties Operations

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
7004 · LP-General Levy	111,000.00	111,000.00	0.00	100.0%
7005 · LP-Sole-benefitting Levy	260,000.00	260,000.00	0.00	100.0%
7007 · LP-Donations	2,040.00	1,000.00	1,040.00	204.0%
7010 · LP-Property Rent Revenue Extern	35,377.59	22,042.00	13,335.59	160.5%
7013 · LP-Other Revenue	101,500.00	185,669.00	(84,169.00)	54.67%
Total Income	509,917.59	579,711.00	(69,793.41)	87.96%
Gross Profit	509,917.59	579,711.00	(69,793.41)	87.96%
Expense				
7067 · LP-Admin Overhead	154,354.50	205,806.00	(51,451.50)	75.0%
7030 · LP-Wages Salary	129,267.71	258,284.00	(129,016.29)	50.05%
7044 · LP-Taxes	16,826.91	15,886.00	940.91	105.92%
7045 · LP-Insurance	15,585.00	15,585.00	0.00	100.0%
7047 · LP-Repairs & Maintenance	7,452.10	18,000.00	(10,547.90)	41.4%
7060 · LP-Materials & Supplies	10,149.65	8,100.00	2,049.65	125.3%
7062 · LP-Services	19,090.66	50,000.00	(30,909.34)	38.18%
7064 · LP-Vehicle Lease	0.00	3,000.00	(3,000.00)	0.0%
7073 · LP-Vehicle Gas	2,216.20	5,050.00	(2,833.80)	43.89%
Total Expense	354,942.73	579,711.00	(224,768.27)	61.23%
Net Ordinary Income	154,974.86	0.00	154,974.86	100.0%
Net Income	154,974.86	0.00	154,974.86	100.0%

NBMCA
Profit Loss Budget vs. Actual
Lands and Properties Capital

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8604 · L&P Capital-General Levy	181,485.00	181,485.00	0.00	100.0%
8605 · C-L&P-Special Levy	80,000.00	80,000.00	0.00	100.0%
Total Income	261,485.00	261,485.00	0.00	100.0%
Gross Profit	261,485.00	261,485.00	0.00	100.0%
Expense				
8630 · C-L&P-Wages Salary	11,837.40	27,029.00	(15,191.60)	43.8%
8640 · Equipment_Purchase	0.00	5,000.00	(5,000.00)	0.0%
8641 · C-L&P-Staff mileage & Expenses	275.76	500.00	(224.24)	55.15%
8660 · C-L&P-Materials & Supplies	0.00	27,800.00	(27,800.00)	0.0%
8662 · C-L&P-Services	8,746.78	193,221.00	(184,474.22)	4.53%
8667 · C-L&P-Admin Overhead	5,951.25	7,935.00	(1,983.75)	75.0%
Total Expense	26,811.19	261,485.00	(234,673.81)	10.25%
Net Ordinary Income	234,673.81	0.00	234,673.81	100.0%
Net Income	234,673.81	0.00	234,673.81	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Support Programs

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6104 · 61 - General Levy	3,000.00	3,000.00	0.00	100.0%
6106 · 61 - MRCR Fees	17,392.50	28,886.00	(11,493.50)	60.21%
6107 · 61 - Donations	24,115.64	32,200.00	(8,084.36)	74.89%
Total Income	44,508.14	64,086.00	(19,577.86)	69.45%
Gross Profit	44,508.14	64,086.00	(19,577.86)	69.45%
Expense				
6152 · WSP - Publications and Printing	172.99	4,000.00	(3,827.01)	4.33%
6162 · WSP - Services	10,881.60	21,750.00	(10,868.40)	50.03%
6160 · WSP - Materials and Supplies	4,495.34	12,550.00	(8,054.66)	35.82%
6164 · WSP - Vehicle Lease	0.00	596.00	(596.00)	0.0%
6167 · WSP - Admin Overhead	2,976.00	3,968.00	(992.00)	75.0%
6130 · WSP - Wages and Benefits	16,314.64	19,222.00	(2,907.36)	84.88%
6173 · WSP - Vehicle Gas	877.68	2,000.00	(1,122.32)	43.88%
Total Expense	35,718.25	64,086.00	(28,367.75)	55.74%
Net Ordinary Income	8,789.89	0.00	8,789.89	100.0%
Net Income	8,789.89	0.00	8,789.89	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Support Programs Capital

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6205 · WSP CAP - Sole-Benefitting Levy	1,500.00	1,500.00	0.00	100.0%
6204 · WSP CAP - General Levy	8,000.00	8,000.00	0.00	100.0%
Total Income	9,500.00	9,500.00	0.00	100.0%
Gross Profit	9,500.00	9,500.00	0.00	100.0%
Expense				
6262 · WSP CAP - Services	1,689.22	8,000.00	(6,310.78)	21.12%
6260 · WSP CAP - Materials & Supplies	0.00	500.00	(500.00)	0.0%
6247 · WSP CAP - Repairs and Maint.	0.00	1,000.00	(1,000.00)	0.0%
Total Expense	1,689.22	9,500.00	(7,810.78)	17.78%
Net Ordinary Income	7,810.78	0.00	7,810.78	100.0%
Net Income	7,810.78	0.00	7,810.78	100.0%

NBMCA
Profit Loss Budget vs. Actual
Watershed Municipal Programs

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6405 · WMP - Sole-benefitting Levy	12,000.00	11,197.00	803.00	107.17%
6404 · WMP - General Levy	11,197.00	12,000.00	(803.00)	93.31%
Total Income	23,197.00	23,197.00	0.00	100.0%
Gross Profit	23,197.00	23,197.00	0.00	100.0%
Expense				
6467 · WMP - Admin Overhead	2,981.25	3,975.00	(993.75)	75.0%
6430 · WMP - Wages and Benefits	16,314.64	19,222.00	(2,907.36)	84.88%
Total Expense	19,295.89	23,197.00	(3,901.11)	83.18%
Net Ordinary Income	3,901.11	0.00	3,901.11	100.0%
Net Income	3,901.11	0.00	3,901.11	100.0%

NBMCA
Profit Loss Budget vs. Actual
Ski Hill Operations Funds

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
114-13 · LSHSC Operating Funds Reserve	260,010.00	85,000.00	175,010.00	305.89%
Total Income	260,010.00	85,000.00	175,010.00	305.89%
Gross Profit	260,010.00	85,000.00	175,010.00	305.89%
Expense				
114-67 · LSHSC - Admin Overhead	18,750.00	25,000.00	(6,250.00)	75.0%
114-60 · LSHSC Op Reserve-Mat & Supplies	235,010.00	60,000.00	175,010.00	391.68%
Total Expense	253,760.00	85,000.00	168,760.00	298.54%
Net Ordinary Income	6,250.00	0.00	6,250.00	100.0%
Net Income	6,250.00	0.00	6,250.00	100.0%

NBMCA
Profit Loss Budget vs. Actual
Ski Hill Capital Funds

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
112-13 · LSHSC Capital - Other Revenue	51,497.00	65,000.00	(13,503.00)	79.23%
Total Income	51,497.00	65,000.00	(13,503.00)	79.23%
Gross Profit	51,497.00	65,000.00	(13,503.00)	79.23%
Expense				
112-62 · LSHSC Cap Reserve-Services	78,665.53	65,000.00	13,665.53	121.02%
Total Expense	78,665.53	65,000.00	13,665.53	121.02%
Net Ordinary Income	(27,168.53)	0.00	(27,168.53)	100.0%
Net Income	(27,168.53)	0.00	(27,168.53)	100.0%



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

ORIGIN: Kevin Taylor, Senior Manager Planning & Water Resources

DATE: Oct. 30, 2024.

SUBJECT: Update report on C.A. Act Deliverables under O. Reg. 686/21

Background:

On April 1, 2024, changes to the Conservation Authorities Act resulted in new requirements for Conservation Authorities to have a number of strategies and plans in place. Two (2) strategies have mandated public consultation, the Watershed Strategy and Conservation Areas Strategy. Four (4) other plans/reports are required to be submitted to the MNRF by Dec. 31, 2024.

Deliverables:

A summary of the deliverables for the Strategies, Plans and Reports are listed below.

 Deliverable #1 Ice Management Plan	2024-10-29 9:12 AM
 Deliverable #2 & #3 Nat. Haz. Infrs. Operational and Asset Manage...	2024-10-29 2:13 PM
 Deliverable #4 Conservation Area Strategy	2024-10-29 11:54 AM
 Deliverable #5 Conservation Lands Inventory	2024-09-20 12:32 PM
 Deliverable #6 Watershed Strategy	2024-10-29 4:02 PM

O. Reg 686/21

 [Water Resources Team](#): [Angela, Githan, Hannah, Kevin, Shawn]

- currently finishing up work on final reports
- previous work completed was conducted by Chitra, Valerie, Angela & Githan.

Status Of Deliverables:

#1 Ice Management Plan: Angela, Githan, Hannah 100 % Completed
(Parks Creek only)

#2 Natural Hazard Infrastructure Operational Plan: Githan, Hannah 100% Completed
(Parks Creek only)

#3 Natural Hazard Infrastructure Asset Management Plan: Githan, Hannah 100% Completed
(Parks Creek only)

#4 Conservation Area Strategy: Angela, Kevin 90% Completed
(final section -objectives)

#5 Conservation Lands Inventory: Githan, 99% Completed
(some unknowns about land acquisition, ownership dates)

#6 Watershed Strategy: Angela, Githan, Kevin 90% Completed
(links/references being updated, final summary statement required)

Timelines:

These deliverables will be completed by Dec. 11, 2024, to allow commenting back from MNRF.

Project name	Project Start Date	Status	Details	June	July	August	September	October	November	December
Deliverable #1 Ice Management Plan	2024	100%	Parks Creek	Draft Report(July 26th)	Review	Review	Review	Final Report	Board Approval	Dec. Submission
Deliverable #2 Nat. Haz. Infrs. Operational Management Plan	2024	100%	Parks Creek	Draft Report(July 26th)	Review	Review	Review	Final Report	Board Approval	Dec. Submission
Deliverable #3 Nat. Haz. Infrs. Asset Management Plan	2024	100%	Parks Creek	Draft Report(July 26th)	Review	Review	Review	Final Report	Board Approval	Dec. Submission
Deliverable #4 Conservation Area Strategy	2024	90%	Final section- objectives	Draft Report(July 26th)	Review	Review	Review	Final Review	Final Report	Board Approval Dec. Submission
Deliverable #5 Conservation Lands Inventory	2024	99%	Some unknowns re-land acquisition	Draft Report(July 26th)	Review	Review	Review	Final Review	Final Report	Board Approval Dec. Submission
Deliverable #6 Watershed Strategy	2024	95%	References being updated, final summary	Draft Report(July 26th)	Review	Review	Review	Final Review	Final Report	Board Approval Dec. Submission

Recommendation:

THAT the members receive and approve the interim report for the C.A. Act deliverables as presented.

Recommended Resolution:

THAT the C.A. Act Deliverables Interim Report is received and appended to the minutes of this meeting.

Prepared by:
Kevin Taylor,
Senior Manager Planning & Water Resources

Reviewed by:
Robin Allen
Interim CAO and Secretary Treasurer

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

ORIGIN: Paula Loranger, Community Relations Coordinator

DATE: October 24, 2024

SUBJECT: Communications and Outreach Updates

Background:

1. Miskwaadasi (Painted Turtle)

The official opening of Miskwaadasi was held on September 19, 2024, and celebrated the collaborative efforts of the North Bay Indigenous Friendship Centre and NBMCA, featuring inspirational stories, words of wisdom, education, and partner and volunteer acknowledgment. A website is in the works with the landing page completed www.miskwaadesi.ca. The website will be educational and is in three languages (Anishnaabemowin, French and English). We are working on a plan with NBIFC to use the space to host events and bookings from other community groups.



2. Community Outreach

- February 23-25 - North Bay Home & Garden Show – booth hosted by several staff, over 1000 people passed through the event over 3 days.
- May 3 – Hosted Friends of La Vase Portage Canoe Night – Show and Tell of old and new canoeing and camping gear.
- May 25 – East Ferris Tradeshow – gave away over 200 spruce and pine trees donated by Wayne Reed from Mattawa.



- June 8 - Mattawa River Canoe Race – over \$20,000 in sponsorship raised, 59 teams in the 64 km race and 10 teams in 13 km race (one of the highest number of participants ever), with 3 records broken and ran with 90% volunteers.
- June 10 – Community planting with Clean, Green Beautiful North Bay, Heritage Gardeners and North Pines staff and clients.
- June 23 – Collaborative weeding blitz at the Berry Patch on the Chippewa Creek EcoPath with Enbridge.
- June 24 – Collaborative weeding blitz with Trees4Nipissing.
- June-July – Attended Communities in Bloom (CiB) planning meetings hosted by the City of North Bay and Clean, Green Beautiful North Bay in preparation for the CiB judge's tour. City of North Bay was recognized as a 5-bloom city at the award ceremony held in PEI a few weeks ago and received an award of excellence for Community Appearance.
- August 17 – Louise de Kirline Nature Festival in partnership with Nipissing Naturalist Club and Friends of Laurier Woods, at Laurier Woods Conservation Area.



- September 23 – Hosted a Friendship Force group in the tower. We had 25-30 guests from Australia, Us and other parts of Canada. Shared who we (NBMCA) are and what we do, while pointing out points of interest in the City.
- September 30-October 3 – Attended the World Trails Conference in Ottawa (first time in Canada) - where over 400 delegates from 35 countries convened to discuss trail-related topics. We are eager to implement some of the innovative ideas generated during this event in 2025. Amazing networking opportunity – Conservation Area brochures were shared, and many connections were made.
- October 5 – Callander Cranberry Day – we missed this year for the first time since the beginning of the festival.

Recommendation:

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

Recommended Resolution:

None Required

Submitted by:

Paula Loranger, Community Relations Coordinator

Reviewed by:

Robin Allen, Interim CAO-Secretary Treasurer



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

ORIGIN: Robin Allen, Interim CAO – Secretary Treasurer

DATE: October 29, 2024

SUBJECT: General Report – Update from Robin Allen, Interim CAO, Secretary Treasurer

Internal Update

- Signed a MOU with SRS Club to authorize the use of the Kate Pace way (snowmobile trail)
- Community Involvement – MBA, Discovery Roots
- Calendar Meeting Re: Flood Plain Mapping, possible territory expansion with E. Ferris (regulated area)
- Website Updates

Property Matters

- McDougall Resolution – Letter to Minister Re: Part 8 - Response ?

A handwritten signature in blue ink, appearing to read "R. Allen".

Robin Allen
Interim CAO – Secretary Treasurer



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

ORIGIN: Aaron Lougheed, Manager, Finance

DATE: November 13, 2024

SUBJECT: Laurentian Ski Hill Capital Reserve Request

Background

The Laurentian Ski Hill Snowboarding Club ("Ski Hill") operates the ski hill on property owned by the North Bay-Mattawa Conservation Authority (NBMCA) and uses certain fixed capital assets owned by the NBMCA. The NBMCA holds two reserve accounts for the Ski Hill. One is to assist with Ski Hill operational expenses and the other is to help with NBMCA-owned capital asset expenses.

The agreement between NBMCA and the Ski Hill is such that borrowing from the reserve accounts requires NBMCA approval. The agreement also requires that the Ski Hill provide NBMCA with monthly balance sheets, income statements (with budget comparisons delivered within 5 weeks following the month end) and audited financial statements within reason of its April 30th year end.

NBMCA received funding requests from the Ski Hill requesting funds of \$78,784 from the NBMCA's Ski Hill capital reserve to fund upgrades to the NBMCA owned assets on the Laurentian Ski Hill. A copy of the quotes provided are attached to this report.

Analysis

Staff analysis involves reviewing the current capital reserves at NBMCA for the Ski Hill and, when available, the unaudited/audited financial statements and monthly reports from the Ski Hill. See Table 1: NBMCA's Ski Hill Capital Reserve for current capital reserve balance.

Table 1: NBMCA's Ski Hill Capital Reserve

Description	Amount
Capital Reserve	\$127,852
Request from the Ski Hill to NBMCA to pay contractor invoice	\$78,784
Estimated balance remaining on completion of above transactions	\$49,068

Recommendation:

Staff recommend that the NBMCA Board approve the Ski Hill's request for \$78,784 from the NBMCA's Ski Hill capital reserve for the purpose of paying invoices related to the repair, maintenance, and audit of the NBMCA owned Ski Hill assets.

Recommended Resolution:

THAT the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

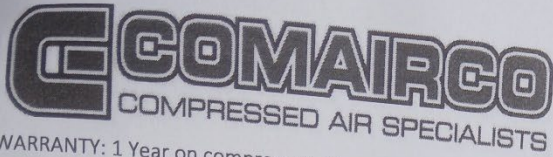
AND THAT the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$78,784 from the NBMCA's Ski Hill capital reserve.

Submitted By

Aaron Lougheed, Assistant Manager, Finance

Reviewed By

Robin Allen, Interim Chief Administrative Office, Secretary Treasurer



WARRANTY: 1 Year on compressor, 2 years on air-end

LESS ENCLOSURE

LESS ENCLOSURE

LESS SOUND ENCLOSURE

For more information about our products, visit the Comairco website www.comairco.com

QUOTE SUMMARY

QuotationQ-0134804CEL

Item Number	Description	Quantity	Unit price	Extended Price
LS200S-150H-V06-U	SULLAIR COMPRESSOR 150HP USED 575V	1	\$63,700.00	\$63,700.00
LESS ENCLOSURE	LESS ENCLOSURE	1	\$0.00	\$0.00

Currency	Total
CAD	\$63,700.00

SIGNATURE: _____

DATE : _____

P.O. _____

TERMS AND CONDITIONS

All Taxes Extra

Delivery: Stock to 2 weeks subject to prior sales

Installation/Start up not included, unless specifically quoted

Prices quoted shall be valid for a period of 30 days from receipt of proposal

30% Deposit with order Net0, Balance Net 30 Day OAC,

F.O.B. Laval

* Payment Terms N30

* Shipping Method BEST WAY

* Transport paid by Client

Galaxy A15 5G

Canadore College
P.O. Box 5001
North Bay, ON P1B 8K9

Date: 3-Oct-2024

Expires: 23-Oct-2024

Quote No.: ICA-24-1750

To: Laurentian Ski Hill
15 Janey Avenue
North Bay, Ontario
P1C 1N1, Canada

Contact: Scott Williams
Email: scott.dsw@execulink.com

PROJECT: Fabrication of Ladder Cover for LSH

Item	Description	Qty	Discount	Price	Amount
1	Material Cost 6 x Ladder Cover Material: Aluminium Diamond Plate Dimension: 8 feet tall, 17.5 inch wide (minimum) 2 clasps to lock	1	13%	\$3,471.80	\$3,020.47
2	Labour Cost for Fabrication - 10 Days -Material Handling -Design -Planning -Cutting -Fitting -Welding -Finishing -Assembly -Project Management	1	-	\$3,000.00	\$3,000.00

HST Registration Number R108075755

Subtotal: \$6,020.47

HST: \$782.66

Total: **\$6,803.13**

Terms:

Subject to iCAMP general terms and conditions.
Standard payment terms for projects over \$1000:
- 50% of total quoted value due on signing
- Balance remaining due on project completion
Hand sketches provided by client
Materials provided by ICAMP
Lead time would be 10 business days from the date of approval

Approval of quote required within 15 days of receipt. Please contact your ICAMP representative with any questions.
Acceptance signature required below:

Item	Description	Qty	Discount	Price	Amount
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Signature

Item	Description	Qty	Discount	Price	Amount
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Date

GENERAL TERMS AND CONDITIONS**1. General:**

All Proposals or Proposals resulting in contracts with the Innovation Centre for Advanced Manufacturing and Prototyping (commonly referred to as ICAMP) are subject to the following Terms and Conditions. In the event of a conflict between a provision of the proposal or contract and the General Terms and Conditions, the General Terms and Conditions will govern unless changed in writing by an officer of ICAMP.

2. Acceptance:

The Client, by accepting the proposal, acknowledges understanding of the Terms and Conditions and agrees that this acceptance forms a contract with ICAMP.

3. Definitions:

- a. "Patent Rights" include any patentable formula, inventions, discoveries, and improvements, made or discovered by ICAMP in the course of its' work, whether patented or not.
- b. "Patents" include patents, additions to, amendments to, extensions of, restorations of and re-issues of patents.
- c. "Applications for Patents" includes reinstated applications for patents.

4. Patents and Proprietary Rights:

If the Client contracts for ICAMP to create specific designs as part of the services, the Client shall own all patent rights arising out of the contract. However, all proprietary and patent rights, in any design, invention, or other work NOT specifically contracted for by the Client and arising out of ICAMP's work shall be owned exclusively by ICAMP.

5. Work Schedule:

ICAMP will use its best efforts to meet the time projections contained in the proposal. However, it is recognized by ICAMP and the Client that time taken to fulfil Technical Services' projects can be subject to unforeseen circumstances which may cause delays.

6. Termination:

The Client shall have the right to cancel this Contract at any time subject to paying ICAMP for all Technical Services completed and in progress and other related expenses incurred by ICAMP. ICAMP may suspend carrying out the work as set out in the Contract, subject to ICAMP reimbursing the Client for all monies paid to ICAMP for any uncompleted segments of such work.

7. Price, Payment, Changes To and Acceptance of Work:

The price contained in the Contract is for the work detailed and any additions will be charged for at ICAMP's normal rate. The Client will be invoiced for work upon its completion and the work will be deemed acceptable unless the Client provides a list of shortcomings within one (1) week. If a list of shortcomings is communicated to ICAMP, the work will be deemed acceptable when ICAMP corrects the shortcomings, or shows that such shortcomings do not exist. When the work is divided into phases, the Client will be invoiced for each phase upon completion. Credit terms of ICAMP are thirty (30) days from date of invoice with interest at the rate of one and a half percent (1.5%) on overdue accounts.

8. Default:

If any obligation of the Client has not been fully performed within ninety (90) days after the completion of the Contract then, without prejudice to ICAMP's rights to collect any amount owing under the terms of this Contract and on written notice to the Client:

- a. All patent rights referred to in Clause 4 shall remain the property of ICAMP and that Clause shall cease to have any effect, and;
- b. Clause 9 shall cease to have any effect. ICAMP may fully use and/or disclose the information mentioned in Clause 9.

9. Confidentiality:

ICAMP's obligations with respect to any secret or confidential information are to use reasonable efforts, during and after the term of this Contract, to keep such information confidential until it becomes available to ICAMP from another source or is of public record or knowledge; and, to require each of ICAMP's staff to execute an employee agreement, pertaining to secrecy, which assigns to ICAMP any and all patent rights made or discovered by him/her in the course of the work.

GENERAL TERMS AND CONDITIONS**10. Limitation of Liability:**

ICAMP will not be liable for any direct, indirect, special or consequential damages including loss of profit resulting from the Technical Services provided as part of this Contract.

11. Disclosure and Warranty:

The Technical Services will be prepared on the assumption that all information, supplied by the Client or on behalf of the Client is correct. In the event that discrepancies or inaccuracies are discovered; the Client will notify ICAMP of the same and ICAMP shall be entitled to make any appropriate changes in its services. ICAMP shall not be liable for any loss, damage, or warranty caused by any inaccuracy in such information.

ICAMP limits its warranty to correction of any errors or omissions that have occurred for reasons over which it has control under the Terms of this Contract. In such instances, ICAMP will supply without additional charges, technical services to correct any errors or omissions in the original work.

12. Granting of License:

The furnishing of any services by ICAMP does not imply the granting of a license to market, sell or use any patent, copyright, trade secret or trademark.

13. Validity Period of Proposal:

This proposal remains in effect for sixty (60) days from its date and ceases to be in effect beyond that date unless extended in writing by ICAMP.

14. Applicable Law:

The General Terms and Conditions of the Contract and the legal pursuit of a resolution covering any dispute related to this Contract shall be subject to the Laws of the Province of Ontario.