

**North Bay-Mattawa Conservation Authority  
Members Meeting for  
May 25 at 5:30pm  
IN PERSON  
NBMCA Natural Classroom  
15 Janey, Avenue, North Bay, Ontario**

## **AGENDA**

### **Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Delegation(s)
4. Declaration of Pecuniary Interest
5. Adoption of Previous Minutes from April 27, 2022

### **Presentations**

6. Communication and Outreach Report (**Appendix #1**)

### **Written Reports**

7. Quarterly Financial Statements (**Appendix #2**)
8. Purchasing Policy (**Appendix #3**)
9. TD Loan Renewal (**Appendix #4**)
10. Section 28 Approvals (**Appendix #5**)
11. La Vase Flood Plain Mapping (**Appendix #6**)

### **Other Business**

12. Closed Session of Committee of the Whole
13. New Business
14. Adjournment

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

**FIFTH** meeting of the North Bay-Mattawa Conservation Authority held as an in person meeting at 5:30 p.m. on Wednesday May 25, 2022, in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario.

**MEMBERS PRESENT:**

Callander, Municipality of	-	Irene Smit	(5:35pm – 6:27pm)
Mattawan, Municipality of	-	Michelle Lahaye	(5:45pm – 6:27pm)
North Bay, City of	-	Ed Valenti	(5:35pm – 6:27pm)
North Bay, City of	-	Chris Mayne	(5:35pm – 6:27pm)
North Bay, City of	-	Dave Mendicino	(5:35pm – 6:27pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(5:35pm – 6:27pm)
Powassan, Municipality of	-	Dave Britton	(5:35pm – 6:27pm)

**MEMBERS ABSENT:**

Bonfield, Township of	-	Jane Lagassie
Calvin, Township of	-	Sandy Cross
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Rick Champagne
Mattawa, Town of	-	Loren Mick

**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**Kaye Edmonds**, Watershed Hero recipient  
**Kurtis Romanchuk**, Water Resources Engineer  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Troy Storms**, Manager, Lands & Stewardship

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

The Chair read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

The Chair extended regrets on behalf of Jane Lagassie, Nunzio Scarfone, Rick Champagne &

Sandy Cross. After discussion the following resolution was presented:

Resolution No. 42-22, Mayne-Mendicino

**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 April 27, 2022**

After discussion the following resolution was presented:

Resolution No. 43-22, Smit-Belanger

**THAT** the minutes from the meeting held April 27, 2022 are adopted as presented.

**Carried Unanimously**

**6. Communications & Outreach Report**

Sue Buckle presented the Communications and Outreach Report dated May 25, 2002. After which Sue welcomed Kaye Edmonds to the meeting and Sue invited Shelley Belanger to make a presentation to members on Kaye's accomplishments. After Shelley's presentation to members and on behalf of the members of the NBMCA, Shelley presented Kaye with a book entitled "*Being a Bird in North America, North of Mexico*" and congratulated Kaye. Kaye accepted with thanks the recognition as a Watershed Hero.

Sue then extended regrets on behalf of the Bay Roof crew who were unable to attend the meeting, and Sue made a presentation to members on their accomplishments and acknowledged the Bay Roofing Crew as a Watershed Heroes as well.

After the presentations were finished Members thanked Shelley and Sue for their presentations and the following resolution was presented:



Resolution No. 44-22, Lahaye-Smit

**THAT** in celebration of NBMCA's 50<sup>th</sup> Anniversary, the Members acknowledge the contributions of Kaye Edmonds and the Bay Roofing Crew of Brody Leblanc, Dustin Galick, Attila Baricz and Ryan Fowler and extends its appreciation for their ongoing efforts in protection, and improvement of the environment and our watershed as a NBMCA Watershed Heros, and;

**THAT** the report dated May 25, 2022 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**7. Quarterly Financial Statements**

Brian Tayler presented the Quarterly Financial Statements to members. After discussion the members thanked Brian and the following resolution was presented:

Resolution No. 45-22, Mendicino-Mayne

**THAT** the Income Statement, Balance Sheet and Budget Status Report at March 31, 2022 be approved and appended to the minutes of this meeting, and

**THAT** the report dated May 17, 2022 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**8. Purchasing Policy**

Brian Tayler presented members with a report entitled "*Purchasing Policy Update*". Brian explained that the changes were updated to reflect the changes in the economy. After discussion the members thanked Brian for his presentation and report and the following resolution was presented:

Resolution No. 46-22, Belanger-Valenti

**THAT** the report entitled "*Purchasing Policy Update*" dated May 18, 2022 be received and appended to the minutes of this meeting, and

**THAT** the Members approve of the recommended changes to the existing purchasing policy.

**Carried Unanimously**

**9. TD Loan renewal**



Brian Tayler presented Members with his report entitled "*Upcoming mortgage loan renewal*" dated May 25, 2022. After discussion the members thanked Brian for the report and the following resolution was presented:

Resolution No. 47-22, Valenti-Smit

**THAT** the report titled "*Upcoming mortgage loan renewal*" dated May 25, 2022 be received and appended to the minutes of this meeting, and;

**THAT** Members direct NBMCA Officers to enter into a 5 year fixed rate renewal term to refinance the long-term loan with TD.

**Carried Unanimously**

**10. Section 28 Approvals**

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

Resolution No. 48-22, -Smit-Lahaye

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses May 19, 2022 members report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**11. La Vase Flood Plain Mapping**

Kurtis Romanchuk presented to members on the La Vase Flood Plain Mapping Project. After discussion the members thanked Kurtis for the report and presentation and the following resolution was presented:

Resolution No. 49-22, Valenti-Belanger

**THAT** the La Vase River Floodplain Mapping Project be awarded to AHYDTECH at a cost of \$100,915.00 + HST, and

**THAT** the report dated May 19, 2022 be received and appended to the minutes of this meeting.

**Carried Unanimously**

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

After discussion the following resolutions were presented:

Resolution No. 50-22, Mayne-Valenti

**THAT** the meeting move into a Closed Session of Committee of the Whole to discuss Personnel Matters.

**Carried Unanimously**

Resolution No. 51-22, Smit-Valenti

**THAT** the meeting move out of a Closed Session of Committee of the Whole and back into an open meeting.

**Carried Unanimously**

Resolution No. 52-22, Mayne-Belanger

**THAT** the North Bay-Mattawa Conservation Authority accepts the recommendations of the Interview Panel and Executive Committee and,

**FURTHER** appoints Chitra Gowda to the position of Chief Administrative Officer, Secretary Treasurer.

**Carried Unanimously**

**New Business**

No new business was discussed.

**13. Adjournment (6:27 p.m.)**

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

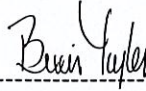
Resolution No. 53-22, Mendicino-Valenti

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday June 22, 2022 in a format to be decided or at the call of the Chair.

**Carried Unanimously**

A handwritten signature in cursive script, appearing to read "D Britton", positioned above a dashed horizontal line.

Dave Britton, Chair

A handwritten signature in cursive script, appearing to read "Brian Tayler", positioned above a dashed horizontal line.

Brian Tayler,  
Chief Administrative Officer, Secretary Treasurer



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

**ORIGIN:** Sue Buckle, Manager, Communications and Outreach

**DATE:** May 25, 2022 Members Meeting

**SUBJECT:** Communications & Outreach Update

**Background:**

The Communications and Outreach Program at NBMCA undertakes corporate communications, brand management and outreach initiatives that inform, educate, and engage various stakeholders through multiple channels including digital media, special events, and community events. Communications also provides internal support to the CAO and program staff to assist them in their interactions with individuals, organizations, non-governmental and government agencies. Communications has the responsibility of facilitating the delivery of accurate, timely information to stakeholders and the media during times of crisis and coordinating consultations and public engagement.

**Analysis:**

**Conservation Authorities Act – Regulation 400/22: Information Requirements**

This new regulation, which comes into force on July 1, 2022, requires Conservation Authorities to establish a special section titled “Governance” on the website on or before January 1, 2023 which includes the following information:

1. The name of every member of the authority and the participating municipality that appointed that member of the authority.
2. Contact information for every member of the authority, including every member’s phone number and email address.
3. The meeting schedule for the authority for the calendar year.
4. Meeting minutes and agendas for meetings of the authority or of its executive committee, including any attachments.
5. A list of each memorandum of understanding or such other agreement the authority has entered into, as of December 31, 2022, with a municipality under subsection 21.1.1 (1) of the Act in respect of Category 2 programs and services.
6. A list of each agreement that the authority has entered into, as of December 31, 2022, with a participating municipality under subsection 21.1.2 (2) of the Act in respect of Category 3 programs and services.
7. The by-laws of the authority made under section 19.1 of the Act.
8. The annual auditor’s report prepared under section 38 of the Act.
9. Any other document prepared by the authority, such as a strategic plan, that, in the opinion of the authority, it is appropriate to post on the Governance section of the authority’s website referred to in subsection 3 (2).

NBMCA currently posts this information on the website, with several exceptions, under other headings, but will establish the Governance section and revise the navigation to reflect the requirements of the regulation.



The exceptions include agreements with Municipalities for Category 2 and 3 programs which are yet to be established. These will be posted when completed. Also, NBMCA does not currently publish Members' phone numbers and email address on our website, but will need to do so to be compliance with the regulation. Communications will confirm with Members the phone number and email address they wish to have published on NBMCA's website.

### **Miskwaadesi Project**

The project plans for the petroform on the Chippewa Creek EcoPath are in progress and on track. Jean Larocque of Larocque Elder Architects was selected as the design consultant and has been working with the Project Committee (which includes NBMCA, North Bay Indigenous Friendship Centre, and the City of North Bay) to finalize the drawings. We will be extending an invitation to construction contractors to submit an expression of interest in early June. The official opening of Miskwaadesi is slated for Sept. 30<sup>th</sup>, National Day of Truth and Reconciliation.

### **NBMCA 50th Anniversary**

We are receiving submissions of Watershed Heroes and donations for the Boardwalk of Champions through our website. Eau Claire Gorge Conservation Area, the location of one of the Boardwalks, opened on May 14<sup>th</sup>, and information promoting the 50<sup>th</sup> anniversary and the Boardwalk of Champions campaign are posted on the kiosk sign and near the Boardwalk.

Two Watershed Heroes we'd like to highlight this month include Kaye Edmonds, an avid birder, wildlife photographer, and community volunteer who contributes hours of time and energy to multiple environmental groups in North Bay. Kaye also supports NBMCA's Chippewa Creek EcoPath Festival by hosting children's nature art activities. She has also provided NBMCA with wildlife photos for our publications. We'd also like to recognize Bay Roofing Company employees Brody Leblanc, Dustin Galick, Attila Baricz and Ryan Fowler. They were spotted on Hwy 654 rescuing a Blanding's Turtle which is a species at risk.

NBMCA staff are attending various community events to promote the 50<sup>th</sup> Anniversary Activities and raise awareness of NBMA programs and services:

- East Ferris Trade Show (May 28, 2022)
- Canadore College / Earth in a Nest Sustainability Summit (May/June)
- Laporte Nurseries Community Day (June 19)
- La fete de la Saint-Jean (June 25)

### **. Environmental Education**

Nature and You is an environmental education program lead by Mike Ward which utilizes the Laurentian Escarpment Conservation Area and the Natural Classroom at 15 Janey Ave to deliver school-based environmental education programs. Schools will be onsite throughout June, utilizing LECA for environmental programming. More than 375 students from area schools will be participating in the programming. NBMCA is also supporting the delivery of environmental education by partnering with the Canadian Ecology Centre for the delivery of 4 weeks of summer camp at the Laurentian Escarpment Conservation Area and the Natural Classroom. Dates are: July 11-15, July 18-22, August 2-5, August 8-12. Registration is through the Canadian Ecology Centre.

**Mattawa River Canoe Race**

Registration for the 45<sup>th</sup> Mattawa River Canoe Race July 23, 2022 are opened and there are currently 40 paddlers registered, many joining the race for the first time. The July 22 Eau Claire Gorge hike is confirmed with Laura Keiplinski of the Canadian Ecology Centre confirmed as our Guest Guide giving an Introduction to Forest Bathing as the theme of the hike. We are looking for sponsors as well as volunteers to assist during the Canoe Race if any Members can assist. Registration closes July 8, 2022

**Recommendation**

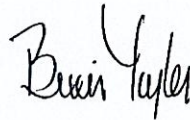
It is recommended that receive and accept the Communications and Outreach Report and attach it to the minutes of this meeting.

**RECOMMENDED RESOLUTION:**

That the Members receive and accept the Communications and Outreach Report and attach it to the minutes of this meeting; and that the Members acknowledge Kaye Edmonds and the Bay Roofing Crew of Brody Leblanc, Dustin Galick, Attila Baricz and Ryan Fowler as Watershed Heroes.



Sue Buckle  
Manager, Communications & Outreach



Brian Tayler  
CAO / Secretary - Treasurer



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

**DATE:** May 17, 2022

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

**SUBJECT:** Financial Statements for the period January 1, 2022 to March 31, 2022; Income Statement, Balance Sheet and Budget Status Report.

**Background:** The Financial reporting format was changed to reflect the direction provided by and approved by the Board of Directors. The statements include a monthly Income Statement and Balance Sheet and a quarterly Budget Status Statement.

**Analysis:** Presented are the Income Statement and Balance Sheet for March 2022. Also included is the Quarterly Budget Status Report for the period ending March 31, 2022. The following are the observations made by staff with respect to how revenues vs. expenses are comparing to the approved budget as of March 31, 2022.

**Income Statement**

\* **Core (Grant Eligible)**

The Ministry of Natural Resources and Forestry is maintaining operational funding this year in the amount of \$133,469.00 for the 2022-23 fiscal year. The Ministry of Natural Resources and Forestry transfer payment has not been received as of March 31, 2022.

The net position of these accounts is on target with the approved budget for this time of the year.

Amortizations of historically accumulated assets are expensed quarterly within the Administration Account (31-00). This quarter saw \$90,606.49 of expense that is not part of the annual budget because these expenses were funded prior to 2009.

**Core**

Septics OBC - The net position of this account is in a deficit position due to the time of the year. Revenues are holding steady in comparison to last year. No staff concerns at this time, but a careful watch is warranted.

Section 28 Regulations – The net position of this account is in a deficit position due to the time of the year. Revenues are holding steady in comparison to last year. No staff concerns at this time.

Interpretive Centre – The net position of this account is on target with the approved budget. No staff concerns at this time.

Lands & Properties – The net position of this account is in a surplus position at this time. No staff concerns at this time.

Outreach – The net position of this account is on target with the approved budget. No staff concerns at this time.

Source Protection Planning - March 2022 actuals are on target with the approved budget for this time of the year. No staff concerns at this time.

\*

**Capital Projects**

The March 2022 actuals are on target with the approved budget for this time of the year. No staff concerns at this time, but a careful watch is warranted due to the large expenses for repairs to the tower platform.

\*

**Studies and Special Projects**

A budget was created for the Laurentian Ski Hill Snowboarding Club's Capital 'Ask', as well as Laurentian Ski Hill Snowboarding Club's Operating Reserve Funds to track expenses paid versus the total revenue received from participating member Municipalities.

DIA Technical Services and Integrated Watershed Management programs' actuals are on target with the approved budget for this time of the year.



**Balance Sheet**

**Financial Assets**

March 2022 assets are relatively close to March 2021.

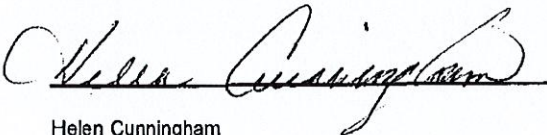
**Liabilities**

March 2022 liabilities are relatively close to March 2021.

**Recommendation:** The Financial statements that have been issued are consistent with Resolution No. 18-03. Therefore, it is recommended that the Conservation Authority Board of Directors approve these statements (see attached).

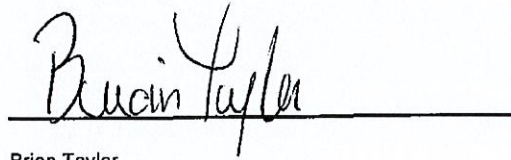
**RECOMMENDED RESOLUTIONS:**

**THAT** the Income Statement, Balance Sheet and Budget Status Report at March 31, 2022 be approved and appended to the minutes of this meeting.



Helen Cunningham

Supervisor of Financial Services and Human Resources



Brian Tayler

CAO/Secretary Treasurer



*Draft*

**BALANCE SHEET at March 31, 2022**

Unaudited Financial Statements

	March 31, 2022	February 28, 2022
<b>FINANCIAL ASSETS</b>		
Cash	1,234,500.49	1,523,418.97
Accounts Receivable	1,757,643.23	129,817.23
HST Receivable	102,310.67	96,979.73
<b>Total Financial Assets</b>	<b>3,094,454.39</b>	<b>1,750,215.93</b>
<b>LIABILITIES</b>		
Accounts Payable	429,561.01	561,190.48
HST	0.00	372.86
Payroll Liabilities Payable	245,500.25	245,500.25
Accrued Liabilities & Miscellaneous	15,000.00	15,000.00
<b>Deferred Revenue</b>	<b>690,061.26</b>	<b>822,063.59</b>
Lands & Properties Capital	46,576.73	46,576.73
Section 28 Technical	91,441.92	91,441.92
NEMCA Watershed Plan	266,861.95	266,861.95
Outreach	3,040.00	3,040.00
Ice Management	7,892.11	7,892.11
	<b>415,812.71</b>	<b>415,812.71</b>
<b>Bank Loan</b>	<b>569,640.06</b>	<b>569,509.51</b>
City of North Bay Loan - LSHSC	10,000.00	10,000.00
<b>Total Liabilities</b>	<b>577,640.06</b>	<b>579,509.51</b>
	<b>1,683,514.03</b>	<b>1,617,385.81</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (note 2)	13,412,767.42	13,511,976.30
Pre-Paid Expenses	18,174.12	18,174.12
	<b>13,430,941.54</b>	<b>13,530,150.42</b>
<b>Accumulated Surplus (note 1)</b>	<b>14,841,881.90</b>	<b>13,462,980.54</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>		
<b>1. Accumulated surplus</b>		
Surplus (Deficit)	1,037,759.44	
Septic Building permit reserve	629,461.16	
LSHSC Capital Reserve	298,043.00	
LSHSC Operating Reserve	84,592.00	
LSHSC Land Acquisition Reserve	108,604.00	
Tangible Capital Assets	13,511,976.30	
Amounts to be recovered from future revenues	-828,554.00	
Balance, end of February 2019	<b>14,841,881.90</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Notes to Financial Statements**

March 31, 2022

**2. Tangible Capital Assets**

	Land	Buildings	Infrastructure	Vehicle	Machinery & Equipment	Equipment, Office Furniture & Computers	Total
Cost, beginning of year	\$7,172,448.00	\$3,709,683.00	\$9,183,027.00	\$296,392.00	\$88,408.00	\$604,919.00	\$21,054,877.00
Additions							
Disposals							0.00
Cost, end of period	7,172,448.00	3,709,683.00	9,183,027.00	296,392.00	88,408.00	604,919.00	21,054,877.00
Accumulated amortization, beginning of year		1,354,914.00	5,466,035.00	165,933.00	77,981.00	478,039.00	7,542,902.00
Amortization		19,861.00	66,798.00	7,219.00	1,011.00	4,319.00	
Accumulated amortization, end of period		1,374,775.00	5,532,833.00	173,152.00	78,992.00	482,358.00	7,642,110.00
Net carrying amount, end of period	7,172,448.00	2,334,908.00	3,650,194.00	123,240.00	9,416.00	122,561.00	13,412,767.00

**NOTE: These are unaudited Financial Statements**

# NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

## SUMMARY

January through March 2022

**DRAFT**

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Income</b>					
3100 · Administration	290,041.00	120,264.87	-169,776.13	41.47%	
3500 · Watershed Planning	123,500.00	62,287.00	-61,213.00	50.44%	
3600 · Flood Control	143,735.00	99,490.00	-44,245.00	69.22%	
3700 · Erosion Control	59,380.00	42,230.00	-17,150.00	71.12%	
3800 · Flood Forecasting	100,951.00	70,256.00	-30,695.00	69.59%	
3900 · Ice Management	11,078.00	8,388.00	-2,690.00	75.72%	
8300 · Capital-Source Water Protection	196,685.00	133,471.93	-63,213.07	67.86%	
3200 · Septics	1,063,896.00	89,945.45	-973,950.55	8.45%	
3400 · Section 28 Regulations	56,804.00	9,100.00	-47,704.00	16.02%	
4200 · Water Quality	9,851.00	4,851.00	-5,000.00	49.24%	
5700 · Outreach	176,749.00	67,364.00	-109,385.00	38.11%	
5600 · Interpretive Centre	198,050.00	36,058.75	-161,991.25	18.21%	
7000 · Lands & Properties	112,945.00	80,816.66	-32,128.34	71.55%	
8600 · Capital-Lands & Properties	522,750.00	522,750.00	0.00	100.0%	
9700 · Capital-Central Services	86,860.00	86,860.60	0.60	100.0%	
9800 · Capital-DIA Technical Project	298,189.00	200,689.00	-97,500.00	67.3%	
9900 · Capital-NBMCA Integrated Watershd					
Strategy	369,430.00	369,430.00	0.00	100.0%	
109-00 · Capital-WECl Project 2018/2019	708,002.00	708,155.06	153.06	100.02%	
112-00 · LSHSC Capital 'ASK'	65,000.00	65,000.00	0.00	100.0%	
114-00 · LSHSC OPERATING RESERVE	60,000.00	60,000.00	0.00	100.0%	
<b>Total Income</b>	<b>4,653,896.00</b>	<b>2,837,408.32</b>	<b>-1,816,487.68</b>	<b>61.0%</b>	



# NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

## SUMMARY

January through March 2022

**DRAFT**

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
Expense					
3100 • Administration	290,041.00	72,520.93	-217,520.07	25.0%	
3500 • Watershed Planning	123,500.00	24,868.08	-98,631.92	20.14%	
3600 • Flood Control	143,735.00	14,223.62	-129,511.38	9.9%	
3700 • Erosion Control	59,380.00	6,025.57	-53,354.43	10.15%	
3800 • Flood Forecasting	100,951.00	22,002.08	-78,948.92	21.8%	
3900 • Ice Management	11,078.00	5,216.56	-5,861.44	47.09%	
8300 • Capital-Source Water Protection	196,685.00	42,727.77	-153,957.23	21.72%	
3200 • Septics	1,063,896.00	205,295.26	-858,600.74	19.3%	
3400 • Section 28 Regulations	56,804.00	11,958.46	-44,845.54	21.05%	
4200 • Water Quality	9,851.00	1,198.29	-8,652.71	12.16%	
5700 • Outreach	176,749.00	5,113.08	-171,635.92	2.89%	
5600 • Interpretive Centre	198,050.00	57,638.37	-140,411.63	29.1%	
7000 • Lands & Properties	112,945.00	29,687.39	-83,257.61	26.29%	
8600 • Capital-Lands & Properties	522,750.00	51,268.57	-471,481.43	9.81%	
9700 • Capital-Central Services	86,860.00	7,497.61	-79,362.39	8.63%	
9800 • Capital-DIA Technical Project	298,189.00	21,749.80	-276,439.20	7.29%	
9900 • Capital-NBMCA Integrated Watershed S	369,430.00	75,959.24	-293,470.76	20.56%	
109-00 • Capital-WECI Project 2015/2016	708,002.00	17,252.32	-690,749.68	2.44%	
112-00 • LSHSC Capital 'ASK'	65,000.00	0.00	-65,000.00	0.0%	
114-00 • LSHSC OPERATING RESERVE	60,000.00	0.00	-60,000.00	0.0%	
Total Expense	<b>4,653,896.00</b>	<b>672,203.00</b>	<b>-3,981,693.00</b>	<b>14.44%</b>	
Net		<b>2,165,205.32</b>			

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Administration**  
January through March 2022

	Budget	Jan-Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3101 · A-Transfer Pay'ts MNR	16,020.00	0.00	-16,020.00	0.0%	
3104 · A-General Levy	108,923.00	77,096.00	-31,827.00	70.78%	
3113 · A-Other Revenue	165,425.00	41,782.11	-123,642.89	25.26%	
3114 · A-Interest Earned	5,200.00	1,386.76	-3,813.24	26.67%	
<b>Total Income</b>	<b>295,568.00</b>	<b>120,264.87</b>	<b>-175,303.13</b>	<b>40.69%</b>	
<b>Expense</b>					
3130 · A-Wages Salaried	88,300.00	21,517.76	-66,782.24	24.37%	
3136 · A-Salaried Benefits	24,724.00	6,351.60	-18,372.40	25.69%	
3138 · A-Per Diem	2,600.00	460.00	-2,140.00	17.69%	
3139 · A-Members Mileage	2,500.00	0.00	-2,500.00	0.0%	
3140 · A-Members Expenses	500.00	0.00	-500.00	0.0%	
3141 · A-Staff Mileage & Expenses	3,000.00	256.62	-2,743.38	8.55%	
3142 · A-Staff Certification & Training	500.00	383.64	-116.36	76.73%	
3143 · A-Telephone	5,740.00	2,000.04	-3,739.96	34.84%	
3145 · A-Insurance	8,100.00	0.00	-8,100.00	0.0%	
3148 · A-Office Supplies	6,846.00	2,986.69	-3,859.31	43.63%	
3149 · A-Postage	555.00	172.63	-382.37	31.11%	
3150 · A-Equipment Purchase	250.00	0.00	-250.00	0.0%	
3151 · A-Equipment Rental	1,232.00	759.67	-472.33	61.66%	
3152 · A-Publications & Printing	1,500.00	0.00	-1,500.00	0.0%	
3158 · A-Audit	10,397.00	0.00	-10,397.00	0.0%	
3160 · A-Materials & Supplies	500.00	123.13	-376.87	24.63%	
3161 · A-Conservation Ont Levy	22,250.00	11,121.00	-11,129.00	49.98%	
3162 · A-Services	23,621.00	4,158.71	-19,462.29	17.61%	
3170 · A-Rent	85,824.00	21,456.00	-64,368.00	25.0%	
3173 · A-Vehicle Gas	336.00	24.81	-311.19	7.38%	
3174 · A-Accounting Services	1,680.00	381.60	-1,298.40	22.71%	
3178 · A-Internal Lease	4,613.00	367.03	-4,245.97	7.96%	
3180 · A-Staff Computer Purchases					
<b>Total Expense</b>	<b>295,568.00</b>	<b>72,520.93</b>	<b>-223,047.07</b>	<b>24.54%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>47,743.94</b>	<b>47,743.94</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Watershed Planning**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3501 • WP-MNR Transfer Payment	22,690.00	0.00	-22,690.00	0.0%	
3504 • WP-General Levy	55,095.00	55,095.00	0.00	100.0%	
3506 • WP-Fees	45,715.00	7,192.00	-38,523.00	15.73%	
<b>Total Income</b>	<b>123,500.00</b>	<b>62,287.00</b>	<b>-61,213.00</b>	<b>50.44%</b>	
<b>Expense</b>					
3530 • WP-Wages Salary	86,112.00	19,213.56	-66,898.44	22.31%	
3536 • WP-Salaried Benefits	24,112.00	5,507.47	-24,112.00	0.0%	
3541 • WP-Staff Mileage & Expenses	1,225.00	0.00	-1,225.00	0.0%	
3542 • WP-Staff Certification & Train	1,500.00	0.00	-1,500.00	0.0%	
3560 • WP-Materials & Supplies	1,500.00	0.00	-1,500.00	0.0%	
3562 • WP-Services	8,524.00	15.24	-8,508.76	0.18%	
3578 • WP-Internal Lease	527.00	131.81	-395.19	25.01%	
<b>Total Expense</b>	<b>123,500.00</b>	<b>24,868.08</b>	<b>-98,631.92</b>	<b>20.14%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>37,418.92</b>	<b>37,418.92</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Operation Maintenance of Flood Control Structures**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3601 · FC-MNR Transfer Payment	44,245.00	0.00	-44,245.00	0.0%	
3604 · FC-General Levy	99,490.00	99,490.00	0.00	100.0%	
<b>Total Income</b>	<b>143,735.00</b>	<b>99,490.00</b>	<b>-44,245.00</b>	<b>69.22%</b>	
<b>Expense</b>					
3630 · FC-Wages Salary	74,055.00	6,668.70	-67,386.30	9.01%	
3632 · FC-Seasonal Wages	12,994.00	0.00	-12,994.00	0.0%	
3636 · FC-Salaried Benefits	22,814.00	1,986.00	-20,828.00	8.71%	
3644 · FC-Taxes	12,788.00	4,808.05	-7,979.95	37.6%	
3645 · FC-Insurance	16,200.00	0.00	-16,200.00	0.0%	
3647 · FC-Repairs & Maintenance	400.00	51.80	-348.20	12.95%	
3660 · FC-Material & Supplies	142.00	0.00	-142.00	0.0%	
3662 · FC-Services	300.00	0.00	-300.00	0.0%	
3672 · FC-Hydro	500.00	131.94	-368.06	26.39%	
3673 · FC-Vehicle Gas	1,750.00	128.99	-1,621.01	7.37%	
3678 · FC-Internal Lease	1,792.00	448.14	-1,343.86	25.01%	
<b>Total Expense</b>	<b>143,735.00</b>	<b>14,223.62</b>	<b>-129,511.38</b>	<b>9.9%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>85,266.38</b>	<b>85,266.38</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Erosion Control Maintenance**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3701 · EC-MNR Transfer payment	17,150.00	0.00	-17,150.00	0.0%	
3704 · EC-General Levy	42,230.00	42,230.00	0.00	100.0%	
<b>Total Income</b>	<u>59,380.00</u>	<u>42,230.00</u>	<u>-17,150.00</u>	<u>71.12%</u>	
<b>Expense</b>					
3730 · EC-Wages Salary	21,267.00	1,939.99	-19,327.01	9.12%	
3732 · EC-Seasonal Wages	7,088.00	0.00	-7,088.00	0.0%	
3736 · EC-Salaried Benefits	7,089.00	578.40	-6,510.60	8.16%	
3744 · EC-Taxes	7,307.00	2,747.45	-4,559.55	37.6%	
3745 · EC-Insurance	12,150.00	0.00	-12,150.00	0.0%	
3760 · EC-Materials and Supplies	1,823.00	36.57	-1,786.43	2.01%	
3772 · EC-Hydro	761.00	362.16	-398.84	47.59%	
3773 · EC-Vehicle Gas	630.00	44.66	-585.34	7.09%	
3778 · EC-Internal Lease	1,265.00	316.34	-948.66	25.01%	
<b>Total Expense</b>	<u>59,380.00</u>	<u>6,025.57</u>	<u>-53,354.43</u>	<u>10.15%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>36,204.43</u>	<u>36,204.43</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Flood Forecasting**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3801 • FF-MNR Transfer Payment	30,695.00	0.00	-30,695.00	0.0%	
3804 • FF-General Levy	70,256.00	70,256.00	0.00	100.0%	
<b>Total Income</b>	<b>100,951.00</b>	<b>70,256.00</b>	<b>-30,695.00</b>	<b>69.59%</b>	
<b>Expense</b>					
3830 • FF-Wages Salary	62,221.00	13,705.13	-48,515.87	22.03%	
3836 • FF-Benefits	17,422.00	3,961.90	-13,460.10	22.74%	
3841 • FF-Staff Mileage & Expenses	1,500.00	0.00	-1,500.00	0.0%	
3842 • FF-Staff Certification & Traini	2,400.00	0.00	-2,400.00	0.0%	
3843 • FF-Telephone	6,314.00	2,013.53	-4,300.47	31.89%	
3847 • FF-Repairs & Maintenance	750.00	15.24	-734.76	2.03%	
3860 • FF-Materials & Supplies	930.00	0.00	-930.00	0.0%	
3862 • FF-Services	4,000.00	1,885.74	-2,114.26	47.14%	
3873 • FF-Vehicle Gas	560.00	39.68	-520.32	7.09%	
3878 • FF-Internal Lease	4,854.00	380.86	-179.14	7.85%	
<b>Total Expense</b>	<b>100,951.00</b>	<b>22,002.08</b>	<b>17,148.08</b>	<b>21.8%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>48,253.92</b>	<b>48,253.92</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Ice Management**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
3901 • IM-MNR Transfer Payment	2,690.00	0.00	-2,690.00	0.0%	
3904 • IM-General Levy	6,349.00	6,349.00	0.00	100.0%	
3913 • IM-Other Revenue	2,039.00	2,039.00	0.00	100.0%	
<b>Total Income</b>	<b>11,078.00</b>	<b>8,388.00</b>	<b>-2,690.00</b>	<b>75.72%</b>	
Expense					
3930 • IM-Wages Salary	3,950.00	1,264.00	-2,686.00	32.0%	
3936 • IM-Salaried Benefits	1,106.00	362.47	-743.53	32.77%	
3960 • IM-Materials & Supplies	537.00	0.00	-537.00	0.0%	
3962 • IM-Services	5,485.00	3,590.09	-1,894.91	65.45%	
<b>Total Expense</b>	<b>11,078.00</b>	<b>5,216.56</b>	<b>-5,861.44</b>	<b>47.09%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>3,171.44</b>	<b>3,171.44</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Source Protection Planning**  
January through March 2022

Ordinary Income/Expense	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Income</b>					
8301 · C-SWP OperatTransfer Pay'ts MNR	196,685.00	133,471.93	-63,213.07	67.9%	
<b>Total Income</b>	<u>196,685.00</u>	<u>133,471.93</u>	<u>-63,213.07</u>	<u>67.9%</u>	
<b>Expense</b>					
8330 · C-SWP Operat-Wages Salary	122,617.00	27,284.64	-95,332.36	22.3%	
8336 · C-SWP-Salaried Benefits	34,333.00	7,821.02	-26,511.98	22.8%	
8338 · C-SWP-Per Diem	4,163.00	1,320.00	-2,843.00	31.7%	
8339 · C-SWP-Members Mileage	600.00	0.00	-600.00	0.0%	
8340 · C-SWP-Member Expenses	200.00	0.00	-200.00	0.0%	
8341 · C-SWP-Staff Mileage & Expenses	1,940.00	0.00	-1,940.00	0.0%	
8343 · C-SWP-Telephone	1,722.00	691.30	-1,030.70	40.1%	
8345 · SWP-Insurance	2,550.00	0.00	-2,550.00	0.0%	
8348 · C-SWP-Office Supplies	702.00	290.51	-411.49	41.4%	
8349 · C-SWP-Postage	164.00	51.15	-112.85	31.2%	
8351 · C-SWP-Equipment Rental	395.00	123.30	-271.70	31.2%	
8353 · C-SWP-Advertising & Communicat	300.00	0.00	-300.00	0.0%	
8358 · SWP-Audit	743.00	0.00	-743.00	0.0%	
8360 · C-SWP-Materials & Supplies	400.00	0.00	-400.00	0.0%	
8362 · C-SWP-Services	620.00	0.00	-620.00	0.0%	
8367 · C-SWP Operat-Admin Overhead	6,200.00	1,550.00	-4,650.00	25.0%	
8370 · C-SWP-Rent	14,378.00	3,576.00	-10,802.00	24.9%	
8373 · SWP-Vehicle Gas	280.00	19.85	-260.15	7.1%	
8378 · C-SWP-Internal Lease	4,378.00	0.00	-4,378.00	0.0%	
<b>Total Expense</b>	<u>196,685.00</u>	<u>42,727.77</u>	<u>-153,957.23</u>	<u>21.7%</u>	
<b>Net Income</b>	<u>0.00</u>	<u>90,744.16</u>	<u>90,744.16</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Septic OBC**  
**January through March 2022**

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
3203 · S-OBC-Grants from Other	9,850.00	0.00	-9,850.00	0.0%	
3206 · S-OBC-Fees	1,054,046.00	89,945.45	-964,100.55	8.53%	
<b>Total Income</b>	<b>1,063,896.00</b>	<b>89,945.45</b>	<b>-973,950.55</b>	<b>8.45%</b>	
<b>Expense</b>					
3230 · S-OBC-Wages Salary	476,615.00	96,623.48	-379,991.52	20.27%	
3231 · S-OBC-Wages Contract	188,584.00	33,445.80	-155,138.20	17.74%	
3232 · S-OBC-Wages Seasonal	8,400.00	0.00	-8,400.00	0.0%	
3236 · S-OBC-Salaried Benefits	168,491.00	38,162.92	-130,328.08	22.65%	
3241 · S-OBC-Staff Mileage & Expenses	2,500.00	0.00	-2,500.00	0.0%	
3242 · S-OBC-Staff Certific & Trainin	7,500.00	1,206.86	-6,293.14	16.09%	
3243 · S-OBC-Telephone	14,848.00	3,295.10	-11,552.90	22.19%	
3245 · S-OBC-Insurance	16,200.00	0.00	-16,200.00	0.0%	
3247 · S-OBC-Repairs & Maintenance	9,375.00	1,690.65	-7,684.35	18.03%	
3248 · S-OBC-Office Supplies	5,571.00	2,516.83	-3,054.17	45.18%	
3249 · S-OBC-Postage	1,233.00	397.96	-835.04	32.28%	
3250 · S-OBC-Equipment Purchases	4,800.00	0.00	-4,800.00	0.0%	
3251 · S-OBC-Equipment Rental	5,066.00	592.81	-4,473.19	11.7%	
3252 · S-OBC-Publications & Printing	300.00	0.00	-300.00	0.0%	
3254 · S-OBC-Bank Charges	3,000.00	661.43	-2,338.57	22.05%	
3256 · S-OBC-Credit Card Charges	26,500.00	2,615.71	-23,884.29	9.87%	
3258 · S-OBC-Audit	3,713.00	0.00	-3,713.00	0.0%	
3259 · S-OBC-Legal Services	1,400.00	0.00	-1,400.00	0.0%	
3260 · S-OBC-Materials and Supplies	2,520.00	750.43	-1,769.57	29.78%	
3262 · S-OBC-Services	8,500.00	2,113.56	-6,386.44	24.87%	
3270 · S-OBC-Rental Expense	63,612.00	15,044.66	-48,567.34	23.65%	
3273 · S-OBC-Vehicle Gas	16,800.00	1,185.89	-15,614.11	7.06%	
3278 · OBC- Internal Lease	28,368.00	4,991.17	-23,376.83	17.59%	
<b>Total Expense</b>	<b>1,063,896.00</b>	<b>205,295.26</b>	<b>-858,600.74</b>	<b>19.3%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>-115,349.81</b>	<b>-115,349.81</b>	<b>100.0%</b>	



NORTH BAY-MATTAWA CONSERVATION AUTHORITY

Profit & Loss Budget vs. Actual

SECTION 28

REGULATIONS

January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
3406 · RF-Fees	56,804.00	9,100.00	-47,704.00	16.02%	
Total Income	56,804.00	9,100.00	-47,704.00	16.02%	
Expense					
3430 · RF-Wages Salary	39,051.00	8,749.86	-30,301.14	22.41%	
3436 · RF-Salaried Benefits	10,934.00	2,508.12	-8,425.88	22.94%	
3442 · RF-StaffCertificat & Training	500.00	0.00	-500.00	0.0%	
3449 · RF-Postage	103.00	31.96	-71.04	31.03%	
3460 · RF-Materials and Supplies	150.00	0.00	-150.00	0.0%	
3462 · RF-Services	600.00	45.71	-554.29	7.62%	
3473 · RF-Vehicle Gas	280.00	19.85	-260.15	7.09%	
3478 · RF- Internal Lease	5,186.00	602.96	-4,583.04	11.63%	
Total Expense	56,804.00	11,958.46	-44,845.54	21.05%	
Net Income	0.00	-2,858.46	-2,858.46	100.0%	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Water Quality Monitoring**  
January through March 2022

	Budget	Jan-Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
4203 · WQ-Grants from Other	5,000.00	0.00	-5,000.00	0.0%	
4204 · WQ-General Levy	4,851.00	4,851.00	0.00	100.0%	
<b>Total Income</b>	<b>9,851.00</b>	<b>4,851.00</b>	<b>-5,000.00</b>	<b>49.24%</b>	
<b>Expense</b>					
4231 · WQ-Wages Contract	3,147.00	661.46	-2,485.54	21.02%	
4232 · WQ-Wages Seasonal	2,184.00	0.00	-2,184.00	0.0%	
4236 · WQ-Benefits	1,104.00	206.08	-897.92	18.67%	
4260 · WQ-Materials & Supplies	1,502.00	16.77	-1,485.23	1.12%	
4262 · WQ-Services	584.00	121.07	-462.93	20.73%	
4273 · WQ-Vehicle Gas	1,330.00	192.91	-1,137.09	14.51%	
<b>Total Expense</b>	<b>9,851.00</b>	<b>1,198.29</b>	<b>-8,652.71</b>	<b>12.16%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>3,652.71</b>	<b>3,652.71</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Outreach**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
5703 • OUTREACH-Grants from Others	150,585.00	53,050.00	-97,535.00	35.23%	
5704 • OUTREACH-General Levy	13,014.00	13,014.00	0.00	100.0%	
5706 • OUTREACH-Fees	5,150.00	0.00	-5,150.00	0.0%	
5713 • OUTREACH-Other Revenue	8,000.00	1,300.00	-6,700.00	16.25%	
<b>Total Income</b>	<b>176,749.00</b>	<b>67,364.00</b>	<b>-109,385.00</b>	<b>38.11%</b>	
Expense					
5730 • OUTREACH-Wages Salary	18,839.00	3,951.24	-14,887.76	20.97%	
5736 • OUTREACH-Salaried Benefits	5,275.00	1,132.61	-4,142.39	21.47%	
5741 • OUTREACH-Staff Mileage & Expenses	1,000.00	0.00	-1,000.00	0.0%	
5753 • OUTREACH-Advertising	1,850.00	0.00	-1,850.00	0.0%	
5760 • OUTREACH-Materials & Supplies	8,842.00	0.00	-8,842.00	0.0%	
5762 • OUTREACH-Services	1,000.00	29.23	-970.77	2.92%	
5764 • OUTREACH-Vehicle Lease	300.00	0.00	-300.00	0.0%	
5766 • OUTREACH-Consulting Services	139,643.00	0.00	-139,643.00	0.0%	
<b>Total Expense</b>	<b>176,749.00</b>	<b>5,113.08</b>	<b>-171,635.92</b>	<b>2.89%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>62,250.92</b>	<b>62,250.92</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**Interpretive Centre**  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
5609 · IC-Property Rental Internal	143,040.00	35,760.00	-107,280.00	25.0%	
5610 · IC-Property Rental External	48,785.00	0.00	-48,785.00	0.0%	
5613 · IC-Other Revenue	6,225.00	298.75	-5,926.25	4.8%	
<b>Total Income</b>	<b>198,050.00</b>	<b>36,058.75</b>	<b>-161,991.25</b>	<b>18.21%</b>	
<b>Expense</b>					
5630 · IC-Wages & Salaries	73,138.00	19,625.02	-53,512.98	26.83%	
5636 · IC-Benefits	20,478.00	5,625.35	-14,852.65	27.47%	
5645 · IC-Insurance	13,365.00	0.00	-13,365.00	0.0%	
5646 · IC-Natural Gas	10,800.00	7,602.06	-3,197.94	70.39%	
5647 · IC-Repairs & Maintenance	6,000.00	0.00	-6,000.00	0.0%	
5655 · IC-Interest Expense	14,300.00	3,648.95	-10,651.05	25.52%	
5660 · IC-Materials & Supplies	3,500.00	2,062.42	-1,437.58	58.93%	
5662 · IC-Services	37,980.00	12,694.81	-25,285.19	33.43%	
5671 · IC-Water	3,500.00	873.62	-2,626.38	24.96%	
5672 · IC-Hydro	14,989.00	5,506.14	-9,482.86	36.74%	
<b>Total Expense</b>	<b>198,050.00</b>	<b>57,638.37</b>	<b>-140,411.63</b>	<b>29.1%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>-21,579.62</b>	<b>-21,579.62</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**L & P Operations**  
January through March 2022

	Budget	Jan-Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
7004 · LP-General Levy	76,245.00	76,245.00	0.00	100.0%	
7007 · LP-Donations	2,000.00	269.45	-1,730.55	13.47%	
7010 · LP-Property Rent Revenue Extern	21,400.00	4,302.21	-17,097.79	20.1%	
7020 · LP-Shared Costs Ski Hill	13,300.00	0.00	-13,300.00	0.0%	
<b>Total Income</b>	<b>112,945.00</b>	<b>80,816.66</b>	<b>-32,128.34</b>	<b>71.55%</b>	
<b>Expense</b>					
7030 · LP-Wages Salary	39,103.00	14,864.55	-24,238.45	38.01%	
7032 · LP-Seasonal Wages	3,544.00	0.00	-3,544.00	0.0%	
7036 · LP-Salaried Benefits	11,516.00	4,337.66	-7,178.34	37.67%	
7044 · LP-Taxes	16,441.00	6,181.75	-10,259.25	37.6%	
7045 · LP-Insurance	12,150.00	0.00	-12,150.00	0.0%	
7047 · LP-Repairs & Maintenance	1,818.00	38.56	-1,779.44	2.12%	
7050 · LP-Shared Costs with Ski Hill	8,500.00	3,060.39	-5,439.61	36.01%	
7052 · LP-Publishing & Printing	2,000.00	0.00	-2,000.00	0.0%	
7060 · LP-Materials & Supplies	5,500.00	206.62	-5,293.38	3.76%	
7062 · LP-Services	8,450.00	368.89	-8,081.11	4.37%	
7073 · LP-Vehicle Gas	2,342.00	233.55	-2,108.45	9.97%	
7078 · LP-TCA Internal Lease	1,581.00	395.42	-1,185.58	25.01%	
<b>Total Expense</b>	<b>112,945.00</b>	<b>29,687.39</b>	<b>-83,257.61</b>	<b>26.29%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>51,129.27</b>	<b>51,129.27</b>	<b>100.0%</b>	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit & Loss Budget vs. Actual for  
Lands and Properties Capital  
CA's Trails  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
8604 · L&P Capital-General Levy	127,750.00	127,750.00	0.00	100.0%	
8605 · L&P Capital-Special Levy	145,000.00	145,000.00	0.00	100.0%	
8613 · C-L&P-Other Revenue	250,000.00	250,000.00	0.00	100.0%	
<b>Total Income</b>	<b>522,750.00</b>	<b>522,750.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Expense</b>					
8630 · C-L&P-Wages Salary	81,966.00	20,377.98	-61,588.02	24.86%	
8636 · C-L&P-Salaried Benefits	22,950.00	5,915.66	-17,034.34	25.78%	
8640 · C-L&P-Equipment Purchase	5,000.00	0.00	-5,000.00	0.0%	
8641 · C-L&P-Staff mileage & Expenses	1,000.00	353.60	-646.40	35.36%	
8660 · C-L&P-Materials & Supplies	112,300.00	3,152.66	-109,147.34	2.81%	
8662 · C-L&P-Services	230,595.00	8,871.78	-221,723.22	3.85%	
8666 · C-L&P-Consulting Services	3,950.00	0.00	-3,950.00	0.0%	
8667 · C-L&P-Admin Overhead	49,095.00	12,273.75	-36,821.25	25.0%	
8673 · C-L&P-Vehicle Gas	840.00	59.53	-780.47	7.09%	
8678 · C-L&P-Internal Lease	1,054.00	263.61	-790.39	25.01%	
8680 · C-L&P-Other Reserve	10,000.00	0.00	-10,000.00	0.0%	
8681 · C-L&P-Other Planned Surplus	4,000.00	0.00	-4,000.00	0.0%	
<b>Total Expense</b>	<b>522,750.00</b>	<b>51,268.57</b>	<b>-471,481.43</b>	<b>9.81%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>471,481.43</b>	<b>471,481.43</b>	<b>100.0%</b>	



NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit & Loss Budget vs. Actual  
Central Services  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
9704 · CS-General Levy	57,250.00	57,250.00	0.00	100.0%	
97-13 · CS-Other Revenue	29,610.00	29,610.60			
Total Income	86,860.00	86,860.60	0.60	100.0%	
Expense					
9730 · CS-Wages & Salaries	15,863.00	3,554.46	-12,308.54	22.41%	
9736 · CS-Salaried Benefits	4,442.00	1,018.87	-3,423.13	22.94%	
9762 · CS-Equipment Purchase	3,000.00	0.00			
9762 · CS-Services	16,827.00	569.86	-16,257.14	3.39%	
9766 · CS-Consulting Services	34,535.00	0.00	-34,535.00	0.0%	
9767 · CS-Admin Overhead	8,588.00	2,146.88	-6,441.12	25.0%	
9778 · CS-Internal Lease	3,605.00	207.54	-3,397.46	5.76%	
Total Expense	86,860.00	7,497.61	-79,362.39	8.63%	
Net Income	0.00	79,362.99	79,362.99	100.0%	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**DIA Technical Services**  
**January through March 2022**

	Budget	Jan-Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
9801 - DIA Tech-Transfer Payment	97,500.00	0.00			
9804 - DIA Tech-General Levy	175,450.00	200,689.00	25,239.00	114.39%	
9813 - DIA Tech-Other Revenue	25,239.00	0.00	-25,239.00	0.0%	
<b>Total Income</b>	<b>298,189.00</b>	<b>200,689.00</b>	<b>-97,500.00</b>	<b>67.3%</b>	
<b>Expense</b>					
9830 - DIA Tech-Salaried Wages	48,375.00	10,736.22	-37,638.78	22.19%	
9836 - DIA Tech-Salaried Benefits	13,546.00	3,077.49	-10,468.51	22.72%	
9841 - DIA Tech-Staff Mileage & Expenses	1,500.00	0.00	-1,500.00	0.0%	
9842 - DIA Tech-Staff Certification & Training	2,200.00	0.00	-2,200.00	0.0%	
9850 - DIA Tech-Equipment Purchases	4,500.00	0.00	-4,500.00	0.0%	
9852 - DIA Tech-Publications & Printing	1,500.00	0.00	-1,500.00	0.0%	
9860 - DIA Tech-Materials and Supplies	500.00	0.00	-500.00	0.0%	
9862 - DIA Tech-Services	4,750.00	1,356.71	-3,393.29	28.56%	
9866 - DIA Tech-Consulting Services	195,000.00	0.00	-195,000.00	0.0%	
9867 - DIA Tech-Admin Overhead	26,318.00	6,579.38	-19,738.62	25.0%	
<b>Total Expense</b>	<b>298,189.00</b>	<b>21,749.80</b>	<b>-276,439.20</b>	<b>7.29%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>178,939.20</b>	<b>178,939.20</b>	<b>100.0%</b>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**NBMCA Integrated Watershed Management**  
**January through March 2022**

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
9904 · NBMCA Watershd Plan-General Levy	41,500.00	41,500.00	0.00	100.0%	
9905 · NBMCA Watershd Plan-Special Levy	290,000.00	290,000.00	0.00	100.0%	
9913 · NBMCA Watershd Plan-Other Revenue	37,930.00	37,930.00	0.00	100.0%	
<b>Total Income</b>	<b>369,430.00</b>	<b>369,430.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Expense</b>					
9930 · NBMCA Watershd Plan-Salaried Wages	114,178.00	35,787.15	-78,390.85	31.34%	
9931 · NBMCA Watershd Plan-Contract Wages	49,297.00	0.00	-49,297.00	0.0%	
9932 · NBMCA Watershd Plan-Seasonal Wages	14,952.00	0.00	-14,952.00	0.0%	
9936 · NBMCA Watershd Plan-Salaried Benefits	46,193.00	10,516.54	-35,676.46	22.77%	
9942 · NBMCA Watershd Plan-Staff Certif & Train	1,500.00	0.00	-1,500.00	0.0%	
9950 · NBMCA Watershd Plan-TCA Purchase	25,000.00	0.00	-25,000.00	0.0%	
9951 · NBMCA Watershd Plan-Equipment Rental	4,000.00	0.00	-4,000.00	0.0%	
9953 · NBMCA Watershd Plan-Advertising	25,000.00	50.88	-24,949.12	0.2%	
9960 · NBMCA Watershd Plan-Materials & Supply	2,500.00	406.77	-2,093.23	16.27%	
9962 · NBMCA Watershd Plan-Services	18,000.00	3,736.50	-14,263.50	20.76%	
9966 · NBMCA Watershd Plan-Consulting Services	14,320.00	12,532.64	-1,787.36	87.52%	
9967 · NBMCA Watershd Plan-Admin Overhead	49,725.00	12,431.25	-37,293.75	25.0%	
9978 · NBMCA Watershd Plan-Internal Lease	4,765.00	497.51	-4,267.49	10.44%	
<b>Total Expense</b>	<b>369,430.00</b>	<b>75,959.24</b>	<b>-293,470.76</b>	<b>20.56%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>293,470.76</b>	<b>293,470.76</b>	<b>100.0%</b>	



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**WECI 2015/2016**  
**January through March 2022**

	Budget	Jan-Mar 22 Actuals	Variance from Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
109-01 · WECI Project 2020/2021-Transfer Pay't	0.00	0.00	0.00	0.0%	
109-04 · WECI Project 2020/2021-Special Levy	170,000.00	170,000.00	0.00	100.0%	
109-13 · WECI Project 2020/2021-Other Revenue	538,002.00	538,155.06	153.06	100.03%	
Total Income	708,002.00	708,155.06	153.06	100.02%	
Expense					
109-30 · WECI Project 2020/2021-Salaried Wages	19,041.00	4,123.70	-14,917.30	21.66%	
109-36 · WECI Project 2020/2021-Benefits	5,332.00	1,182.06	-4,149.94	22.17%	
109-47 · WECI Project 2020/2021-Repair & Maint	634,064.00	0.00	-634,064.00	0.0%	
109-66 · WECI Project 2020/2021-Consult Service	24,065.00	5,571.56	-18,493.44	23.15%	
109-67 · WECI Project 2020/2021-Admin Overhea	25,500.00	6,375.00	-19,125.00	25.0%	
Total Expense	708,002.00	17,252.32	-690,749.68	2.44%	
Net Income	0.00	690,902.74	690,902.74	100.0%	

NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
Profit & Loss Budget vs. Actual  
LSHSC CAPITAL ASSET  
January through March 2022

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
112-13 · LSHSC Capital - Other Revenue	65,000.00	65,000.00	0.00	100.0%	
Total Income	<u>65,000.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>100.0%</u>	
Other Income/Expense					
Other Expense					
112-50 · LSHSC Capital - TCA Purchases	65,000.00	0.00	-65,000.00	0.0%	
Total Other Expense	<u>65,000.00</u>	<u>0.00</u>	<u>-65,000.00</u>	<u>0.0%</u>	
Net Income	<u>0.00</u>	<u>65,000.00</u>	<u>65,000.00</u>	<u>100.0%</u>	

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
**LSHSC OPERATING RESERVE FUNDS**  
**January through March 2022**

	Budget	Jan -Mar 22 Actuals	Variance from Budget	% of Budget	Comments
<b>Ordinary Income/Expense</b>					
Income					
114-13 - LSHSC Operating Funds Reserve	60,000.00	60,000.00	0.00	100.0%	
<b>Total Income</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Gross Profit</b>					
Expense					
114-60 - LSHSC Op Reserve-Mat & Supplies	60,000.00	0.00	-60,000.00	0.0%	
<b>Total Expense</b>	<b>60,000.00</b>	<b>0.00</b>	<b>-60,000.00</b>	<b>0.0%</b>	
<b>Net Income</b>	<b>0.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>100.0%</b>	



*Draft*

INCOME STATEMENT for the period of January 1 to March 31, 2022  
Unaudited Financial Statements

Grant Eligible Core Activities	Account	March 31, 2022		
		Revenue	Expense	Net
Administration	31-00	120,264.87	72,520.93	47,743.94
Administration - Amortization Expense			90,606.49	-42,862.55
Watershed Planning	35-00	62,287.00	24,868.08	37,418.92
Flood Control	36-00	99,490.00	14,223.62	85,266.38
Erosion Control	37-00	42,230.00	6,025.57	36,204.43
Flood Forecasting	38-00	70,256.00	22,002.08	48,253.92
Ice Management	39-00	8,388.00	5,216.56	3,171.44
Source Protection Planning				
Subtotal	83-00	133,471.93	42,727.77	90,744.16
		536,387.80	187,584.61	348,803.19
Conservation Authority Core Activities				
Septics OBC	32-00	89,945.45	205,295.26	-115,349.81
Regulations and Fisheries	34-00	9,100.00	11,958.46	-2,858.46
Water Quality	42-00	4,851.00	1,198.29	3,652.71
Outreach	57-00	67,364.00	5,113.08	62,250.92
Interpretive Centre	56-00	36,058.75	57,638.37	-21,579.62
Lands and Property Operations				
Subtotal	70-00	80,816.66	29,687.39	51,129.27
		288,135.86	310,890.85	-22,754.99
NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	522,750.00	51,268.57	471,481.43
Central Services	97-00	86,860.60	7,497.61	79,362.99
WECI 2018/2019				
Subtotal	109-00	708,155.06	17,252.32	690,902.74
		1,317,765.66	76,018.50	1,241,747.16
Grant Eligible Core Activities				
Administration	31-00	1,327.60	50,927.03	-49,599.43
Administration - Amortization Expense			0.00	-49,599.43
Watershed Planning	35-00	7,192.00	16,489.83	-9,297.83
Flood Control	36-00	0.00	10,712.40	-10,712.40
Erosion Control	37-00	0.00	4,706.14	-4,706.14
Flood Forecasting	38-00	0.00	13,485.23	-13,485.23
Ice Management	39-00	2,039.00	0.00	2,039.00
Source Protection Planning				
Subtotal	83-00	133,471.93	26,518.34	106,953.59
		144,030.53	122,838.97	21,191.56
Conservation Authority Core Activities				
Septics OBC	32-00	42,125.45	120,963.53	-87,838.08
Regulations and Fisheries	34-00	4,510.00	7,581.07	-3,071.07
Water Quality	42-00	0.00	711.26	711.26
Outreach	57-00	800.00	3,195.46	-2,395.46
Interpretive Centre	56-00	24,138.75	40,207.09	-16,068.34
Lands and Property Operations				
Subtotal	70-00	3,127.94	22,011.35	-18,883.41
		74,702.14	203,689.76	-128,987.62
NBMCA Capital Projects				
Lands and Properties Capital - C/A's/Trails	86-00	250,000.00	27,930.40	222,069.60
Central Services	97-00	29,610.60	3,496.50	26,114.10
WECI 2018/2019				
Subtotal	109-00	538,155.06	3,537.02	534,618.04
		817,765.66	34,983.92	782,801.74



INCOME STATEMENT for the period of January 1 to March 31, 2022  
Unaudited Financial Statements

NBMCMA Studies/Special Projects	Account	March 31, 2022		Net	NBMCMA Studies/Special Projects	Account	February 28, 2022		Net
		Revenue	Expense				Revenue	Expense	
DIA Technical Project	98-00	200,689.00	21,749.80	178,939.20	DIA Technical Project	98-00	25,239.00	9,208.72	16,030.28
Integrated Watershed Management Strategy	99-00	369,430.00	75,959.24	293,470.76	Integrated Watershed Management Strategy	99-00	37,930.00	33,329.55	4,600.45
LSHSC Capital Reserve Fund	112-00	65,000.00	0.00	65,000.00	LSHSC Capital Reserve Fund	112-00	0.00	0.00	0.00
LSHSC Operating Fund	114-00	60,000.00	0.00	60,000.00	LSHSC Operating Fund	114-00	0.00	0.00	0.00
<b>Subtotal</b>		<b>695,119.00</b>	<b>97,709.04</b>	<b>597,409.96</b>	<b>Subtotal</b>		<b>63,169.00</b>	<b>42,538.27</b>	<b>20,630.73</b>
<b>NBMCMA Total</b>		<b>2,837,408.32</b>	<b>672,203.00</b>	<b>2,165,205.32</b>	<b>NBMCMA Total</b>		<b>1,099,667.33</b>	<b>404,030.92</b>	<b>695,636.41</b>

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

**Appendix #3**  
**05-25-2022**

**ORIGIN:** Chief Administrative Officer  
Secretary Treasurer

**SUBJECT:** Purchasing Policy Update

**DATE:** May 18, 2022

**Background:**

The purpose of the NBMCA Purchasing Policy is to set controls on the methods to be used to ensure fair purchasing practices reflecting good value to the organization. The policy uses a graduated set of controls for staff to follow depending on the amount of an expense. The policy also includes credit card use and mileage rate compensation for personal vehicle use. The policy was last revised six years ago in 2016.

**Analysis:**

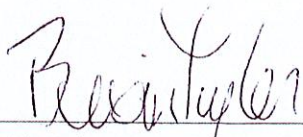
Staff have experienced some challenges in recent years using the limits in the current policy. The economy has changed since 2016 and staff are finding the same type of purchase they made several years ago don't match well with the controls currently in place. It is staff's opinion it's time to update the policy while ensuring have the organization maintains appropriate controls and accountability within the approved budget.

Attached to this report is the recommended revised policy for your review. Staff will go through the recommended changes at the meeting.

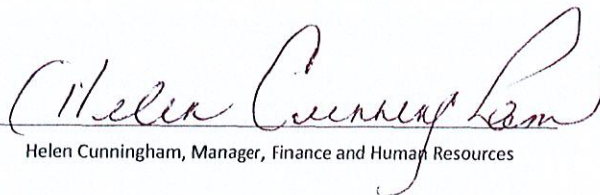
**Recommendation:**

The Members of the North Bay Mattawa Conservation Authority approve the Revised Purchasing Policy.

**RECOMMENDED RESOLUTION:** To be provided at the meeting.



Brian Tayler, Chief Administrative Officer – Secretary Treasurer



Helen Cunningham, Manager, Finance and Human Resources



# POLICY



## FINANCE

## PURCHASING – FI16-01

Approved: May 25, 2022

Revised: May 25, 2022

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### Policy

This policy commits the organization and every individual involved in purchasing within the organization to use their best endeavors to ensure that our purchasing and contracting activities are:

- legal;
- accountable and auditable;
- ethically, environmentally and socially responsible; and
- economically effective.

### Purpose

To describe the purchasing policies to be applied to purchases by the North Bay-Mattawa Conservation Authority (NBMCA) staff, board members, committee members or volunteers or to purchases made on behalf of organizations through NBMCA accounts.

### Purchasing Principles

- a. All Costs Considered: All purchasing shall be completed in a manner which considers and evaluates all costs, including acquisition, operating and disposal costs. This information is to be included in the evaluation of a price/tender/bid along with the price of the goods or service.
- b. Canadian Products: Preference shall be given to the purchase of Canadian goods and/or services wherever, all else being equal, it is reasonable in the circumstances to do so.
- c. Non-Responsive Tenders: Tenders which are late, illegible, unsigned, do not contain the required deposit, or do not include the required deposit Bond or Surety in the approved form, shall be rejected as non-responsive.
- d. Co-operative Purchasing: Where the best interest of NBMCA will be served NBMCA may participate with other governments or their agencies or public authorities in co-operative purchasing ventures or joint contracts.
- e. Occupational Health & Safety: All contractors required to do work for NBMCA will be required to provide NBMCA with evidence that they comply with the Occupational Health & Safety Legislation and NBMCA Health and Safety Policies.

- f. Environmentally Friendly: Whenever possible, the decision to purchase by NBMCA will have regard for ecological impacts created by use of the product or service acquired.

## **Petty Cash Purchases**

Petty cash to a limit of \$700.00 can be issued to an employee as designated by NBMCA Chief Administrative Officer, Secretary Treasurer (CAO). Reimbursement of petty cash will occur once a staff submits receipts for each purchase. Employees are able to request petty cash in advance of making purchases and will reconcile the amount after the purchase is made. The employee must sign the receipts. Individual purchases using petty cash should not exceed \$200.00. While claims for petty cash can be made at any time, they must be submitted and reconciled to the petty cash limit by the last working day of each month.

## **Employee Travel and Incidental Expenses**

Reimbursement of mileage and incidental expenses will occur once a Claim for Travelling Expenses form is submitted with receipts for each incidental expense. The Claim for Travelling Expenses form must be signed by the employee and his/her Supervisor. Employees must use NBMCA fleet vehicles when available and carpool wherever possible.

Travel will be paid for actual mileage incurred for the trip, including instances when travel commences or ends from another location other than the workplace. Staff are not paid mileage to come to their normal place of work.

While claims for travel and incidental expenses can be made at any time, they must be submitted by the last working day of each month.

The mileage rate used will be the same rate used by CRA for the Province of Ontario.

Refer to the Travel and Expenses Policy for more details.

## **Corporate Credit Card**

The purchasing limit for corporate credit cards is up to the limit of the credit card, and must follow the policies as set out in this document. Purchases made on a NBMCA credit card must be submitted regularly with a Purchase Order, stating method of payment, and signed by the CAO. Purchase Orders and receipts for each purchase are to be submitted to the Supervisor, Finance and Human Resources when received.

Purchases on corporate credit cards must be for NBMCA business only - no personal transactions will be permitted.

Refer to Corporate Credit Card Policy for more details



## **Purchase Orders**

The NBMCA will use a financial control system of Purchase Orders for all purchases over \$200 except for utility, employee travel and incidental expenses. The system will consist of pre-numbered Purchase Orders that will be in the control of the Manager, Finance and Human Resources. Each purchase must be supported with a Purchase Order form at the time that the order is placed. The requisition should be dated, signed by the employee, approved by the supervisor and authorized by the CAO. The Purchase Order must be coded with the account to be charged, providing that the purchase is in accordance with the budget limits as approved by the Board of Directors. Any purchases that are not within the budget limits must have the prior approval of the CAO.

One copy of the completed and authorized Purchase Order should be forwarded to the Manager, Finance and Human Resources and a second copy should be retained by the employee until the goods/services are received at which time the second copy is marked as goods/services received and forward to the Manager, Finance and Human Resources. The Manager, Finance and Human Resources will then match up the signed copy of the Purchase Order with the invoice for the goods/services.

## **Purchases up to \$7,500 Excluding Taxes**

Purchases up to \$7,500 excluding taxes can be made at any time by a NBMCA employee who has authorization from his/her supervisor and a signed PO, providing that the purchase is in accordance with the budget approved by the Board of Directors.

## **Purchases from \$7,501 to \$15,000 Excluding Taxes**

Before these purchases can be made, three (3) verbal quotations must be obtained and a Quotation Sheet filled out and signed by the employee and his/her supervisor. If the accepted quotation is not the lowest bid, a written rationale is required. The CAO must approve the purchase by signing the Quotation Sheet in advance of the purchase being made. A Purchase Order is also completed and submitted with the Quotation Sheet.

## **Purchases from \$15,001 TO \$75,000 Excluding Taxes**

Before these purchases can be made, three (3) written quotations must be obtained and a Quotation Sheet filled out and signed by the employee and his/her supervisor. If the accepted quotation is not the lowest bid, a written rationale is required and the CAO must approve the purchase by signing the Quotation Sheet in advance of the purchase being made. A Purchase Order is also completed and submitted with the Quotation Sheet.

## **Purchases Over \$75,001 Excluding Taxes**

Before these purchases can be made, they must go through a public tender process. The tender opening should be attended by the employee issuing the tender, the CAO and a member of the Board of Directors. All tendered purchases must then be approved by the Board of Directors after which a Purchase Order will be issued.

Evaluation of tenders will be undertaken using fair, measurable and substantive factors that will include, but may not be limited to, cost.



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

**ORIGIN:** Helen Cunningham, Supervisor of Financial Services and  
Human Resources

**SUBJECT:** Upcoming mortgage loan renewal

**Background:**

North Bay-Mattawa Conservation Authority's (NBMCA) current long-term loan is coming up for renewal on June 22, 2022, with a balance owing of \$565,885.16 as of April 22<sup>nd</sup>, 2022. The loan was renewed in June 2017 at a fixed rate of 2.59% per annum for a five-year term, with blended Principal and Interest payments of \$3,000.97 per month. We have been in contact with our Account Manager, Jonathan Loewen of TD Canada Trust, and Jonathan has provided us with borrowing rates plus estimated principal and interest payments for a twenty (20) year amortization as of May 11, 2022. These rates are subject to change daily.

**Analysis:**

The below chart is indicative borrowing rates (plus estimated principal and interest payments) for a 20-year amortization as of May 11, 2022, and subject to change daily.

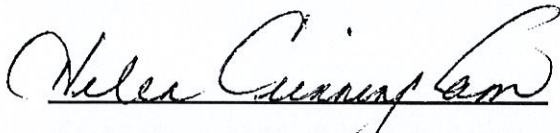
Rate Term	Interest Rate	Estimated Monthly P+I	Monthly Payment Increase	Annual Payment Increase
1 year	3.61%	\$3,309	\$308	\$3,696
2 years	3.99%	\$3,421	\$420	\$5,040
3 years	4.09%	\$3,450	\$449	\$5,388
4 years	4.24%	\$3,496	\$495	\$5,940
5 years	4.34%	\$3,526	\$525	\$6,300

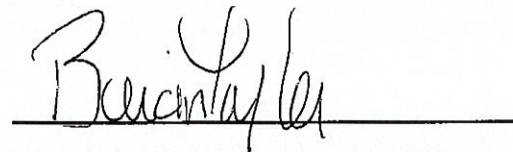
**\*Note that the currently monthly payment is \$3000**

After staff reviewed TD Bank's information presented regarding Rate Term and Interest Rates and taking into account the present economy and the probability of future interest rate increases, staff feel strongly that it would be to NBMCA's advantage to go with a 5-year rate term.

**RECOMMENDATION:**

Staff recommends a five (5) year fixed rate for the renewal term to the Board of Directors in consideration of refinancing the long-term loan.

  
Helen Cunningham, Supervisor, Finance and Human Resources

  
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:** May 19, 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

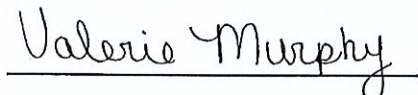
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.



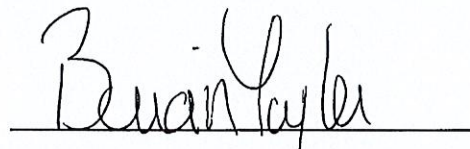
**Analysis:**

Twenty-one 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, seven were issued for the construction of accessory structures, four for the new or re-construction of single-family dwellings, three for the construction of an addition to an existing dwelling, two each for the construction of shoreline protection measures, landscaping, and site grading and one for the construction of a fence.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

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

FOR NBMCA BOARD INFORMATION ON: May 19, 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-22-06	Rawn McBride	North Bay	463 Lakeshore Drive	Lake Nipissing	To reconstruct a damaged shoreline retaining wall	April 20, 2022	<b>#27-22</b> April 28, 2022
REF-22-05	Mike Lawrence	East Ferris	1110 Kyle Road	Lake Nosbonsing	To reconstruct existing deck, add new mudroom and brick patio	April 21, 2022	<b>#28-22</b> April 28, 2022
RPA-22-02	Patti Dougan	Papineau Cameron	261A Neault Road	Lac Chant Plein	To reconstruct dwelling	April 21, 2022	<b>#29-22</b> April 28, 2022
RNB-22-16	John Lechlither	North Bay	McLean Road	Parks Creek PSW	To grade and prepare site, to install services, to construct a new single-family dwelling	April 27, 2022	<b>#30-22</b> May 5, 2022
RMATT-22-02	Ian Foster	Mattawa	750 Mattawan St	Mattawa River	To complete landscaping in back yard and place gravel in parking lot	May 4, 2022	<b>#31-22</b> May 5, 2022
RMATT-22-01	Town of Mattawa	Mattawa	330 Main St	Mattawa River	To construct a wooden fence	April 28, 2022	<b>#32-22</b> May 5, 2022



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

FOR NBMCA BOARD INFORMATION ON: May 19, 2022

PERMIT YEAR: 2022

<b>RNB-22-15</b>	Gerard Savignac	North Bay	361 Chadbourne Drive	Duchesnay Creek PSW	To construct a shed	April 25, 2022	<b>#33-22</b> May 5, 2022
<b>RCHI-22-02</b>	Reggie Simson	Chisholm	180B Greenpoint	Wasi Lake	To demolish dwelling and construct a new dwelling	May 1, 2022	<b>#34-22</b> May 5, 2022
<b>REF-22-01</b>	Ted Harrison	East Ferris	277 Gauthier Rd	Lake Nosbonsing	To reconstruct a boathouse	May 9, 2022	<b>#35-22</b> May 12, 2022
<b>RNB-22-17</b>	Jim Davidson	North Bay	435-B Viceroy Rd	Trout Lake	Deck extension by 4ft	May 9, 2022	<b>#36-22</b> May 12, 2022
<b>RNB-22-18</b>	Andrew Rees	North Bay	1035 Northshore Rd	Trout Lake and slope	To construct an addition to an existing dwelling	May 8, 2022	<b>#37-22</b> May 12, 2022
<b>RBO-22-02</b>	Albert Com�	Bonfield	108 Northstar Drive	Wetland and Floodplain	To demolish existing garage. To build new garage, same location, larger footprint	May 5, 2022	<b>#38-22</b> May 12, 2022
<b>RNB-22-21</b>	Joe Rogers	North Bay	Kenreta – Lot 2 Phase 2, Lots 1,2,3, Phase 3.	Escarpment	To alter sites to allow access for geotechnical equipment to perform exploration works	May 6, 2022	<b>#39-22</b> May 12, 2022
<b>RNB-22-20</b>	John Peacock	North Bay	25 Howard Ave	Lake Nipissing	Construct a rock revetment on existing sloped lawn	May 5, 2022	<b>#40-22</b> May 12, 2022



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

FOR NBMCA BOARD INFORMATION ON: May 19, 2022

PERMIT YEAR: 2022

<b>RNB-22-22</b>	Raymond Ladouceur	North Bay	38 Marshall Park Drive	Parks Creek	To demolish existing garage, construct new garage	May 11, 2022	<b>#41-22</b> May 12, 2022
<b>RNB-22-23</b>	Christa Chivers	North Bay	51 Marshall Park Drive	Parks Creek	Construct a deck	May 10, 2022	<b>#42-22</b> May 12, 2022
<b>RNB-22-19</b>	Terry Bass	North Bay	6 Mapleview Place	Escarpment	To construct and addition to existing deck	May 6, 2022	<b>#43-22</b> May 12, 2022
<b>REF-22-06</b>	Jeffrey Van Vleet	East Ferris	112 Fay Rd	Unevaluated Wetland	To place fill and grade to construct a new driveway	May 11, 2022	<b>#44-22</b> May 12, 2022
<b>RNB-22-24</b>	Jake and Elise Lacourse	North Bay	875 Memorial Drive	Chippewa Creek	To construct an addition to existing dwelling	May 11, 2022	<b>#45-22</b> May 19, 2022
<b>RNB-22-25</b>	Vlad Ciobanica	North Bay	2577 Northshore	Trout Lake	To remove stumps, to construct shed and pump house	May 16, 2022	<b>#46-22</b> May 19, 2022
<b>RNB-22-26</b>	Rikki-Lynn Dubien	North Bay	Vacant Lot Carmichael Drive (between 631 and 641)	Unevaluated wetland and watercourse	To construct a new single-family dwelling	May 15, 2022	<b>#47-22</b> May 19, 2022

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

**ORIGIN:** Water Resources Engineer

**DATE:** May 19, 2022

**SUBJECT:** La Vase River Floodplain Mapping Update Project  
RFP Summary & Award Recommendation

**Background:**

The North Bay-Mattawa Conservation Authority (NBMCA) is undergoing the process of updating its floodplain mapping, which was completed during the 1980's. The next subwatershed to be updated is the La Vase River subwatershed, with the remaining subwatersheds updated in subsequent years, funding permitting.

Funding for the project (50-50 cost share) was received from the federal National Disaster Mitigation Program (NDMP). The La Vase River Floodplain Mapping project was submitted by NBMCA to the NDMP as part of Intake 6. NDMP Intake 6 has been extended to March 31<sup>st</sup>, 2023 (extension was confirmed by the Ministry of Municipal Affairs and Housing, which has signed a Bilateral Contribution Agreement with Public Safety Canada).

NBMCA published a Request For Proposal (RFP) earlier this year, NBMCA RFP 22-01, which included the topographic data collection, hydraulic & hydrologic modelling, and map generation required to update the La Vase River floodplain. The RFP closed on March 18<sup>th</sup>, 2022 at 4:00p.m. In total, four compliant proposals were received (a fifth proposal was received after the closing deadline).

**Analysis:**

A summary table of the proposal cost estimates is included below. The initial review of proposal costs showed that three of the proposals (from Water's Edge, Exp, and AHYDTECH) were very close in price, other than the cost for topographic survey and data collection, and the fourth proposal (D.M. Wills) was substantially higher in price. Due to the difference in the topographic survey and data collection costs, NBMCA provided the proponents with additional information regarding the extent of the topographic survey required (i.e. number of crossings), and asked proponents to refine their costs for that portion of the work. The table below reflects these updated costs estimates. Note that Exp did not feel that 2D modelling would



be necessary for the project, and did not include a cost for 2D modelling, so for comparison totals have been provided both with and without the 2D modelling component.

Item	Item Description	EXP	AHYDTECH	Water's Edge	D.M. Wills
1	Four (40 meetings at the NBMCA office	\$4,660.00	\$8,590.00	\$6,080.00	\$11,820.00
2	Presentation and attendance at Open House	\$5,760.00	\$2,215.00	\$3,265.00	\$3,615.00
3	Completion of topographic data acquisition and data processing	\$31,710.00	\$29,190.00	\$61,185.00	\$51,900.00
4	Completion of hydrology analysis, modelling and report	\$12,010.00	\$17,570.00	\$20,145.00	\$22,760.00
5	Completion of hydraulic analysis, modelling and report	\$24,210.00	\$24,975.00	\$18,665.00	\$30,880.00
5a	OPTION: Complete 2D modelling if necessary		\$11,625.00	\$9,345.00	\$17,710.00
6	Completion of flood line mapping, maps and report	\$13,650.00	\$6,750.00	\$13,570.00	\$21,615.00
Sub-Total (no 2D)		\$92,000.00	\$89,290.00	\$122,910.00	\$142,590.00
HST		\$11,960.00	\$11,607.70	\$15,978.30	\$18,536.70
Total (no 2D)		\$103,960.00	\$100,897.70	\$138,888.30	\$161,126.70
Sub-Total (with 2D)		N/A	\$100,915.00	\$132,255.00	\$160,300.00
HST		N/A	\$13,118.95	\$17,193.15	\$20,839.00
Total (with 2D)		N/A	\$114,033.95	\$149,448.15	\$181,139.00

The proposal scoring criteria, as stated in the RFP, is as follows:

<b>Stage 1 – Mandatory Requirements:</b>	
Compliant Mandatory and Submission Requirements – Section 10	Pass/Fail
<b>Stage 2 – Proposal Merits</b>	
Proponent Qualifications – based on criteria requested under section 4	25
Technical – based on criteria requested under section 7	25
<b>Stage 3 –Financial</b>	
Total Price: scores for the cost criterion will be calculated as follows: The lowest cost Proposal receives 60 points; The remaining Proposals are assigned points based on the formula: (lowest cost proposal / Proponent's proposal cost x 60)	50
Total Available Points	100

Based on the above scoring criteria, the proposals were scored as follows. Note that for the purposes of scoring the financial component (Stage 3, 60 points), costs were considered without the 2D modelling component.



	EXP	AHYDTECH	Water's Edge	D.M. Wills
<b>Stage 1 – Mandatory Requirements:</b>				
Compliant Mandatory and Submission Requirements	Pass	Pass	Pass	Pass
<b>Stage 2 – Proposal Merits:</b>				
Proponent Qualifications	25.0	25.0	25.0	25.0
Technical	20.0	25.0	25.0	30.0
<b>Stage 3 – Financial:</b>	58.2	60.0	43.6	37.6
<b>TOTAL:</b>	<b>103.2</b>	<b>110.0</b>	<b>93.6</b>	<b>92.6</b>

With reference to the above scoring, 5 points were taken from Exp's technical score due to not providing a price for a 2D modelling contingency. While 2D modelling may not be necessary, that determination should be made after seeing and analyzing the results of the 1D hydraulic modelling component. It is perhaps worth noting that 2D modelling was required for the previous Chippewa Creek Floodplain Mapping project, to address some comments received from property owners.

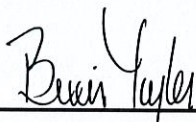
Additionally, 5 points were added to D.M Wills' technical score, as they included climate change modelling in their proposal (not specifically requested by the RFP).

#### **Recommendation:**

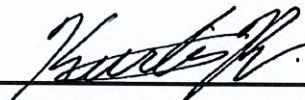
Based on the above scoring table, it is recommended that the La Vase River Floodplain Mapping Project be awarded to AHYDTECH, at a cost of \$100,915.00 + HST (including the 2D modelling contingency).

#### **RECOMMENDED RESOLUTION:**

**That the La Vase River Floodplain Mapping Project be awarded to AHYDTECH, at a cost of \$100,915.00 + HST.**



\_\_\_\_\_  
Brian Tayler, Chief Administrative Officer/Secretary-Treasurer



\_\_\_\_\_  
Kurtis Romanchuk, Water Resources Engineer