

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

**SECOND Meeting** of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on February 26, 2020 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:35pm – 6:37pm)</b>
<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(5:35pm – 6:37pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	<b>(5:35pm – 6:37pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(5:35pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:35pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:35pm – 6:37pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(5:35pm – 6:37pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:35pm – 6:37pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:35pm – 6:37pm)</b>

**MEMBER(S) ABSENT:**

<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>

**ALSO PRESENT:**

**Ann Convery**, Accounts Payable Clerk  
**Brian Tayler**, CAO, Secretary-Treasurer  
**Helen Cunningham**, Manager, Finance and Human Resources  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Valerie Murphy**, Regulations Officer

**1. Approval of the Agenda**

The Chair welcomed everyone to the meeting and extended regrets on behalf of Nunzio Scarfone, Robb Noon and Loren Mick, after discussion the following resolution was presented:

Resolution No. 18-20, Belanger-Lahaye

**THAT** the agenda be approved as amended.

**Carried Unanimously**

**2. Confirmation of Delegation(s) and Presentation(s)**

No delegations.

**3. Adoption of Previous Minutes of January 29, 2020**

After discussion the following resolution was presented:

Resolution No. 19-20, Mayne-Grant

**THAT** the minutes from the January 29, 2020 Annual General Meeting are adopted as presented.

**Carried Unanimously**

**4. Declaration of Pecuniary Interest**

Jane Lagassie declared a conflict of interest in regards to the new business item brought forward by Chris Mayne. Jane did not participate in the discussion.

**5. Plan Review Services**

Paula Scott gave a presentation on the NBMCA's role with respect to Plan Review Services. Her presentation highlighted the NBMCA's Plan Review Services and process in responding to planning applications from municipalities and proponents. She provided the number of Municipal Plan Review comments provided for the year 2019, planning agreements and their associated fees. Her presentation included a review of Conservation Ontario Client Services and Streamlining Initiatives.

After discussion the members thanked Paula for her presentation, and asked that a digital copy be shared with the members.

**6. Section 28 Approvals**

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

Resolution No. 20-20, Lagassie-Lahaye

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses February 14, 2020 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**7. 2020 Draft Budget**

Brian Taylor presented the draft 2020 budget to members. After review and discussion, the following resolutions were presented:

Resolution No. 22-20, Lagassie-Blakeley

**THAT** as part of the 2020 NBMCA Budget the matching levy of \$133,490.00 is approved, and

**FURTHER THAT** each member municipality is to be advised of their apportionment of the matching levy.

**Carried Unanimously**

Resolution No. 23-20, Blakeley-Mick

**THAT** the Board of Directors approves a non-matching levy to the member municipalities in the amount of \$1,192,433.00 as specified in the Draft 2020 Budget Report, and

**FURTHER THAT** the each member municipality is to be advised of their apportionment of the non-matching levy.

**Weighting Recorded Vote Results:**

Municipality	Member	Vote %	Vote	Present/Absent
Powassan	Dave Britton	0.10	Yes	Present
Mattawan	Michelle Lahaye	0.15	Yes	Present
Bonfield	Jane Lagassie	8.21	Yes	Present
North Bay	Chris Mayne	16.67	Yes	Present
Mattawa	Loren Mick	2.47		Absent - Regrets
Papineau/Cameron	Shelley Belanger	1.94	Yes	Present
North Bay	Dave Mendicino	16.67	Yes	Present
Callander	Rob Noon	15.71		Absent - Regrets
Calvin	Dean Grant	2.98	Yes	Present
Chisholm	Nunzio Scarfone	3.48		Absent - Regrets
North Bay	Simon Blakeley	16.67	Yes	Present
East Ferris	Pauline Rochefort	14.96	Yes	Present

**Carried**

**8. Laurentian Ski Hill and Snowboarding Club**

Brian Tayler gave an update on Laurentian Ski Hill and Snowboarding Club. After discussion, the members thanked Brian for his update.

**9. New Business**

Chris Mayne brought forward a nomination for consideration. Chris nominated Chris Holmes for the North Bay-Mattawa Conservation Authority Board of Directors Award for leading an effort to create a network of well signed and utilized trails in East Ferris along the scenic Mattawa River. After discussion it was decided that the item be referred to staff for further information to the next Board of Directors meeting.

Sue Buckle gave members an update regarding ongoing consultations with Ministry of Environment Conservation and Parks. Sue informed the members that a Broad Stakeholders consultation is planned for Thursday March 5<sup>th</sup>, 2020 at a location and time to be determined. After discussion the members thanked Sue for her information, and asked for details to be forwarded as they become available.

Brian Tayler informed the members of an upcoming meeting that is planned with MPP Vic Fedeli on Friday February 28, 2020 regarding changes to the Conservation Authorities Act. After discussion, the members thanked Brian for his update, and asked that the questions for discussion with MPP Fedeli be circulated to the members.

**10. Adjournment (6:58 p.m.)**

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

Resolution No. 24-20, Mayne-Lahaye

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday March 25, 2020 at the Authority Office, 15 Janey Avenue, North Bay, Ontario or at the call of the Chair.

**Carried Unanimously**

  
-----

Dave Mendicino, Chair  
Treasurer

  
-----

Brian Tayler, Chief Administrative Officer, Secretary

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

**ORIGIN:** Chief Administrative Officer  
Secretary Treasurer

**SUBJECT:** 2020 Capital and Operating Budget

**DATE:** February 19, 2020

**Background:**

As directed by the Board at the January 29, 2020 Annual General Meeting, management presented the Draft 2020 Budget to the Executive Committee for review and recommendations to the February 26, 2020 Board Members meeting. The following summarizes the material covered in the review:

- Budget Overview – presents the budget context, contents and management recommendations on the steps taken to prepare the budget and the impact on program budgets.
- Sources of Revenue and Budget Summary – overview of the revenue sources required for the budget and a general summary of program revenue and expenses.
- Program Budgets - a detailed breakdown of revenue and expenses for each of the NBMCA program areas.
- Ten Year Capital Forecast – a review of the capital forecast for the period from 2020 to 2029 as it relates to municipal levy.
- Fee Schedules – revised fees for the Section 28 Regulation and Septic Permitting programs to accommodate inflation costs of 1.9% from the previous year.

**Attached to this report is a digital file of the draft budget for your review in advance of the meeting. Staff will have a printed version available for your use at the meeting.**

**Analysis:**

The Draft 2020 Budget builds on the continuing practice of presenting and approving balanced budgets for the NBMCA. The budget has been prepared to reflect the program direction provided in the NBMCA's Five Year Strategy. The **operating** levy in the budget includes an average increase of 2.0% from 2019 levels for the member municipalities.

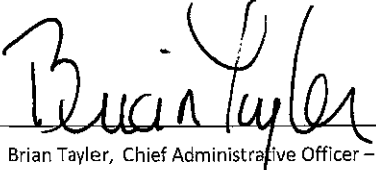
After review, the Executive Committee was satisfied the measures recommended in the budget were acceptable as the basis of implementing NBMCA's activities in 2020.

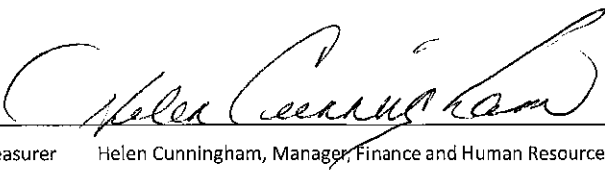
The CAO, Secretary Treasurer will provide additional details at the meeting.

**Recommendation:**

The Executive Committee is recommending to the Full Authority Board Members approval of the Draft 2020 Budget.

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

  
Brian Taylor, Chief Administrative Officer – Secretary Treasurer

  
Helen Cunningham, Manager, Finance and Human Resources

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** February 14, 2020

**SUBJECT:** Report On Development, Interference with Wetlands, and Alterations to  
Shorelines and Watercourses Permits for board approval

**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:

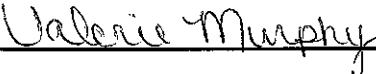
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

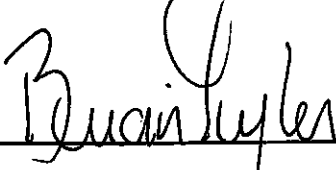
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

Two new permits have been issued by the Conservation Authority in 2020 since the previously approved minutes as per the policies, procedures and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

Of the newly issued permits, one was issued for the removal of vegetation, grubbing and grading of an access road into a lot and one was issued for the construction of an addition to an existing deck.

  
\_\_\_\_\_  
Valerie Murphy, Regulations Officer

  
\_\_\_\_\_  
Brian Tayler, CAO-Secretary Treasurer

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

FOR NBMCA BOARD INFORMATION ON: February 14, 2020 PERMIT YEAR: 2020

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-20-01	Milford Development	North Bay	Con A E Pt Lot 22 PCL 975 NIP Vacant Lot on Cedar Heights Road	Unnamed watercourse and wetland	To remove vegetation, grub and grade access road into lot	January 30, 2020	#02-20 February 7, 2020
REF-20-01	Dave and Renée Oliver	East Ferris	Con 3 Pt Lot 9 RP NR 128 Part 5 REM 7369 RP 36R6186 Parts 5 and 6 PCL 15897 WF 94 Kyle Road	Lake Nosbonsing	Construct extension to existing deck	February 1, 2020	#03-20 February 7, 2020



# DRAFT 2020 BUDGET

**Date: February 6, 2020**

**Brian Tayler  
Chief Administrative  
Officer Secretary  
Treasurer**

**Helen Cunningham  
Manager, Finance and  
Human Resources**

## Budget Overview for 2020

### Background

The province has gone through two rounds of updating the Conservation Authorities Act, once in 2017 and another in 2019. The updates have set the stage for new regulations and policies to modify how Conservation Authorities go about their business, including the method of establishing budgets and raising funds. The province, Conservation Authorities, municipalities and the broader stakeholder community are in the process of putting the details to define what the changes will be, this process is ongoing. As was the case in 2019, NBMCA finds itself in a period of transition this year, relying on current regulations and policies but knowing these will change. The 2020 Budget was developed and influenced in part by recognizing the NBMCA will need to transition to a revised business framework.

After Member approval of the 2019 Budget and well into the operating season NBMCA received notice of a reduction (\$125,025) in the provincial transfer payment from the Ministry of Natural Resources and Forestry (MNR). The transfer payment reduction affected core eligible funds in the budget for natural hazard management and operations programs. In response the Members approved measures to reduce the implications of the cuts by revising the annual work plan.

The draft 2020 Budget anticipates the reductions experienced in 2019 will remain in effect. The Budget further anticipates no additional reductions in transfer payment. If this is not the case the budget will require revisions.

Another provincial decision requiring attention in the 2020 Budget is a revision to funding guidelines in the Source Water Protection (SWP) program from the Ministry of Environment Conservation and Parks. In particular, funding available for administrative support to NBMCA has been reduced. The SWP budget includes a modest staff reduction in the program for 2020 as work plan activities change. Together the changes will result in approximately \$33,500 of fewer funds in the program than in 2019. The result has impacted other NBMCA programs and services in the budget.

The NBMCA 2020 Budget draft includes a 2% increase in operating levy to municipalities, meeting the target the Members set for staff in October 2019. By comparison, if the Members had determined it was necessary to levy the member municipalities to compensate for the provincial transfer payment reductions the operating levy could have been approximately 25% higher.

The 2020 Budget draft relies on the use of deferred revenue from previous years. This occurs in most years to meet commitments made to undertake activities. The deferred revenue falls into three categories:

1. Committed projects spanning multiple years;
2. Programs funded on a different fiscal year, usually provincial or federal initiatives; and
3. Planned activities that for various circumstances were not completed in the year budgeted.

There is a potential issue with relying on these funds going forward as the funds in some instances should not be seen as sustainable on a multi-year basis. This must be examined in the coming year as part of the NBMCA transitioning process.

## Budget Overview for 2020

Other measures within the 2020 Budget to seek efficiencies and reduce potential losses include:

A significant reduction in the stewardship program to meet existing commitments and match or efforts with approved available funding. Despite reducing expenses during the 2019 season, the program incurred as loss \$32,000 in 2019 due to unsuccessful grant applications.

Reliance on staff and less on consultants to undertake research, studies and capital. Meaning a slower pace with some projects and more manageable expenses year over year.

A reduction in the NBMCA staff compliment by 3.16 FTE from 2019. Affecting one vacant full time position, short duration contract staff and seasonal staff.

A reduction in vehicle expense amounting to an annual savings of approximately \$9800.00

A reduction in computer and software expenses amounting to an annual savings of approximately \$4500.00

A Reduction of staff expenses, mileage and certification and training of \$9,000.00

The 2020 Budget draft reflects a reduction of \$208,000 from 2019 to 2020.

## Budget Overview for 2020

The following provides an overview of the program activities and budget requirements to support initiatives of the North Bay-Mattawa Conservation Authority in 2020 and a Capital Forecast through to 2029.

### Strategic Directions

In 2013, the Board of Directors and staff updated NBMCA's five-year Strategic Plan. The strategic objectives within *2014-2018 Building on the Past – Preparing for the Future* require, to varying degrees, annual budget adjustments. While there remains initiatives to be undertaken going forward the strategy ended in 2019 and a new strategy is planned for the 2020. Nevertheless the current strategy is still informing the 2020 Budget draft.

### Budget Structure

This budget report provides an overview of major budget related initiatives for 2020. In addition to revenue and expense details for each program area, this report outlines funding assumptions and sources where applicable.

### Expenditure Types

The budget report is organized into program divisions according to primary funding sources:

- 1) Core Eligible Programs – these activities are eligible, in part, for provincial transfer payment.
- 2) Core Programs – these activities are core services of the NBMCA, but do not qualify for provincial transfer payment.
- 3) Capital – these are new, replacement or major repair construction projects having a defined timeframe and are funded from a variety of sources.
- 4) Studies and Special Projects – these activities generally relate to information gathering, research or planning in support of NBMCA's programs.

### Budget Overview

To aid in the understanding of selected program budgets and the approaches used by management to prepare the 2020 Budget draft, the following information is provided:

#### **A) Banking and Borrowing:**

In 2017 the NBMCA entered into a first five year term on a 25-year TD loan. Payments during the 2019 made at an interest rate 2.59% resulted in the loan principal being reduced from approximately \$634,086 at the start of the year to \$614,214 at year end. Generated operating revenues fund loan interest. Accumulated surplus funds principal.

Currently NBMCA has a \$300,000 line of credit which can be used to bridge periods of tight cash flow when levies, grants and transfer payments have yet to arrive. There have been few instances over the last several years of accessing the line.

#### **B) Staff Compensation:**

NBMCA has established an effective staff performance management program. To maintain the program pay equity review, market comparator and job description adjustments were

## Budget Overview for 2020

undertaken. The program will continue for 2020 resulting in some staff receiving a merit based step increase and all contract and salaried staff receiving a cost of living increase of 1.9 % consistent with the CPI, as of November 2019. The Members should note NBMCA does not receive transfer payments in an amount that would trigger the provincial broader public service wage cap of 1%.

The performance management program including compensation practices are scheduled for update this year.

### C) Levy Apportionment for Operating:

As noted in the background section, an average 2.0% increase in operating levy is recommended. As directed by Ontario Regulation 670/00, the levy will be apportioned to member municipalities using a Modified Current Value Assessment calculation. This might result in changes to the levy for individual member municipalities slightly higher or lower than the average.

### D) Use of Deferred and Surpluses:

Where appropriate, the 2020 Budget accesses deferred revenue, surpluses from previous years. This occurs to recognize initiatives are multi-year in scope or activities funded by others using a different fiscal year than NBMCA. The use of these funds for current year is as follows:

Use of Surplus and Carry Over Funds	Surplus	Deferred
<b>Expense</b>		
Lands and Property Capital for Conservation Areas/Trails		92,085
WECI		252,051
Section 28 Technical		91,250
NBMCA Watershed Strategy		35,197
Central Services		6,260
Ice Management		3,361
Stewardship		5,612
Loan Principal (estimate – not included in operating)	20,011	

### E) Reserves Accounts as of 2019 Year End (unaudited):

The 2020 Budget draft does not include the use of Reserves at preparation. The following are the status of the NBMCA Reserve Accounts:

Reserve Account	Amount
Lands Capital	88,604
OBC	150,902
Ski Hill Operating	16,391
Ski Hill Capital	173,550
<b>Total Reserves</b>	<b>429,447</b>

## Budget Overview for 2020

### **F) Fees:**

Legislation permits the charging of fees to recover costs associated with administering and delivering various programs of the NBMCA. In 2019 revenue from permitting fees met budget projections.

To provide consistency and some certainty in revenues, the Board of Directors have directed staff to annually increase fees at the rate of inflation as determined by the Consumer Price Index. In 2020 staff is recommending fee adjustments of 1.9 % based on November 2018 annual rate change in the CPI. The revised Fee Schedules are found in the last section of this report.

The fees for Watershed Planning have been negotiated with our municipal partners and are working well. Many of these fees are indexed with municipal planning fees and the NBMCA fee changes when the municipal fees change.

### **G) Source Water Protection:**

The drinking water source protection program is fully funded by the province. The program originated with the Justice O'Connor's Report on the Walkerton drinking water tragedy in which he recommended a watershed-based approach to protection of sources of drinking water.

Subject to approval of NBMCA's 2020/21 business plan submission to the Ministry of Environment, Conservation and Parks, the province has indicated they will fund NBMCA for the following activities: implementation of information management, monitoring and reporting work; assisting municipalities; and MOECC defined cyclical activities such as science or research. There is some uncertainty about at what level or how the new government will view the NBMCA business plan submission and when it will be approved. It is hoped the plan will be approved early in the second quarter of year. As noted in the background section of this report, staff anticipates the transfer payment will be less this year than last. Staff has made accommodation in the budget in anticipation of the reduction if this were to occur.

The transfer payment agreement term covers the provincial fiscal year, from April 1, 2012 to March 31, 2021. Staff will report to the Board when the approval is received. If the transfer payment is different than anticipated, in-year budget adjustments will be required.

### **H) Asset Purchases:**

In 2009 the NBMCA and other public sector organizations adopted Section 3150, Tangible Capital Assets of the Public Sector Accounting Handbook. This change resulted in the disclosure of information on major categories of tangible capital assets and amortization of these assets in the audited financial statements. The details on how this was undertaken is described in the Board approved NBMCA Tangible Capital Asset Policy (TCAP).

As a result of the TCAP, it is the practice of NBMCA to pay for and record acquisition of capital assets as follows:

- i) Use of a **one-time cost recovery** method. This is accomplished by budgeting for the acquisition of the asset in the year it is acquired. This cost recovery method is typically

## Budget Overview for 2020

used when NBMCA is constructing a facility, such as a building, flood and erosion control works, or purchasing a large piece of equipment.

- ii) Use of a **cost recovery over time** method. This is accomplished by budgeting for the acquisition of an asset over its defined lifetime in years. Annual budgets include expenditures in the form of “internal leases” that are equal to the depreciation rate or life span of the asset. Typically this method is best suited for smaller capital items with shorter life spans that are replaced on a regular basis such as vehicles, servers, plotters and so on.

The 2020 budget includes both methods of capital acquisition. The cost recovery over time method is being used to purchase one replacement vehicle and a printer/plotter for mapping. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

### Capital and Special Projects Budget Projections

The Capital and Special Projects Budget provides funding to complete capital infrastructure, comprehensive planning and technical products core to the NBMCA’s mandate. This budget has been guided annually by a ten year capital forecast. Both this year’s recommended expenditures and the ten year forecast form part of this report.

#### **A) Lands and Properties Capital:**

In 2008 NBMCA staff provided an analysis of the condition of infrastructure within the NBMCA’s conservation areas and NBMCA Trails. This analysis showed the condition of many of the structures and facilities on the NBMCA property were in poor condition, resulting in concerns over site safety and visitor enjoyment. The analysis further recommended a multi-year capital program to bring facilities to standard and to keep them that way. Asset quality and condition assessments are a critical part of this program.

Included in the 2020 Budget and into future years are municipal funds to help with major capital upkeep of ski hill assets owned by NBMCA. The assets are critical to the success of the ski hill operator to provide snow sports to the watershed communities. These funds are not levied. At the time of writing the budget, many municipalities had confirmed participation; dialogue with the others is ongoing. The funds being sought annually are \$65,000. The amount being requested from each member is reflected in the Non Levy Ski Hill Asset Funding Ask column on the Table on Page 11.

#### **B) Watershed and Erosion Control Infrastructure (WECI):**

The province of Ontario has committed to provide 50% funding on a priority basis for major maintenance, capital and/or studies on existing erosion control and flood control infrastructure. As noted previously this commitment is likely part of the overall provincial review underway.

In 2019, implementation of Chippewa Creek Erosion Control Study and Inventory continued using both municipal and provincial funds. The Class Environmental Assessment for the Chippewa Creek Channel at Oak Street in North Bay was completed in early 2019. Plans are underway to start Phase One of construction in the spring of 2020.



## Budget Overview for 2020

### C) Central Services

This category of expense includes ongoing capital requirements for commonly used buildings, equipment and services. that cannot be funded through operations. It does not include such items as computers and vehicles as these are funded through operations using cash surpluses or the operating line to fund the initial purchases.

The 2020 Budget includes expenses on several items including:

- 1) Office furniture replacement;
- 2) Health and safety ergonomic review and training;
- 3) Website support; and
- 4) IT support from the City of North Bay and software licensing .

### D) Integrated Watershed Management

Identified as a major strategic priority, NBMCA is designing a program to implement watershed and subwatershed studies or plans.

In 2015 the NBMCA Integrated Watershed Management Strategy was completed and approved by the Board of Directors. The strategy sets out and prioritizes initiatives that will lead to integrated actions to better the management, research, monitoring, decision making, planning and development of NBMCA's twenty sub-watersheds and shoreline reaches.

In 2020, continued work on hazard and natural heritage data collection and management will continue, monitoring of area lakes and waterways will be ongoing, large scale hydrologic analysis will continue and a Mattawa Hazard Risk Assessment will be initiated, and finally completing the DIA regulations policies is a priority.

### E) Section 28 Regulation

The Board approved a Regulation and Policy Development Report that detailed the need for ongoing capital funding for the regulation program. The continued need for this effort was confirmed and clarified through the Integrated Watershed Management Strategy. Briefly the Section 28 Regulation project strives to provide:

- Comprehensive reviews of our existing technical data related to hazard land and watershed planning programs resulting in the implementation of a work plan to manage the NBMCA's technical data needs. Chippewa, Parks and Jessops Creek floodplain mapping is part of this work for 2020.
- Development, interpretation and refinement of policies on interference, alteration and development in and around wetlands, dynamic beaches, waterfronts, floodplains, valleylands, steep slopes and unstable soils. Many of these policies are framed around the technical knowledge and interpretation of data by a Water Resources Engineer.
- Implementation of Ontario Regulation 177/06 (*Development, Interference with Wetlands & Alteration to Shorelines & Watercourses*). In part this work involves the generation of engineered maps that provide hazard land details are described as *schedules* in the regulation. These maps are often derived through analytical processes and modeling, using software the NBMCA has in house to determine



## Budget Overview for 2020

natural feature and hazard land limits. Chippewa Creek and the Municipality of Callander are priorities currently being work at.

- Provision of advice on and responses to development inquiries and permit applications in a timely manner. Technically challenging applications or proposals brought to NBMCA require the expertise of a Water Resources Engineer. In the past, staff have handed these files by relying on external engineering services for technical advice. While this practice could continue, the reality is that finding the services of an engineer in a timely and cost effective manner is not always possible resulting in delays to the proponent.

**DRAFT**

**2020 BUDGET**

**Revenue Sources & Budget Summary**

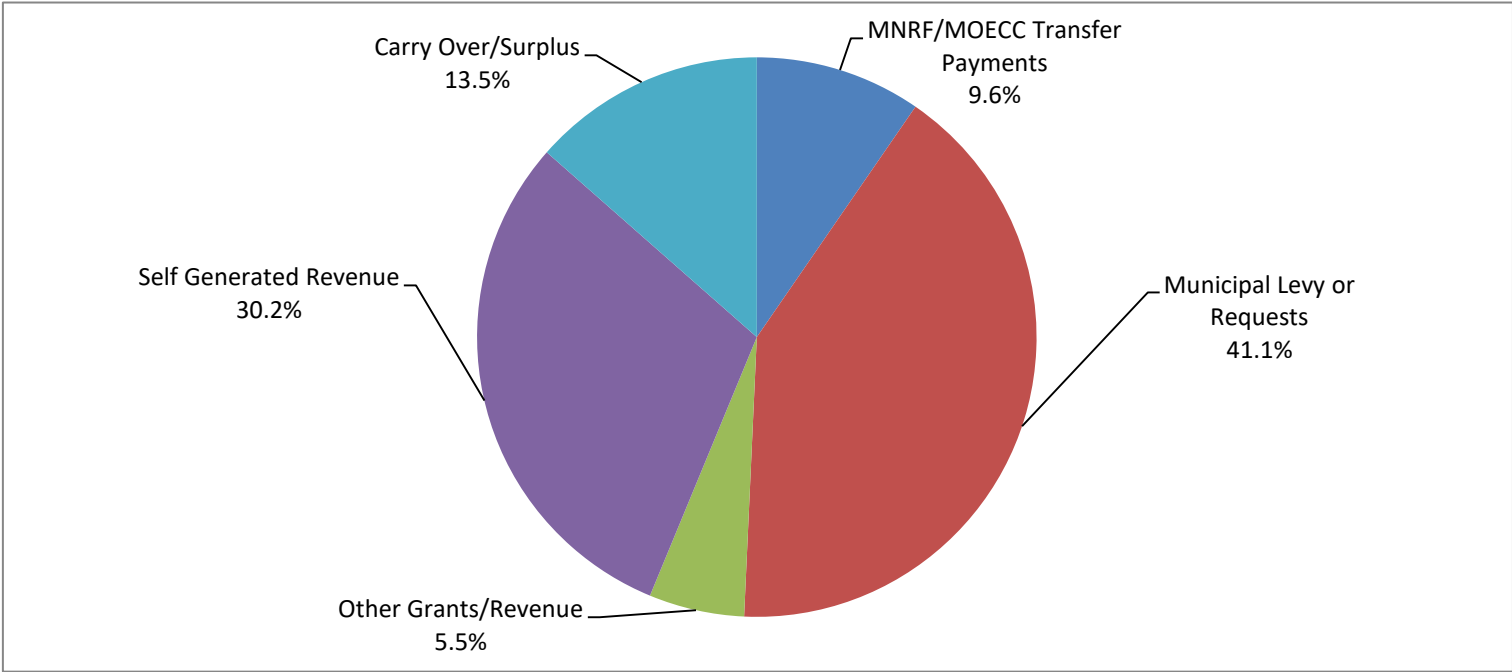
**North Bay Mattawa Conservation Authority  
2020 Program Service  
Budget Summary with Comparisons to 2019**

<b><u>Operations</u></b>	<b>2019 Revised Final Budget</b>	<b>2020 Budget</b>
<b>Grant Eligible Core Activities</b>		
Administration	292,700	280,610
Watershed Planning	96,002	109,585
Flood Control	133,805	139,410
Erosion Control	56,309	56,655
Flood Forecasting	93,683	97,896
Ice Management	11,569	9,650
Source Protection Planning	254,347	205,209
<b>Subtotal</b>	<b>938,415</b>	<b>899,015</b>
<b>Conservation Authority Core Activities</b>		
On-site Sewage Systems Program	719,800	738,450
Section 28 Regulations	44,755	49,209
Water Quality	13,045	13,140
Outreach	55,728	39,950
Interpretive Centre	192,745	194,715
Lands and Property Operations	117,845	115,024
<b>Subtotal</b>	<b>1,143,918</b>	<b>1,150,488</b>
<b><u>Projects, Studies and Capital</u></b>		
<b>Capital Projects</b>		
Lands and Property Capital - CA's/Trails	357,395	359,161
WECI	392,573	403,051
Central Services	50,300	57,240
<b>Subtotal</b>	<b>800,268</b>	<b>819,452</b>
<b>Studies &amp; Special Projects</b>		
Section 28 Technical Project	241,810	232,706
Integrated Watershed Management Strategy	312,081	295,324
Stewardship	133,798	5,612
Administrative Parking Lot	40,000	0
Laurentian Ski Hill Operating Fund Request	60,000	60,000
Laurentian Ski Hill Capital Asset Request	65,000	65,000
<b>Subtotal</b>	<b>852,689</b>	<b>658,642</b>
<b>NBMCA Budget Total</b>	<b>3,735,290</b>	<b>3,527,597</b>

# North Bay - Mattawa Conservation Authority: 2020 Budget

## Revenue Sources From All Sources:

Source	Amount	%
MNRF/MOECC Transfer Payments	338,699	9.6
Municipal Levy or Requests	1,450,623	41.1
Other Grants/Revenue	194,474	5.5
Self Generated Revenue	1,066,968	30.2
Carry Over/Surplus	476,833	13.5
<b>3,527,597</b>		<b>Total Revenue</b>



**North Bay-Mattawa Conservation Authority  
Levy Apportionment - 2020  
Budget**

Municipality	Area % within the CA	CVA Based Apportionment Percentage	Total 2019 Contribution	Total 2020 Operating Levy*	2020 Benefitting Levy for Capital**	2020 General Levy for Capital***	Total 2020 Capital Levy	Total 2020 Levy	Change in Levy from 2019 to 2020	Ski Hill Non Levy 2020 Fixed Asset Funding Request****	Ski Hill Non Levy 2020 Operating Funding Request*****
Bonfield	100	3.3647	26,149	15,309	0	12,010	12,010	27,318	1,169	2,033	0
Calvin	100	1.221	9,574	5,555	0	4,358	4,358	9,913	339	728	0
Chisholm	94	1.4272	11,224	6,493	0	5,094	5,094	11,588	364	886	0
East Ferris	83	6.1325	47,872	27,901	0	21,889	21,889	49,791	1,919	3,866	0
Mattawa	71	1.0125	8,115	4,607	0	3,614	3,614	8,221	106	745	0
Mattawan	19	0.0615	476	280	0	220	220	499	23	35	0
North Bay	100	79.5064	1,148,853	361,733	513,709	283,790	797,499	1,159,233	10,380	51,994	60,000
Papineau-Cameron	35	0.7971	6,244	3,627	0	2,845	2,845	6,472	228	499	0
Callander	100	6.4372	50,809	29,288	0	22,977	22,977	52,265	1,456	4,189	0
Powassan	1	0.04	316	182	0	143	143	325	9	25	0
<b>TOTALS</b>		<b>100.000</b>	<b>1,309,632</b>	<b>454,974</b>	<b>513,709</b>	<b>356,940</b>	<b>870,649</b>	<b>1,325,623</b>	<b>15,992</b>	<b>65,000</b>	<b>60,000</b>

\* The Operating Levy has been calculated by attributing costs based on apportionment percentage provided by the province.

\*\* The Benefitting Capital Levy will fund Chippewa Creek the Oak St. Channel Repair, Flood Plain Mapping and Multi-Use Trail Upgrade.

\*\*\* The General Capital Levy is for works in conservation areas and on trails, DIA Regulation implementation and Watershed Management Strategy initiative

\*\*\*\* The "Request" funds are required by the NBMCA for major upkeep of the fixed capital assets on Laurentian Ski Hill. These Conservation Authority owned assets are to be kept functional for the ski hill operator. These funds are not a levy to the member municipalities.

\*\*\*\*\* The ski hill operating fund "Request" is provided to the Conservation Authority from the City of North Bay to assist when needed the operation of the ski hill.

For the purpose of approving the 2020 Budget, the Conservation Authority will assume that the Ministry of Natural Resources Transfer Payment will remain at the same reduced level from 2019 for eligible CA activities. Using this assumption the Board of Directors of the North Bay-Mattawa Conservation Authority will be considering for approval a matching levy to member municipalities of \$133,490 and a non-matching levy of \$1,192,433 as part of the 2020 Budget.

# DRAFT

# 2020 BUDGET

## Program Budgets

North Bay - Mattawa Conservation Authority

2020

Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)

**Name:** Administration

**Account No:** 31-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	16,020
04	General Levy	103,423
13	Other Revenue	149,167
14	Interest Earned	12,000
		280,610
	<b>Total Revenue</b>	<b>280,610</b>
<b>Expense:</b>		
30	Wages and Benefits	113,889
38	Per Diem	2,500
39	Members Mileage	3,500
40	Members Expense	2,100
41	Staff Mileage and Expense	3,000
42	Staff Certification and Training	3,400
43	Telephone	6,298
45	Insurance	8,150
48	Office Supplies	5,963
49	Postage	1,089
50	Equipment Purchase	500
51	Equipment Rental	2,322
52	Publications and Printing	1,500
58	Audit	11,277
60	Materials and Supply	1,922
61	Cons. Ontario Levy	22,310
62	Services	2,900
70	Rental Expense	84,975
73	Vehicle Gas	400
74	Accounting Services	1,800
78	Internal Lease	815
		280,610
	<b>Total Expenses</b>	<b>280,610</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Revenue: Capital Administrative Fee from Central Services (7.65K), DIA Technical (21.22K), CA/Trails (48.7K), SWP (9.545K), Watershed Plan (39.02K), WECI (23.032K)

Staff Cert & Training: CBO Area Supervisor and MTCE Supervisor Supervisors Training  
Services Includes 1680 for software

Accounting Services: Software and Professional Support

Consulting Services: Health and Safety Program 24/7 and Performance Management

Equipment Purchase: One Computer

Internal Lease Leasing Capital Equipment and Vehicles from TCA - Vehicle (552) & Computer (166)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)

**Name:** Watershed Planning

**Account No:** 35-00

**Summary:** Activities to undertake review or provide input to municipal OP's, By-laws or private or public sector development activities.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	22,690
03	Grants from Others	2,195
04	General Levy	52,700
06	Fees	32,000
		32,000
	<b>Total Revenue</b>	<b>109,585</b>
<b>Expense:</b>		
30	Wages and Benefits	105,925
41	Staff Mileage & Expense	1,100
42	Staff Certification & Training	1,000
60	Materials and Supplies	373
62	Services	635
78	Internal Lease	552
		552
	<b>Total Expenses</b>	<b>109,585</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Grants from Other: Service Canada wage subsidy  
 Fees: Plan Review Fees  
 Internal Lease: Leasing Vehicles from TCA - Vehicle (552)



North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Operation and Maintenance of Flood Control Structures  
**Account No:** 36-00  
**Summary:** Activities to operate, repair and maintain dams, weirs, pumps, and operate flood control lands

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	44,245
04	General Levy	95,165
		95,165
	<b>Total Revenue</b>	<b>139,410</b>
<b>Expense:</b>		
30	Wages and Benefits	108,962
44	Taxes	10,955
45	Insurance	10,866
47	Repairs and Maintenance	900
60	Materials and Supplies	650
62	Services	2,500
72	Hydro	500
73	Vehicle Gas	2,200
78	Internal Lease	1,877
		1,877
	<b>Total Expenses</b>	<b>139,410</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Internal Lease                      Leasing Vehicles from TCA - Vehicle (1877)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)

**Name:** Erosion Control Maintenance

**Account No:** 37-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	17,150
04	General Levy	39,505
		39,505
	<b>Total Revenue</b>	<b>56,655</b>
 <b>Expense:</b>		
30	Wages and Benefits	39,228
44	Taxes	6,260
45	Insurance	8,150
60	Materials and Supplies	350
72	Hydro	575
73	Vehicle Gas	767
78	Internal Lease	1,325
		1,325
	<b>Total Expenses</b>	<b>56,655</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Internal Lease      Leasing Vehicles from TCA - Vehicle (1325)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)  
**Name:** Flood Forecasting  
**Account No:** 38-00  
**Summary:** Maintenance, repair and operation of the flood forecasting program of NBMCA

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>	
<b>Revenue:</b>			
01	MNR Transfer Payment	30,695	
04	General Levy	67,201	7208
		<hr/>	
	<b>Total Revenue</b>	<b>97,896</b>	
<b>Expense:</b>			
30	Wages and Benefits	84,282	
41	Staff Mileage & Expense	950	
42	Staff Certification & Training	1,500	
43	Telephone	6,549	
47	Repairs and Maintenance	623	
53	Advertising	100	
60	Materials and Supplies	498	
62	Services	2,026	
73	Vehicle Gas	650	
78	Internal Lease	718	
		<hr/>	
	<b>Total Expenses</b>	<b>97,896</b>	
	<b>Net</b>	<b>0</b>	

**Budget Notes:**

Internal Lease Services: Leasing Capital Equipment and Vehicles from TCA - Vehicle (552) & Computer (166) Including Software (1700)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program (Eligible)

**Name:** Ice Management

**Account No:** 39-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	2,690
04	General Levy	6,960
		<hr/>
	<b>Total Revenue</b>	<b>9,650</b>
<b>Expense:</b>		
30	Wages and Benefits	4,867
60	Materials and Supplies	500
62	Services	4,283
		<hr/>
	<b>Total Expenses</b>	<b>9,650</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:** Exclusive to Parks Creek

**North Bay-Mattawa Conservation Authority**  
**2020**  
**Program Budget**

**Bus. Unit:** NBMCA Core Program (Eligible)

**Name:** Source Water Protection

**Account No:** 83-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MOE Transfer Payment	205,209
	<b>Total Revenue</b>	<b>205,209</b>
<b>Expense:</b>		
30	Wages and Benefits	152,125
38	Per Diem	8,100
39	Members Mileage	1,920
40	Members Expenses	200
41	Staff Mileage & Expense	1,940
43	Telephone	2,223
45	Insurance	2,215
48	Office Supplies	574
49	Postage	354
51	Equipment Rental	766
53	Advertising/Communications	300
58	Audit	800
60	Materials and Supplies	1,140
62	Services	4,230
67	Admin Overhead	9,545
70	Rental Expense	14,166
73	Vehicle gas	360
78	Internal Lease	4251
	<b>Total Expenses</b>	<b>205,209</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Transfer Payment: Estimate based on business plan submission to MOECC for 2020/21  
Wage and Benefits: From the staff plan+ an adjusted increase to reflect the the proposed workplan to MECF  
Internal Lease: Leasing Capital Equipment and Vehicles from TCA - Vehicle (2149)  
& computers (2693)  
Services: Includes 200 for software

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
06	Fees	721,450
03	Grants from Others	17,000
		738,450
	<b>Total Revenue</b>	<b>738,450</b>
<b>Expense:</b>		
30	Wages and Benefits	577,811
41	Staff Mileage & Expense	4,000
42	Staff Certification & Training	4,650
43	Telephone	14,328
45	Insurance	8,150
47	Repair & Maintenance	1,293
48	Office Supplies	3,537
49	Postage	2,420
50	Equipment Purchase	2,250
51	Equipment Rental	4,135
52	Publications and Printing	1,300
54	Bank Charges	2,500
56	Credit Card Charges	8,400
58	Audit	4,027
59	Legal Services	500
60	Materials and Supplies	3,200
62	Services	8,000
70	Rental Expense	59,070
73	Vehicle Gas	9,584
78	Internal Lease	19,295
		738,450
	<b>Total Expenses</b>	<b>738,450</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**  
Fees: Based on 100% of 2018 with a 1.9% increase in fees.  
Grant from Other: CNB \$9000, Seguin \$4000, SC or PLT \$4000  
Equipment Purchase: One Computer (2250) reception P.S.  
Rental: 2235 sqft x 18.66/sqft for the NBMCA Office and rental for the P.S. Office of \$16,094  
Internal Lease Leasing Capital Equipment and Vehicles from TCA - Vehicle (19129) & Computer (166)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program  
**Name:** Section 28 Regulations  
**Account No:** 34-00  
**Summary:** Activities required for undertaking Development, Intereference and Alteration Regulations Program

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
06	Fees	49,209
		<hr/>
	<b>Total Revenue</b>	<b>49,209</b>
 <b>Expense:</b>		
30	Wages and Benefits	44,231
41	Staff Mileage & Expense	300
42	Staff Certification & Training	1,000
49	Postage	202
59	Legal Services	481
60	Materials and Supplies	422
62	Services	400
73	Vehicle Gas	350
78	Internal Lease	1,823
		<hr/>
	<b>Total Expenses</b>	<b>49,209</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**  
Fees: Based on 2019 permit levels with a 1.9% CPI based economic increase  
Internal Lease: Leasing Capital Equipment and Vehicles from TCA - Vehicle (1657) & Computer (166)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program  
**Name:** Water Quality Monitoring  
**Account No:** 42-00  
**Summary:** Activities related to water quality monitoring program.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	8,500
04	General Levy	4,640
		4,640
	<b>Total Revenue</b>	<b>13,140</b>
 <b>Expense:</b>		
32	Wages and Benefits	8,031
60	Materials and Supplies	1,500
62	Services	3,059
73	Vehicle Gas	550
		550
	<b>Total Expenses</b>	<b>13,140</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Grant: CNB Payment of \$5,000. SC Subsidy to Water Quality \$3500.  
 Seasonal: One Technician  
 Services: Analysis Expense



North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program  
**Name:** Outreach  
**Account No:** 57-00  
**Summary:** Revenue and Expenses for hosting the annual Canoe Race, Environmental Awards, Educational Outreach, Communications and Community Partnering

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	4,000
04	General Levy	12,450
06	Fees	10,500
13	Other Revenue	13,000
		13,000
	<b>Total Revenue</b>	<b>39,950</b>
<b>Expense:</b>		
30	Wages and Benefits	18,102
41	Staff Mileage and Expense	1,000
53	Advertising	1,850
60	Materials and Supplies	7,198
62	Services	10,000
64	Vehicle Lease	300
66	Consulting Services	1,500
		1,500
	<b>Total Expenses</b>	<b>39,950</b>
	 <b>Net</b>	 <b>0</b>

**Budget Notes:**  
Grants from Others: Enbridge Gas  
Other Revenue: Classroom Fees and Other Chamber (ELP)  
Services: Includes catering for Canoe Race  
Vehicle Lease: Canoe Race Vehicle Lease Expense  
Consulting Services: VS Group

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Core Program

**Name:** Interpretive Centre

**Account No:** 56-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
09	Property Rental Revenue - Internal	141,625
10	Property Rental Revenue - External	46,865
13	Other Revenue	6,225
	<b>Total Revenue</b>	<b>194,715</b>
 <b>Expense:</b>		
30	Wages and Benefits	96,495
45	Insurance	8,693
46	Natural Gas	10,000
47	Repairs and Maintenance	6,500
55	Interest Expense	16,000
60	Materials and Supplies	4,000
62	Services	36,000
71	Water	3,500
72	Hydro	13,527
	<b>Total Expenses</b>	<b>194,715</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Int Property Rental: From CA Program  
 Ext Property Rental: From LHSC to Cover Basic CA Building Costs of 30,305 for 2019  
 Bell Mobility Rental \$16.56k  
 Other Revenue: Solar Panels  
 Services: HVAC, Security, Elevator Maintenance and Cleaners  
 Interest Expense: Interest ONLY payment in loans (principal of \$37,518 paid out of surpluses)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

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

**Summary:** Revenue and Expenses for activities that maintain, protect, repair facilities and administer to conservation areas and buildings (Authority Owned Lands).

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	8,000
04	General Levy	72,930
07	Donations	400
10	Property Rental Revenue - External	20,394
20	Shared Costs	13,300
		13,300
	<b>Total Revenue</b>	<b>115,024</b>
<b>Expense:</b>		
30	Wages and Benefits	59,740
44	Taxes	14,085
45	Insurance	8,150
47	Repairs and Maintenance	2,692
50	Shared Cost LSHSC	8,500
52	Publications & Printing	2,000
60	Materials and Supplies	9,500
62	Services	6,500
73	Vehicle Gas	2,200
78	Internal Lease	1,657
		1,657
	<b>Total Expenses</b>	<b>115,024</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Grants: SC or PLT Wage Subsidy for Two Positions  
Rental Revenue: Pattison Signs \$16583.5 before taxes of \$2200 & Arugula Rent of \$1411 taxes in & North Bay Day Care \$200 (rent.No taxes)  
Donations: From Drop Boxes and other Donors  
Shared Costs: From LSHSC for Hydro, Taxes, etc.  
Internal Lease: Leasing Vehicles from TCA - Vehicle (1657)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget Form

**Bus. Unit:** NBMCA Captital Project  
**Name:** Lands and Property Capital for Conservation Areas/Trails  
**Account No:** 86-00  
**Summary:** Major Maintenance or Capital Expenditures on CA Lands or Properties as Outlined in the Conservation Area Lands and Trails ten year capital forecast.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
04	General Levy	125,257
05	Special Levy	141,819
13	Other Revenue	92,085
		92,085
	<b>Total Revenue</b>	<b>359,161</b>
<b>Expense:</b>		
30	Wages and Benefits	91,723
41	Staff Mileage & Expense	2,500
50	Equipment Purchase	5,000
60	Materials and Supplies	98,500
62	Services	107,260
66	Consulting Services	4,000
67	Administrative Overhead	48,074
73	Vehicle Gas	1,000
78	Internal Lease	1,104
		1,104
	<b>Total Expenses</b>	<b>359,161</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**  
Other Revenue: Use of 2019 CA Deferred Revenue of 92,085 (from CA Lands and Parking Lot Capital)  
Material and Supplies: Trail Paving and other Basic Trail Maintenance. Signs, Kiosks and Printed Brochures  
Consulting Services: Bridge Design/Construction: Forest Management Planning, LECA 3 month backfill for communication:  
Services: HVAC Assessment and Replacement  
Internal Lease: Leasing Vehicles from TCA - Vehicle (1104)

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Captital Project

**Name:** Central Services

**Account No:** 97-00

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

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
04	General Levy	50,990
13	Other Revenue	6,250
		6,250
	<b>Total Revenue</b>	<b>57,240</b>
 <b>Expense:</b>		
30	Wages and Benefits	21,113
50	Equipment Purchase	8080
62	Services	15,500
66	Consulting Services	4,897
67	Administrative Overhead	7,650
		7,650
	<b>Total Expenses</b>	<b>57,240</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Revenue: Use of CA Deferred Revenue from 2019  
 Equipment Purchase: Office Furniture & Phone System Upgrade & Communications computer  
 Services: Includes City of North Bay IT and Software (10667)  
 Consulting Services: Coninuation of Ergonomic Assessments

North Bay - Mattawa Conservation Authority  
2020  
Program Budget Form

**Bus. Unit:** NBMCA Study & Special Projects

**Name:** Section 28 Technical Project

**Account No:** 98-00

**Summary:** Preparation of Screening Maps of Regulated Areas (Generic Regulations) to control development, interference with wetlands and alteration to watercourses. This multi year project will result in a comprehensive review of existing mapping and written policies, as detailed in the NBMCA DIA Regulations Work Plan.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	0
04	General Levy	141,456
13	Other Revenue	91,250
		91,250
	<b>Total Revenue</b>	<b>232,706</b>
<b>Expense:</b>		
30	Wages and Benefits	80,454
41	Staff Mileage and Expense	1,500
42	Staff Certification and Training	2,200
60	Materials and Supplies	500
50	Equipment Purchase	4,500
52	Publications and Printing	1,500
62	Services	3,500
66	Consulting Services	117,332
67	Administrative Overhead	21,220
		21,220
	<b>Total Expenses</b>	<b>232,706</b>
	 <b>Net</b>	 <b>0</b>

**Budget Notes:**

Other Revenue: NDMP Deferred Revenue for Transfer Payment Grants (91250) for Floodplain Mapping still owed from 2018/19.

Staff Cert & Training P. Eng Supervisor Training and R.O. Training

Equipment Purchase: Total Station Rental

Services: Including Software (2355)

Consulting Services: NDMP funding for Chippewa Creek Flood Plain Mapping

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Captital Project  
**Name:** Integrated Watershed Management  
**Account No:** 99-00  
**Summary:** Multi Year Implementation of the NBMCA Watershed Strategy  
 Large scale hydrology, GIS data management, Monitoring Plan,  
 Mattawa flood risk assessment

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
04	General Levy	39,237
05	Special Levy	220,890
13	Other Revenue	35,197
		35,197
	<b>Total Revenue</b>	<b>295,324</b>
<b>Expense:</b>		
30	Wages and Benefits	189,466
42	Certification and Training	500
50	Equipment Purchase	1,000
51	Equipment Rental	20,000
53	Advertising	1,400
60	Materials and Supply	2,200
62	Services	8,700
66	Consulting Services	33,038
67	Administrative Overhead	39,020
		39,020
	<b>Total Expenses</b>	<b>295,324</b>
	<b>Net</b>	<b>0</b>

**Budget Notes:**

Other Revenue: Use of CA Deferred Funds of 35,197  
 Equipement Purchase Miscellaneous field equipment  
 Equipment Rental: For Field Measuremnts (Surveying)  
 Services: Including Software (6590)  
 Consulting Services: Risk Management for Mattawa

North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Captital Project  
**Name:** WECI Project 2020/21  
**Account No:** 109-00  
**Summary:** Water and Erosion Control Infrastructure project for Chippewa Creek - Erosion Repair

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
01	MNR Transfer Payment	0
04	Special Levy	151,000
13	Other Revenue	252,051
	<b>Total Revenue</b>	<b>403,051</b>
<b>Expense:</b>		
30	Wages and Benefits	24,004
47	Repairs and Maintenance	330,000
66	Consulting Services	26,015
67	Administrative Overhead	23,032
	<b>Total Expenses</b>	<b>403,051</b>
	<b>Net</b>	<b>0</b>

Budget Notes:

Other Revenue: Deferred Transfer Payment from 2019 of 25000 and CA Defered Revenue of 227051.  
Repairs and Manintenance: Hiring a Contractor to Undertake the Work.  
Consulting Services: Design Construction of The Oak Street Chiipewa Creek Repair with a 10% Contiengy.



North Bay - Mattawa Conservation Authority  
2020  
Program Budget

**Bus. Unit:** NBMCA Capital Project  
**Name:** Stewardship and Restoration  
**Account No:** 107-00

**Summary:** A project to assist municipalities and landowners to implement planting and site restoration activities.

<u>Object Code</u>	<u>Revenue/Expense Category</u>	<u>2020 Budget</u>
<b>Revenue:</b>		
03	Grants from Others	0
13	Other Revenue	5,612
		<hr/>
	<b>Total Revenue</b>	<b>5,612</b>
<b>Expense:</b>		
30	Wages and Benefits	
41	Staff Mileage & Expense	
52	Publications and Printing	
60	Materials and Supplies	
62	Services	
64	Vehicle Lease	
66	Consulting Services	
73	Vehicle Gas	
		<hr/>
	<b>Total Expenses</b>	<b>5,612</b>
	<b>Net</b>	<b>0</b>

Budget Notes:  
Grants from Others: TBD  
Other Revenue: Eco Action \$5,6112 from Deferred  
Expenses: TBD

DRAFT

# 2020 BUDGET

**Septic Program and Development, Interference and  
Alteration Permitting Fees**

# FEE SCHEDULE

On-site Sewage System (O.Reg. 332/12)  
Under the Building Code Act, 1992

## Program Fees Effective March 1, 2020

*Please note: All NBMCA permits are tax exempt*

Application Type/Service	2020 Fee
Class 2	\$540
Class 3	\$540
Class 4 and Class 5 (Holding Tank)	
Residential with a daily design flow < 3000 l/day	\$920
Residential with a daily design flow > 3000 l/day	\$1000
Non-residential	\$1000
Alternative Solutions Application	\$1200
Class 4 Tank Replacement Only	\$400
Sewage System Decommissioning/Demolition	\$155
Change of Registered Owner on Permit	\$100
Permit Extension (per year, maximum 3 years)	\$165
Permit Amendment (other than ownership change)	\$165
Conditional Notice of Completion	\$165
Additional Inspection due to deficiencies	\$165
OBC Clearance (i.e. deck, garage construction)	\$100
OBC Clearance with a site inspection	\$260
Sewage System File Review	
Use Permit provided by owner	\$180
Additional fee for copy of Use Permit	\$270
File Request (copy of sewage system permit)	\$90
Legal Inquiry (Lawyer/Real Estate Inquiry)	\$160
On-site Sewage System Review - Planning Act Proposal	
\$200 for the application plus \$100.00 for each additional lot or part lot created (minimum charge of \$300/application)	\$200+
All lots greater than 4 ha (10 acres) in size with no constraints (no site inspection)	\$200
Review of Lands to be Sold/Developed - Sewage Systems Only	\$270
Review of Lands to be Sold/Developed - Sewage Systems + DIA	\$510
Mandatory Maintenance Inspections (MMI)	\$140
MMI Late Fee (applied after 90 days)	\$50
<b>Refund Policy</b>	
Withdrawn applications, prior to a permit being issued:	
Application processed; no inspection conducted	75% of fee
Application processed; first inspection completed; permit not issued	50% of fee
<b>NO REFUND for fees of \$150.00 or less. NO REFUND once a permit is issued.</b>	

# FEE SCHEDULE

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (O. Reg. 177/06)

Under Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

## Schedule C – Program Fees Effective **March 1, 2020**

Please note: All NBMCA permits are tax exempt

Application Type (and typical description)	2020 Fee
<b>Major Projects</b> Includes multiple residential units/blocks <sup>1</sup> , institutional commercial buildings greater than 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts and utility crossings) greater than 25 m (82 ft) in width of excavation and stormwater management ponds/cells, fill activity greater than 2,000 m <sup>3</sup> (2,616 yd <sup>3</sup> ), grading greater than 1 ha (2.5 acres), channelization/shoreline alterations greater than 500 m (1640 ft).	\$1,230.00
<b>Large Projects</b> Any new residential dwelling, or new institutional/commercial building less than or equal to 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), residential additions/ reconstruction/basements greater than 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts, utility crossings) 5 to 25 m (16 to 82 ft) in width of excavation, fill activity 500 to 2,000 m <sup>3</sup> (654 to 2616 yd <sup>3</sup> ); grading 0.5 to 1.0 ha (1.2 to 2.5 acres); shoreline alterations 50 to 500 m (164 to 1640 m), channel maintenance** greater than 200 m (656 ft) in length and similar.	\$875.00
<b>Standard Projects</b> Additions, reconstruction, auxiliary buildings and structures less than or equal to 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), foundation (crawl space or piers) replacement/reconstruction, new or replacement infrastructure (bridges, culverts, utility crossings) less than 5 m (less than 16 ft) in width of excavation, fill activity 100 to 500 m <sup>3</sup> (131 to 654 yd <sup>3</sup> ), grading up to 0.5 ha (1.2 acres), channelization/ shoreline alterations less than 50 m (164 ft) in length, docks and boathouses - new construction, modifications, or extensions with lake bed contact area greater than 15 m <sup>2</sup> , channel maintenance** less than or equal to 200 m (656 ft) in length and similar.	\$445.00
<b>Small Projects</b> Auxiliary <sup>2</sup> buildings and structures less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), additions with a total gross floor area less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), fill activity less than 100 m <sup>3</sup> (131 yd <sup>3</sup> ), docks and boathouses – new construction, modifications, or extensions with lake bed contact area less than or equal to 15 m <sup>2</sup> and similar.	\$190.00
<b>Revisions</b> Applications which are modified or amended following approval; overall scope of project remains the same (also includes review of modifications to previously reviewed sediment and erosion control plans).	50% of base permit application fee
<b>Permit Extensions</b> If the CA has granted permission for an initial period that is less than the applicable maximum allowable, an extension may be granted.	\$80.00
<b>Review of Applications Retroactive to Project Commencement (Violations)</b> Retroactive permit applications will only be considered if the proposal meets NBMCA guidelines for implementing the regulation.	100% surcharge of base permit fee
<b>Refund Policy</b> For a withdrawn application prior to a site inspection being conducted: <ul style="list-style-type: none"> <li>Application processed– no inspection conducted</li> <li>Fees are non-refundable once a site inspection has been conducted.</li> </ul>	Refund 75% application fee
<b>Property Inquiries</b> For <u>written</u> responses to legal, real estate and related financial inquiries by landowners or others on their behalf. <ul style="list-style-type: none"> <li>Written response without a site inspection</li> <li>With a site inspection (Development Regulations Only)</li> <li>With a site inspection (Development Regulations and Sewage Systems Combined)</li> </ul>	\$145.00 \$260.00 \$510.00

The above permit fees shall include a maximum of 1 pre-consultation meeting and 3 site visits. Where a permit application requires additional site visits or consultations, the NBMCA reserves the right to charge additional fees. All fees are payable at the time the application is submitted.

Permits for multiple residential units/blocks may be issued for a maximum 60 months. All other permits may be issued for maximum 24 months.

Auxiliary buildings or structures shall include sheds, on-land retaining walls, gazebos, decks, etc. which are non-habitable.

\*\* Maintenance shall mean no change in size, location or shape.

Fill Activity – includes the placement, removal or grading of fill material of any kind whether it originated on the site or elsewhere.

# DRAFT

# 2020 BUDGET

## Ten Year Capital Forecast

**NBMCA Capital Levy  
Forecast  
For the Ten Year Period of 2020 to 2029  
For Member Municipalities**

**PROJECT TYPE**

YEARS	CA Lands/Trails	WECI	Central Services	IWM	Section 28 Technical	Total
2020	332,076	151,000	50,990	260,127	141,456	935,649
2021	280,056	156,615	52,416	284,798	158,113	931,998
2022	278,468	159,740	74,911	279,790	161,014	953,923
2023	276,811	162,943	54,835	285,550	164,281	944,420
2024	279,407	166,197	56,134	288,937	167,245	957,920
2025	277,963	169,523	56,605	292,185	170,303	966,579
2026	298,228	174,922	57,355	294,967	173,203	998,675
2027	293,036	176,372	58,408	299,535	177,203	1,004,554
2028	293,036	176,372	84,885	369,902	180,209	1,104,404
2029	293,036	176,372	58,856	309,130	184,900	1,022,294

 Current Fiscal

**Descriptions:**

**CA Lands/Trails** Activities in support of public access and use of CA owned properties including such things as trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads and land acquisition. This line item also includes costs for the upkeep of ski hill fixed assets (\$65,000).

**WECI** Activities to support major maintenance and capital improvements or repair to water and erosion control structures. This may include studies related to these works. In 2020 the Chippewa Creek Channel Repair at Oak St. is planned.

**Central Services** Capital or major maintenance in support of workshops, buildings, large equipment and other types of infrastructure required as part the overall CA program

**Integrated Watershed** Planning, technical studies and monitoring activities to determine types of hazard or natural heritage lands that the CA is responsible for managing or regulating including floodplain mapping, and watershed planning projects. In 2020 the large hydrology project will continue; a Terms of Reference for the Mattawa Hazard Risk Assessment will be completed; and Planning, Regulations and Building Policies will be completed.

**Section 28 Regulations** Expenses related to the implementation of the Section 28 regulations of the conservation authority. In 2020 floodplain mapping for Chippewa, Parks and Jessops Creeks will be completed; and revised approximated regulated area mapping will be undertaken.

February 4, 2020