



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-329

Moved By: Councillor

Seconded By: Councillor

WHEREAS the Board of Management governance structure for Territorial District Homes under Section 128 of Ontario's *Fixing Long-Term Care Act, 2021* is an antiquated model that is flawed for several reasons;

AND WHEREAS seven (7) of the current nine (9) member municipalities for the District of Nipissing East Home for the Aged (Casselholme) are requesting that a review of the existing legislation that governs Territorial District Homes be performed by the Ministry of Long-Term Care in consultation with member municipalities of the six (6) Territorial District Homes governed by a Board of Management;

AND WHEREAS the Mayors of seven (7) of the nine (9) member municipalities for the District of Nipissing East Home for the Aged (Casselholme) have prepared a letter to Honourable Stan Cho, Minister of Long-Term Care

outlining the issues and concerns with the current legislation;

BE IT HEREBY RESOLVED THAT Council for the Corporation of the Municipality of Calvin endorses the letter as attached to this Resolution

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>

Deputy Clerk

From: CAO
Sent: Tuesday, November 28, 2023 1:09 PM
To: Deputy Clerk
Subject: REVISED Cassellholme Letter for Dec 12 meeting
Attachments: Letter to Ministry of Long-Term Care - Cassellholme Governance (Nov 2023).docx

Importance: High

Donna Maitland
CAO/Clerk/Treasurer
Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700 | Fax: 705-744-0309

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From: Jason Trottier <jason.trottier@eastferris.ca>
Sent: Tuesday, November 28, 2023 9:40 AM
To: Jenny Leblond <j.leblond@chisholm.ca>; CAO <CAO@calvintownship.ca>; Brian Walker <cao.clerk@bonfieldtownship.com>; Jason McMartin(clerk@papineaucameron.ca) <clerk@papineaucameron.ca>; Paul Laperriere <cao@mattawa.ca>; 'Debbie Miller - Mun of Mattawan (admin@mattawan.ca)' <admin@mattawan.ca>
Cc: Pauline Rochefort - External <paulinerochefort17@gmail.com>
Subject: RE: Draft Cassellholme Letter

Hello CAOs/Clerks,

Papineau-Cameron requested an amendment to the Cassellholme letter to remove reference to a new Schedule 7. The amendment is as follows:

Original paragraph:

Although not all municipalities belonging to the 6 district territorial homes may agree with our take on the governance structure for the homes, we have requested their support for the Ministry to review the legislation and provide opportunity for municipalities to be consulted. Our Councils have passed resolutions to this effect. Enclosed are copies of our resolutions. Should the Ministry not proceed with a review of all Boards of management, for our home, the District of Nipissing East Home for the Aged, we are asking you to amend Schedule 3 of O. Reg. 246/22 under *Fixing Long-Term Care Act, 2021* by: (1) removing the Town of Mattawa, Municipality of Mattawan, Township of Calvin, and Township of Papineau-Cameron from the membership of The District of Nipissing East Home for the Aged and including them in a new Schedule 7 to support the Algonquin Nursing Home located in the Township of Mattawa; and (2) replacing Schedule 3 as follows:

November 16, 2023

Hon. Stan Cho, Minister of Long-Term Care
Ministry of Long-Term Care
6th Floor, 400 University Avenue
Toronto, Ontario
M5G 1S5

Dear Minister Cho:

Re: Governance Structure Review of Boards of Management for Territorial District Homes

Congratulations on your recent appointment to Minister of Long-Term Care. We wish you all the best with your new portfolio.

We are member municipalities of the District of Nipissing East Home for the Aged (Cassellholme) and represent seven of the nine member municipalities. Our home is one of only six homes in Northern Ontario that fall under Section 128 of Ontario's *Fixing Long-Term Care Act, 2021* as territorial district homes governed by Boards of Management. We are in a unique situation as only 6 homes out of 627 long-term care homes in the province are territorial district homes. We are mostly small, rural municipalities who joined forces with the City of North Bay, the ninth member municipality, in the 1960s to provide care for the eldest population in our communities.

In 2007, the Ministry mandated that Cassellholme be redeveloped to class A beds by 2025. The Board of Management at Cassellholme determined that a brand-new building was the most cost-effective option available to meet class A standards. It took from 2007 to 2022 for the Board of Management to begin construction of the new home. There are likely various reasons as to why it took so long to get shovels in the ground, but what became evident from the onset of redevelopment discussions was that the governance structure of the home is flawed. This is no fault of the Board; it is provincial legislation that dictates the governance structure of our home.

Prior to beginning the redevelopment of Cassellholme, member municipalities went through a long and difficult process of negotiating and finally accepting to proceed with the build which created significant hardships between member municipalities and the Board of Management. To this day, there is a damaged relationship with the Board. This is certainly not how we neighbouring municipalities wanted the process to play out and we are now faced with the outcomes: a strained relationship with the Board and a construction project that ballooned from the initial estimate of approximately \$50 million to more than \$120 million over time with us having little say over redevelopment decisions. Although our municipalities do not disagree that the home needed to be redeveloped, we disagree with the process by which the Board of Management went ahead with the redevelopment. There were not equal decision-making opportunities for all member municipalities. Because of the governance structure, municipal appointees from the City of North Bay and the provincial appointees (5 out of 7 Board members) were able to dictate the direction and make all development decisions leaving the remaining eight municipalities with very little say. One member municipality and the province made a \$120 million decision that the rest of our communities must live with and finance for the next 25 years.

As Cassellholme develops, we small rural communities feel that our concerns for improved representation of our communities and public accountability to our citizens have been largely

ignored. And with the passing of the COVID-19 pandemic, and the recognized impacts on long-term care homes and their residents, we feel that these deserve better attention. We are requesting that you review the governance structure for territorial district homes to allow for permanent municipal representation for all member municipalities.

As per current legislation, the Boards of Management are each made up of a combination of municipal and provincial appointees. Appendix "A" outlines the current structure of the Board of Management for each home. It is not equitable that one or more of the municipalities within a district has several permanent Board seats, and each remaining municipality rotates representation on the Board. On the Board in our home, the City of North Bay has three permanent seats while all other municipalities rotate having a seat every 12 years. Only 33.3% of the municipal owners (3 of 9) of our home have a vote on the governance and direction of seniors' services in our district at any given time. All municipalities pay into the home's costs, each paying equal share per dollar of assessment; therefore, all municipalities should have permanent opportunity to participate in the direction of the home.

There are a few options for amending the Board composition of homes. We are not necessarily asking that the Ministry reduce the number of permanent seats a municipality has. We are asking for all to have a permanent seat. This may mean increasing the number of board members per Board of Management or a combination of additional seats and a reduction or elimination of the number of provincial appointees. Is there a need for provincial appointees? They are not Ministry staff or health care professionals that are on the Board to provide health care expertise or governance skills. The appointees are members of the community not necessarily any different than elective officials who are members of their community.

Although not all municipalities belonging to the 6 district territorial homes may agree with our take on the governance structure for the homes, we have requested their support for the Ministry to review the legislation and provide opportunity for municipalities to be consulted. Our Councils have passed resolutions to this effect. Enclosed are copies of our resolutions. Should the Ministry not proceed with a review of all Boards of management, for our home, the District of Nipissing East Home for the Aged, we are asking you to amend Schedule 3 of O. Reg. 246/22 *under Fixing Long-Term Care Act, 2021* by: (1) removing the Town of Mattawa, Municipality of Mattawan, Township of Calvin, and Township of Papineau-Cameron from the membership of The District of Nipissing East Home for the Aged to support the Algonquin Nursing Home located in the Town of Mattawa; and (2) replacing Schedule 3 as follows:

"The board of management for the District of Nipissing East shall consist of seven members and the areas they represent, and the manner of their appointment shall be as follows:

1. Area 1, represented by three members to be appointed by the municipal council of the City of North Bay.
2. Area 2, represented by one member with one to be appointed by the municipal council of,
 - i. the Township of South Algonquin,
3. Area 3, represented by three members with one to be appointed by each of the municipal councils of,
 - i. the Township of Bonfield,

ii. the Township of Chisholm,

iii. the Township of East Ferris.”

We thank you in advance for committing to review the governance structure of territorial district homes and should you feel it beneficial, we welcome a meeting, at your earliest convenience, to consult on any proposed changes to the legislation.

Sincerely,

Narry Paquette
Mayor
Township of Bonfield

Richard Gould
Mayor
Municipality of Calvin

Gail Degagne
Mayor
Township of Chisholm

Pauline Rochefort
Mayor
Municipality of East Ferris

Raymond Belanger
Mayor
Town of Mattawa

Peter Murphy
Mayor
Municipality of Mattawan

Robert Corriveau
Mayor
Township of Papineau-Cameron

- c.c. John Jordan, Parliamentary Assistant, Ministry of Long-Term Care
Hon. Vic Fedeli, MPP Nipissing
District of Nipissing East Home for the Aged (Cassellholme) Member Municipalities
District of Kenora Home for the Aged (Pinecrest) Member Municipalities
District of Manitoulin Home for the Aged (Manitoulin Centennial Manor) Member
Municipalities
District of Nipissing West Home for the Aged (Au Château) Member Municipalities
District of Parry Sound East Home for the Aged (Belvedere Heights) Member
Municipalities
District of Parry Sound West Home for the Aged (Eastholme) Member Municipalities

Appendix "A"

District Home	# of Member Municipalities	# of Municipalities Without a Seat on Board	% of Municipalities Without a Seat on Board	# of Municipal Appointees on Board	# of Provincial Appointees on Board	Total # of Board Members
District of Kenora	9	4	44.4%	6	3	9
District of Manitoulin	9	4	44.4%	5	2	7
District of Nipissing East	9	6	66.7%	5	2	7
District of Nipissing West	2	0	00.0%	5	2	7
District of Parry Sound East	14	9	64.3%	5	2	7
District of Parry Sound West	8	4	50.0%	5	2	7



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-330

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT:

The Council for the Corporation of the Municipality of Calvin hereby has received a letter of Support-Amendments to Legislation Act, 2006- from and for Corporation of the Township of Perry;

Whereas Metroland Media Group has sought bankruptcy protection and will cease to print publication of its weekly community newspapers across Ontario, moving to an online-only model

Whereas Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward

Whereas the Legislation Act, 2006, provides a definition of 'newspaper' which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that (a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ('journal'); and

Whereas Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

Whereas some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

Be it resolved that the Council of the Corporation of the Municipality of Calvin in support of the attached Resolution will follow suit and;

hereby request the Provincial Government to make an amendment to the Legislation Act, 2006, to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations;

And further that this resolution be forwarded to the Honourable Minister of Municipal Affairs and Housing Paul Calandra, the Honourable Parry Sound Muskoka MPP Graydon Smith, The Association of Ontario Municipalities (AMO), CEO and President of Metroland Media Group, Neil Oliver, and all Ontario Municipalities

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

November 20, 2023

Via Email

Hon. Doug Downey
Attorney General
McMurtry-Scott Building, 11th Floor, 720 Bay St.
Toronto, ON M7A 2S9

Dear Honourable Downey,

**RE: Letter of Support - Amendments to Legislation Act, 2006 –
Corporation of the Township of Perry**

Please be advised that at their last regular meeting on Wednesday November 15, 2023, the Council of the Township of Perry supported the following resolution:

"Resolution #2023-378

Moved by: Margaret Ann MacPhail

Seconded by: Joe Lumley

Whereas Metroland Media Group has sought bankruptcy protection and will cease to print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

Whereas Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

Whereas the Legislation Act, 2006, provides a definition of 'newspaper' which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that (a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ('journal'); and

Whereas Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

Whereas communities such as the East Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Almaguin News and Muskoka Region publications are no longer being printed in sheet form and there are no other local news publications fitting the definition of 'newspaper'; and

Whereas some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

Be it resolved that the Council of the Corporation of the Township of Perry hereby request the Provincial Government to make an amendment to the Legislation Act, 2006, to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations;

And further that this resolution be forwarded to the Honourable Minister of Municipal Affairs and Housing Paul Calandra, the Honourable Parry Sound Muskoka MPP Graydon Smith, The Association of Ontario Municipalities (AMO), CEO and President of Metroland Media Group, Neil Oliver, and all Ontario Municipalities.

Carried."

Your immediate attention to this matter is greatly appreciated.

Sincerely,



Erica Cole, Dipl.M.A.
Deputy Clerk

CC: Honourable Minister of Municipal Affairs and Housing, Paul Calandara
Honourable Parry Sound Muskoka MPP Graydon Smith
The Association of Ontario Municipalities (AMO)
CEO and President, Metroland Media Group, Neil Oliver
All Ontario municipalities



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-331

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Municipality of Calvin has received a Client/Consultant Agreement between the Township of Calvin and Tulloch Engineering Inc and accept the planning services as outlined in the Memorandum.

The By-Law to enter into an agreement TULLOCH Engineering be presented for adoption on the January 04, 2024 Regular Meeting of Council.

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>



CLIENT/CONSULTANT AGREEMENT

Memorandum of Agreement Between
Township of Calvin (Client)
And
Tulloch Engineering Inc. (Consultant)

Dated: October 18, 2023

Whereas TULLOCH shall follow the direction of the Municipal Clerk, or Treasurer, to provide Planning Services, on an as needed basis. And has required the Consultant to furnish professional services in connection therewith:

- **Planning Services.**

Compensation	<p>Client agrees to pay Consultant for the performance of Work on the following basis:</p> <ul style="list-style-type: none"> • Planning Services hourly fee: \$128.00-\$205.00/hour. <p>Pricing based on Time & Material (T&M) basis and exclude HST.</p>
Payment	<p><u>Lump Sum Fee Compensation:</u> The agreed lump sum fee shall be as set out in the letter of engagement.</p> <p><u>Time-Based Compensation:</u> To provide data for the calculation of fees on a time basis, the Consultant shall keep a detailed record of the hours worked by staff employed for the Project. The Client may inspect timesheets and record of expenses and disbursements of the Consultant during regular office hours with respect to any time which the Client is required to pay on a time scale or disbursement basis because of this Agreement. The Consultant, when requested by the Client shall provide copies of receipts with respect to any disbursement for which the Consultant claims payment under this Agreement.</p> <p>When requested by the Client, the Consultant shall provide, for approval by the Client:</p> <p>An estimate of the total fees to be paid for Services.</p> <p>A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each such month.</p> <p>A Staff list showing the number, classifications and hourly rates for staff, Principals and Executives, for with the Consultant will seek payment on a time basis. The Consultant shall relate such information to the work that such staff is to perform, while employed on the Project. Such list shall designate the member of the Consultant's staff who is to be the liaison person between the Consultant and the Client.</p> <p>Services calculated on a time basis shall be exclusive of reimbursable expenses and shall be exclusive of HST.</p> <p>The Consultant will invoice the Client monthly for Work performed and the Client agrees to pay each invoice within 30 days without holdback. Unless otherwise set out in the letter of engagement, payment shall be due 30 days following date of invoice. Interest at the rate of 18% per annum (or a maximum rate allowed by law, if lower) will be charged on all overdue amounts. The Consultant may suspend the Work, after giving the Client 5 day's written notice, until any overdue amounts have been paid in full.</p>
Sub-Consultants	<p>The Consultant may engage others as sub-consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than 10% of the cost of such services to cover office administration costs when claiming reimbursement from the Client plus the cost of the additional insurance incurred by the Consultant for the specialized services.</p>
Liability and Insurance	<p>The Client will accept the insurance coverage amount specified in this clause as the aggregate limit of liability of the Consultant and is employees for the Client's damages.</p> <p>Comprehensive General Liability and Automobile Insurance. The Insurance Coverage shall be \$1 million per occurrence and in the aggregate for general liability and \$2 million for automobile insurance.</p> <p>When requested, the Consultant shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.</p>

	<p>Standard of Care. The standard of care applicable to the Work will be the degree of care, skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time and place that the Work is performed.</p> <p>Professional Liability Insurance. Consultant shall maintain throughout the term of this Agreement Professional Liability Insurance with per claim and annual aggregate limits which it deems to be reasonable, insuring Consultant's professional liability resulting from the performance of the Work. Consultant shall provide Client with proof of such insurance upon written request.</p> <p>Limitation of Liability. Consultant's aggregate liability to Client for claims arising out of this Agreement, or in any way relating to the Work, will be limited to the total amounts paid by the Client under this Agreement. In no event will Consultant be liable for indirect or consequential damages including without limitation loss of use or loss of profits. No claim may be brought against Consultant more than 1 year after the Work was last performed under this Agreement; provided, however, that if (and only if) the shortest limitations period for claims under the Governing Law (as defined below) is greater than 1 year and the Governing Law does not permit the parties to reduce that limitations period by contract, no claim may be brought against Consultant after the limitations period prescribed by the Governing Law expires. These limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty: tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents, and sub consultants.</p>
Third Party Approvals	<p>Unless otherwise provided in this Agreement, where the work of the Consultant is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Consultant, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Consultant with such other authority, department of government or agency. Costs for all application fees shall be borne by the Client unless otherwise provided for by the Consultant.</p>
Termination	<p>This Agreement may be terminated for convenience by either party on 30 days' written notice of if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. On termination, the Consultant will be paid for all authorized work performed up to the termination date plus reasonable termination expenses.</p>
Entire Agreements	<p>This Agreement contains the entire agreement of the parties and supersedes all previous communications and negotiations between them relating to the Work. If the Client issues a Purchase Order in connection with the Work, the terms and conditions thereof do not apply to this agreement.</p>
Governing Law	<p>This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario ("Governing Law").</p>
Authorization	<p>The Client authorizes TULLOCH ENGINEERING INC. (Consultant) to perform the work specified in the above scope of work ("Work") in accordance with the terms and conditions of this Agreement for Services.</p> <p>The signatories shall have the authority to bind their corporations, company, or firm for purposes of this agreement.</p>

Client: Municipality of Calvin	Consultant: Tulloch Inc.
By: Donna Maitland, CAO/Clerk	By: Wayne Simpson, M.PI, MCIP, RPP
Authorized Representative (if required)	Authorized Representative (if required)



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-332

Moved By: Councillor

Seconded By: Councillor

WHEREAS:

North Bay Mattawa Conservation Authority is required to provide mandatory programs and services (Category 1) including but not limited to programs and services related to understanding and addressing the risks of natural hazards, flood forecasting and warning, drought or low water response, ice management, water control and erosion control of infrastructure, providing technical comments on applications under the prescribed acts including the Planning Act, conservation of management of its lands, and fulfilling its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Conservation Authorities Act and any regulations made under those Parts.

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Municipality of Calvin hereby has received the North Bay Mattawa Conservation Authority draft 2024 Budget and Agreement of Services and Authorizes the Mayor and CAO to enter into the agreement on there behalf.

The By-Law to enter into an Agreement with the North Bay Mattawa Conservation Authority to be presented for adoption at the January 9 2024 Regular Meeting of Council.

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>

Councillor Grant
Councillor Manson

Deputy Clerk

From: CAO
Sent: Monday, October 30, 2023 5:55 PM
To: Deputy Clerk
Cc: Councillor Bill Moreton
Subject: Fw: NBMCA - draft Budget 2024
Attachments: NBMCA Letter - Notice of Meeting for Budget 2024.pdf; Draft Budget Book 2024 - Oct. 27 2023.pdf

Importance: High

Hi Teresa

Please place on DEC mtg agenda. Bill, not Nov.

Give me time to meet with the CAO as she requests.

Thx
Donna

From: Chitra Gowda <Chitra.Gowda@nbmca.ca>
Sent: October 30, 2023 4:20 PM
To: CAO <CAO@calvintownship.ca>
Cc: Rebecca Morrow <Rebecca.Morrow@nbmca.ca>; Aaron Lougheed <Aaron.Lougheed@nbmca.ca>; Helen Cunningham <Helen.Cunningham@nbmca.ca>
Subject: NBMCA - draft Budget 2024

Hi Donna,

I hope you've been having a great fall season so far. Please find attached a letter on the NBMCA budget 2024 and the draft budget. Also, please let me/Rebecca know when (in November) we can meet to go over the budget and the required agreements for certain NBMCA activities (Category 2 and 3, identified in the budget).

Thank you,

Chitra Gowda (she/her)
Chief Administrative Officer, Secretary Treasurer

North Bay-Mattawa Conservation Authority

15 Janey Avenue
North Bay, ON P1C 1N1
Cell: 705-477-0372
Fax: 705-474-9793
Web: www.nbmca.ca

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.



Consider the environment. Please don't print this e-mail unless you really need to.

The information contained in this electronic message from North Bay-Mattawa Conservation Authority is directed in confidence solely to the person(s) named above and may not be otherwise distributed, copied or disclosed including attachments. The message may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act and by the Personal Information Protection and Electronic Documents Act. The use of such personal



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

October 30, 2023

To: Member Municipalities of the North Bay-Mattawa Conservation Authority

Re: Final 2024 Budget – Notice of Meeting to Approve the
North Bay-Mattawa Conservation Authority Final 2024 Budget

With the passing of O. Reg. 402/22: Budget and Apportionment, Conservation Authorities are now required to follow a prescriptive budgetary process, effective for the 2024 budget and beyond. The process provides for a provincially consistent process for open and transparent drafting and approval of Conservation Authority budgets. As part of this process, Conservation Authorities are required to provide 30 days' notice prior to the approval of the Final Budget.

The North Bay-Mattawa Conservation Authority (NBMCA) Board will review and consider approval of the 2024 Budget at the December 13, 2023 Board Meeting beginning at 4:00 p.m., held at the Administrative Office located at 15 Janey Avenue, North Bay. Once approved, the final budget will be provided to the Minister of Natural Resources and Forestry (MNRF), all Member Municipalities and will be posted on the NBMCA website: <https://nbmca.ca/governance/budget-and-audited-financial-statements/>

The draft budget for 2024, including each Member Municipality's apportionment for 2024 is attached. Overall, the general levy has increased by 5% when compared to 2023; however, each municipality's increase varies, as it is calculated using the applicable Modified Current Value Assessment provided by MNRF. As well, the City of North Bay has sole-benefitting levy for programs that are only provided to them.

NBMCA staff are available for meetings on the budget within November 30, 2023, to support discussions with member municipalities as needed.

Yours truly,

Chitra Gowda
Chief Administrative Officer, Secretary Treasurer
Email: chitra.gowda@nbmca.ca
Cell: 705-477-0372

Attachments: Draft Budget 2024



DRAFT 2024 Budget

October 27, 2023

Prepared by

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

Helen Cunningham, Director, Corporate Services

Aaron Lougheed, Assistant Manager, Finance



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**



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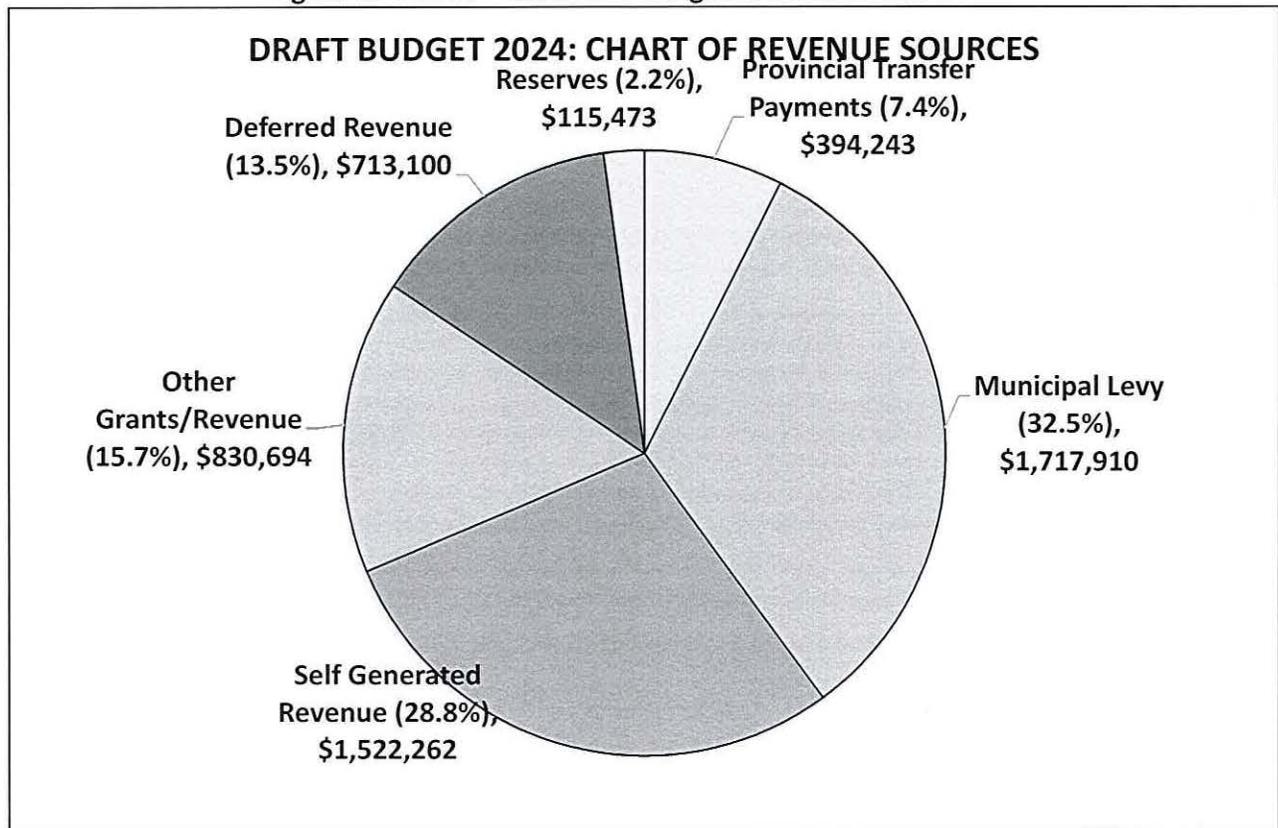


Executive Summary

The North Bay-Mattawa Conservation Authority (NBMCA) was formed under the Conservation Authorities Act of Ontario in 1972. As a community-based, environmental organization in Ontario, the NBMCA is a leader in watershed management, dedicated to conserving, restoring, developing and managing renewable natural resources on a watershed basis. NBMCA is governed by a 12-member Board of Directors appointed by the 10 member municipalities.

The Draft 2024 Budget document contains details for the NBMCA planned operations and capital activities for a total budget of \$5,293,668. Revenue sources include municipal levies, transfer payments from provincial and federal governments, grants, fees, donations, property rent, and other sources. Deferred revenue from 2023 and program reserves are used as well. See the Figure A below for an overview of the revenue sources, their estimated percentages and amounts.

Figure A: Chart of Draft 2024 Budget Revenue Sources



With a total budget of \$5,293,668, the municipal levy proposed for 2024 is \$1,717,911 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$756,366 to the City of North Bay for: Parks Creek dam operations, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

To apportion the general levy (and to estimate the ski hill’s request for capital cost) to the 10 member municipalities, the Modified Current Value Assessment (MCVA) provided by the Ontario Ministry of Natural Resources and Forestry (MNRF) is used. The general levy increase is 5% on the 2023 general levy. See the table below for levy apportionment by municipality.

Table A: Draft 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$756,366	\$1,518,156	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$756,366	\$1,717,911	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

Financial pressures anticipated in 2024 include: costs of major repairs for the main office building, increases to insurance and fuel costs, and increased costs of goods and services due to inflation. Other factors for increased expenditures since 2022 and 2023 include the implementation of the revised wage grid approved in summer 2022 based on wage rate and pay equity analysis conducted by a third-party consultant; mortgage loan interest payment increase due to interest rate renewal; new requirements of the OMERS pension plan; and other changes.

Changes made to the Conservation Authorities Act and related direction from the provincial government are considered in the Budget. A Minister’s direction is in effect to freeze fees for

planning and development related services through 2023. Note that the fee freeze does not affect the NBMCA On-site Sewage System (OSS) program carried out under the Building Code Act. Other notable changes to the Conservation Authorities Act include the CA plan review and commenting role which is now scoped to focus on natural hazards and drinking water source protection with respect to development applications and land use planning policies under prescribed Acts.

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services (includes governance support, human resources, finance, IT, GIS, communications)
 - Planning and Regulations
 - Water Resources Management (includes On-site Sewage Systems Program, flood forecasting and warning, flood and erosion control, watershed monitoring, Drinking Water Source Protection, etc.)
 - Conservation Areas and Lands.
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies (multi-year):
 - Asset Management Plan
 - Floodplain mapping
 - Parks Creek Backflood Control Structure Capacity Upgrade Study
 - Chippewa Creek Erosion Control Project
 - Conservation Areas Inventory and Strategy Projects
 - Watershed Based Resource Management Strategy.

With changes in the Conservation Authorities Act, the budget development process has also changed. New regulations came into effect on July 1, 2023 to regulate the budget development process from 2024 onwards. As a result, the draft 2024 Budget Book for the NBMCA program areas are structured differently from the past. The program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

As in the past, revenue sources are identified including municipal levy amounts. The method applied to determine amounts owing from municipalities is clearly defined. Levies are split into general (apportioned to all member municipalities) and sole-benefitting (applied only to municipalities who benefit).

Overall, the draft 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

1. Introduction

The North Bay-Mattawa Conservation Authority (NBMCA) provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in collaboration with others.

NBMCA is one of 36 Conservation Authorities in Ontario and was established under the Conservation Authorities Act in 1972 by member municipalities. NBMCA is a member of Conservation Ontario. NBMCA is governed by a 12-member Board of Directors, appointed by the 10 member municipalities.

The draft 2024 Budget is \$5,293,668. Additionally, the Laurentian Ski Hill requests NBMCA member municipalities for a separate annual amount of \$65,000 to help support the ski hill's capital costs.

2. Status of Reserves and Deferred Revenue

Below is a brief look at the NBMCA reserve accounts and deferred revenue as of September 30, 2023 and an estimate to end of year 2023 (UNAUDITED).

Table 1: Reserve Accounts as of September 30, 2023 (UNAUDITED)

Reserve Account	As of Sep. 30, 2023 (UNAUDITED)
NBMCA Lands Acquisition - Capital	\$29,781
NBMCA Onsite Sewage System (OSS) Program (under the Ontario Building Code Part 8) - Operating	\$279,788
Laurentian Snowboarding Club and Ski Hill - Operating	\$64,592
Laurentian Snowboarding Club and Ski Hill - Capital	\$159,344

Table 2: Deferred Revenue Status and Estimates (UNAUDITED)

Program	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023
Ice Management - Operating	\$7,823	\$15,823
Central Services - Capital	\$3,138	\$28,138
Lands and Properties - Capital	\$10,575	\$177,575
Water and Erosion Control Infrastructure (WECI) - Capital/Special Projects	\$140,673	\$234,973
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490

The deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons. In order to bridge the gap

between estimated revenue and expenses for 2024, portions of the reserves and deferred revenue amounts are proposed to be used.

3. Status of the Mortgage Loan

The NBMCA has two offices: the head administrative office in North Bay, which is owned by NBMCA, and office space rented from a separate property owner in Parry Sound. The TD Bank mortgage loan on the North Bay administrative office building was renegotiated in late June 2022 from the previous interest rate of 2.59% to 4.65% per annum, expiring June 22, 2027.

The mortgage loan amount was \$553,809 at the start of 2023 and is estimated to decrease to \$537,423 by the end of 2023. The blended payments comprise of principal and interest amounts and will be expensed monthly to the Corporate Services operating budget as follows.

- **Principal payments in 2024:** estimated mortgage principal payment: \$18,715.
- **Interest payments in 2024:** estimated mortgage interest payment: \$24,500.

4. Revenue Sources

4.1 General Information

Generally, NBMCA funding comes from several sources:

- **Transfer Payments** (if applications submitted are approved) from the Ministry of Natural Resources and Forestry (MNRF) and Ministry of Environment, Conservation and Parks (MECP)
 - MNRF: Provincial Section 39 Transfer Payment
 - MNRF: Water and Erosion Control Infrastructure (WECI)
 - MNRF: Flood Hazard Identification and Mapping Program (FHIMP)
 - MECP: Drinking Water Source Protection.
- **Municipal Levy**
 - General Levy: apportioned to all municipalities using the Modified Current Value Assessment (MCVA) provided by MNRF
 - Sole-Benefitting Levy: applied to a single municipality for work undertaken by NBMCA upon which the municipality is solely benefitting.
- **Self Generated Revenue**
 - Fees for the Septic System Program, Regulation Permit, Plan Review
 - Natural Classroom user fees (main office in North Bay)
 - Property Rentals
 - Interest earned
 - Donations.
- **Other Grants/Revenue** (programs/available funds vary from year to year)
 - Sponsorships
 - Administrative overhead charge to programs
 - Canada Summer Jobs funding
 - Northern Ontario Heritage Fund Corporation (NOHFC) funding
 - Other.

In previous budget years, reserves, deferred revenue, surplus amounts and were partially used to make those budgets work. As well, NBMCA has a line of credit of \$300,000 to bridge periods of tight cash flow, for example when levies or transfer payments are delayed. Staff are developing strategies to address the unsustainable reliance upon reserves and deferred revenue amounts. The strategies include increasing self-generated revenue through fees and programs that align with NBMCA’s mandate as a community-based watershed management organization.

4.2 All Revenue Sources

The draft 2024 Budget is \$5,293,668. An overview of revenue sources for 2024 is provided below. The ski hill request for capital cost support is shown separately.

Table 3: Draft 2024 Budget Revenue Sources

Source	Amount
Transfer Payments	\$394,243
Municipal Levy	\$1,867,895
Self Generated Revenue	\$1,372,262
Other Grants/Revenue	\$830,694
Deferred Revenue	\$713,100
Reserves	\$115,473
TOTAL	\$5,293,668
Ski Hill request of Municipalities	\$65,000 (for capital costs)

4.3 Municipal Levy Amounts

The draft 2024 Budget proposes a 5% increase in general levy compared to 2023. Helpful definitions are provided below.

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting Levy/Sole-benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

With a total budget of \$5,293,668, the municipal levy proposed for 2024 is \$1,717,911 as described below:

- A general levy of \$961,544 applied to all member municipalities;
- A sole-benefitting levy of \$756,366 to the City of North Bay for: Parks Creek dam operations, ice management, public parks (including Kate Pace Way) maintenance, ski hill operations, flood and erosion control projects, homeless encampments management, emerald ash borer hazard tree management, septic system inspections, etc.

Table 4: Draft 2024 Budget – Municipal Levy Overview

Municipality	MCVA Based Apportionment Percentage	General Levy (5% increase from 2023)	Sole-benefit Levy	Total Levy 2024	Ski Hill Request for Capital Costs
Bonfield	3.4307	\$32,988		\$32,988	\$2,230
Calvin	1.2345	\$11,871		\$11,871	\$802
Chisholm	1.4958	\$14,383		\$14,383	\$972
East Ferris	6.2949	\$60,528		\$60,528	\$4092
Mattawa	0.9760	\$9,385		\$9,385	\$634
Mattawan	0.0621	\$597		\$597	\$40
North Bay	79.2257	\$761,790	\$756,366	\$1,518,156	\$51,497
Papineau-Cameron	0.7999	\$7,691		\$7,691	\$520
Callander	6.4393	\$61,917		\$61,917	\$4186
Powassan	0.0411	\$395		\$395	\$27
	Total	\$961,544	\$756,366	\$1,717,911	\$65,000

- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-Benefit Levy:** for work undertaken by NBMCA that solely benefits a municipality.

4.4 Self Generated Revenue - Fees

NBMCA retained Watsons Watson & Associates Economists Ltd. (Watson) to undertake a review of the fees applied by NBMCA to several program area services. The final report is expected by late 2023 and will help inform the final Budget 2024. For the purpose of preparing the draft budget 2024, current fees are applied.

Fees generated by the NBMCA On-site Sewage System (OSS) program carried out under the Ontario Building Code are a major contributor to NBMCA revenue, at close to 20% of the draft 2024 Budget. This program regulates the installation and maintenance of private on-site sewage (septic) systems within Nipissing District and Parry Sound District except for the Township of the Archipelago. A reasonable fee increase was implemented in 2023 in order to support the OSS program budget.

The Minister’s direction for a fee freeze is in effect in 2023 for the other planning and development programs and services including plan review and Section 28 permits. Staff are exploring creative ways to sustainably increase self generated revenue for other program areas. Staff also continue to apply for funding opportunities such as: FedNor, NOHFC, ECO, Hydro One, TD Bank, Project Learning Tree, Canada Summer Jobs and Enbridge funds working with our partners including the North Bay Indigenous Friendship Centre and Clean Green Beautiful.

5. Expenditures

5.1 Overview of Expenditures

An overview of the 2024 Budget expenditures is provided below.

- Annual programming/operations and administration:
 - Corporate Services/ “General Functions” including:
 - Administration of staff and operations
 - Governance (Board of Directors, related committees) support
 - Finance
 - Human Resources
 - Communications
 - Geographic Information Systems (GIS)
 - Information Technology (IT).
 - Water Resources Management including:
 - On-site Sewage Systems Program
 - Flood Forecasting and Warning
 - Flood and Erosion Control
 - Ice Management
 - Low Water Response
 - Watershed Monitoring
 - Drinking Water Source Protection
 - Conservation Areas and Lands including public parks maintenance, natural resources conservation and stewardship partnerships
 - Planning and Regulations including plan input and review, Section 28 regulations and permitting
- Capital improvements:
 - North Bay main office – HVAC control unit, boiler, hot water tank, exterior lighting, windows (phase 1), vinyl siding (phase 1)
 - Kinsmen Bridge repair in North Bay
 - Culvert repair/replacement at Kinsman/Kate Pace Way
 - Signage for conservation areas.
- Special projects and studies:
 - Asset Management Plan (multi-year)
 - Floodplain mapping (multi-year)
 - Parks Creek Backflood Control Structure Capacity Upgrade Study (multi-year)
 - Chippewa Creek Erosion Control Project (multi-year)
 - Mattawa Natural Hazard Risk Study Terms of Reference (multi-year)
 - Conservation Areas Inventory and Strategy Projects (multi-year)
 - Watershed Based Resource Management Strategy (multi-year).

Overall, the draft 2024 Budget reflects the annual objectives of the NBMCA and also considers long-term requirements to support the health and climate resiliency of watershed residents.

5.2 Increased Expenditures

Financial pressures anticipated in 2024 include:

- Expected increases to insurance (around 10%), fuel (potentially by 30%), and goods and services due to inflation.
- Costs of major, priority repairs for the main office building in North Bay (around \$170,000)
- Managing the increasing occurrences of encampments on NBMCA owned properties (around \$40,000) and emerald ash borer hazard trees (around \$30,000).

Other factors for increased expenditures and efforts include:

- Implementing the updated wage grid approved in summer 2022
- An increase in mortgage loan interest payment (by around \$500 per month) since mid 2022
- Preparing an Asset Management Plan as a building block of sound financial planning, to help estimate when assets need repairs and replacements
- Potential for use of three rental pumps at the Parks Creek Backflood Control Structure along with associated costs such as hydro, etc. (around \$110,000)
- New, legislated Conservation Authorities Act deliverables due by December 31, 2024 (to increase staff resources capacity in 2023, grant funding opportunities such as NOHFC which provided up to 90% costs are being applied to)
- New requirements of the OMERS pension plan (to be offered to all employees)
- Retaining the services of Human Resources expertise including consultants and legal.

5.3 Estimated Use of Reserves and Deferred Revenue

In order to bridge the gap between estimated revenue and expenses for 2024, reserves and deferred revenue amounts are being used. The table below provides an overview of the usage estimated for 2024. Note that deferred revenue is for committed projects spanning multiple years; for programs funded on a different fiscal year (usually provincial or federal initiatives); and planned activities that were not completed in the year budgeted for various reasons.

Table 5: Estimated Use of Reserves, and Deferred Revenue in 2024

Program (2023)	As of Sep. 30, 2023 (UNAUDITED)	Estimated at Dec. 31, 2023	Proposed use in 2024	Program (2024)
Lands Capital Acquisition - Reserve	\$29,781	\$29,781	\$0	None.
On-site Sewage System (OSS) Program - Reserve	\$279,788	\$279,788	\$115,474	OSS Program
S.28 Development, Interference, Alteration (DIA) - Special Projects	\$118,044	\$128,044	\$111,753	Planning and Regulations
Ice Management - Operating	\$7,823	\$15,823	\$165,968	Water Resources Management
Integrated Watershed Management (IWM) - Capital/Special Projects	\$313,490	\$370,490		
Water and Erosion Control Infrastructure (WECI) - Capital/ Special Projects	\$140,673	\$234,973	\$260,310	Lands and Properties, Corporate Services
Central Services - Capital	\$3,138	\$28,138	\$174,985	Corporate Services
Lands and Properties - Capital	\$10,575	\$177,575		
		Total	\$828,490	

5.4 Tangible Capital Assets 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:

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

The 2024 budget includes both methods of capital acquisition. The cost recovery over time method is being used to replace computers, laptops and most tablets. The use of the one-time cost recovery method is part of the capital and special projects program budgets.

5.5 Ten-Year Capital Budget Projection

For the draft 2024 budget, the ten-year capital budget projection (2024– 2033) is provided in **Appendix A**. The ten-year capital projections in 2022 and prior years are based on pre-pandemic costs and this must be corrected to reflect the significant rise in costs, which are anticipated to continue through 2024. Without the correction, the ten-year projection will cease to be reasonable. Based on Statistics Canada information and staff’s experience with increased costs post-pandemic, a projected annual increase of at least 3% should be applied (rather than 1-2%). The projections can be revisited each year. Note that the capital budget projection format is updated to follow the updated Conservation Authorities Act and NBMCA’s updated inventory of programs and services.

An assessment of capital expenditures forecast for the administrative office building was carried out in 2023, given the extraordinary expenses incurred on capital repairs and replacements in the past few years. It is anticipated that the high level of expenses will last through 2025 in order to address major capital work needed. After that timeframe, the capital expenses on the administrative building are anticipated to be significantly lower until around 2033 when some of the capital repairs may come up due to lifespan and condition of the assets/asset parts. Capital costs projections are made based on available information to support asset management planning for this building, and to inform the Board of the need of budgeting annually (for reasonable amounts) from 2025 onwards towards a capital asset management reserve.

6. Draft 2024 Budget Summary

As indicated earlier, with changes in the Conservation Authorities Act, the budget development process has also changed. The NBMCA program areas are structured differently from the past and are per the mandated Programs and Services Inventory which was also updated by NBMCA in 2023. Therefore, program areas budgets are presented by:

- Category 1 (mandatory), Category 2 (delegated by municipalities) and Category 3 (non mandatory) programs and services.
- Operating and capital costs.

The Table below provides a summary of the program areas.

Table 6: NBMCA Programs and Services

Program Area	Description
Category 1 (Mandatory)	
A. Corporate Services (“General Functions” per O. Reg. 402/22) Category 1 (Mandatory)	These are operating expenses and capital costs that are not related to the provision of a specific program or service, but rather provide a corporate-wide supporting function. Includes: governance support, finance, human resources, geographical information systems (GIS), information technology (IT), communications, legal expenses, office equipment and supplies, administrative office buildings, vehicle fleet, asset management, etc. These were previously called Administration (operating), Interpretive Centre (operating), Outreach (operating), Central Services (capital) and Mortgage Principal Repayment programs in the 2023 NBMCA budget book.
B. Planning and Regulations Category 1 (Mandatory)	These are operating expenses. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: natural hazard input and review for member municipalities, planning boards, and unincorporated areas; Section 28 permitting process; and technical studies such as updating the regulated areas. These were previously called Section 28 (operating), Watershed Planning (operating), and S. 28 DIA Technical (special studies) programs in the 2023 NBMCA budget book.
C. Water Resources Management Category 1 (Mandatory)	These are operating expenses and capital costs. The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. Includes: flood forecasting and warning, flood and erosion control, ice management, natural hazard infrastructure operational plan and asset management plan, low water response, watershed-based resource management strategy, and watershed monitoring (provincial partnership surface water and groundwater monitoring programs). These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operating programs) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECl) (capital programs) in the 2023 NBMCA budget book.

Program Area	Description
D. Conservation Areas and Lands Category 1 (Mandatory)	<p>These are operating expenses and capital costs. The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public. Includes: management of NBMCA owned lands including public parks and trails, Section 29 enforcement, maintenance of assets such as bridges, benches, pavilions, etc., tree planting on NBMCA lands, land inventory, conservation area strategy, policy for land acquisition and disposition, Planning Act comments as the land owner. These were previously called Lands and Properties (operating and capital programs) in the 2023 NBMCA budget book.</p>
E. Source Protection Authority (SPA) Category 1 (Mandatory)	<p>These are operating expenses. The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006. Includes: governance support to a Source Protection Committee and to the NBMSPA, technical studies, policy updates/development, proposal review and comments, plan input and review, and significant threat policy implementation. This was previously called Source Water Protection (operating program) in the 2023 NBMCA budget book.</p>
F. On-site Sewage System (OSS) Program Category 1 (Mandatory)	<p>These are operating expenses. The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8. Includes: permitting and compliance for on-site sewage systems (septic systems) in municipalities and unorganized townships, and mandatory maintenance inspections to over 500 properties identified under the Clean Water Act, 2006. This was previously called the same (OSS operating program) in the 2023 NBMCA budget book.</p>
Category 2 (Delegated by a Municipality)	
G. Watershed-Municipal Programs Category 2 (Delegated by a Municipality)	<p>These are operating expenses. Includes: watershed-wide monitoring that supplement the mandatory watershed monitoring (under Water Resources Management program area), and septic system reinspection program under the Trout Lake Management Plan. This was previously Integrated Watershed Management (special studies/capital program) and Water Quality (operating program) in the 2023 NBMCA budget book.</p>
Category 3 (Non mandatory; advisable by NBMCA)	
H. Watershed-Support Programs Category 3 (Non mandatory; advisable by NBMCA)	<p>These are operating expenses and capital costs. These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the Conservation Authorities Act. Includes: benthics monitoring, watershed report card, land acquisition and disposition, land lease and agreement management, stewardship and restoration, Miskwaadesi (Painted Turtle site), septic systems related plan input and review, Mattawa River Canoe Race. This was previously Integrated Watershed Management (special studies/capital program), Water</p>

Program Area	Description
	Quality (operating), Outreach (operating), Lands and Property (operating and capital) in the 2023 NBMCA budget book.
I. Ski Hill Category 3 (Non mandatory; advisable by NBMCA)	These are operating expenses and capital costs. Supports the Laurentian Ski Hill Snowboarding Club which is operated by a separate Board and staff. NBMCA owns most of the major capital assets.

The Table below provides a summary of draft 2024 Budget.

Table 7: Draft 2024 Budget Summary

Category	Program Area	Operating	Capital
1 (Mandatory)	A. Corporate Services	\$1,106,499	\$174,985
	B. Planning and Regulations	\$342,203	\$0
	C. Water Resources Management	\$739,271	\$345,000
	D. Conservation Areas and Lands	\$610,157	\$299,456
	E. Source Protection Authority (SPA)	\$160,753	\$0
	F. On-site Sewage System (OSS) Program	\$1,333,473	\$0
2 (Delegated by a Municipality)	G. Watershed-Municipal Programs	\$23,286	\$0
3 (Non mandatory; advisable by NBMCA)	H. Watershed-Support Programs	\$64,086	\$9,500
	I. Ski Hill	\$85,000	\$65,000
	TOTAL	\$5,293,668	

The Table below shows the municipal levy apportionment details for operating and capital costs.

Table 7: Municipal Levy Apportionment for Operating and Capital Costs – Draft 2024 Budget

Municipality	Area % in CA	MCVA Based Apportionment Percentage	TOTAL LEVY 2024	OPERATING			CAPITAL			Ski Hill Request for Capital Costs
				General Levy	Sole-benefit Levy	Total Operating Levy	General Levy	Sole-benefit Levy	Total Capital Levy	
Bonfield	100	3.4307	\$32,988	\$24,943		\$24,943	\$8,044		\$8,044	\$2,230
Calvin	100	1.2345	\$11,871	\$8,976		\$8,976	\$2,895		\$2,895	\$802
Chisholm	94	1.4958	\$14,383	\$10,875		\$10,875	\$3,507		\$3,507	\$972
East Ferris	83	6.2949	\$60,528	\$45,768		\$45,768	\$14,761		\$14,761	\$4,092
Mattawa	71	0.976	\$9,385	\$7,096		\$7,096	\$2,289		\$2,289	\$634
Mattawan	19	0.0621	\$597	\$452		\$452	\$146		\$146	\$40
North Bay	100	79.2257	\$1,518,156	\$576,018	\$474,866	\$1,050,884	\$185,772	\$281,500	\$467,272	\$51,497
Papineau-Cameron	35	0.7999	\$7,691	\$5,816		\$5,816	\$1,876		\$1,876	\$520
Callander	100	6.4393	\$61,917	\$46,818		\$46,818	\$15,099		\$15,099	\$4,186
Powassan	1	0.0411	\$395	\$299		\$299	\$96		\$96	\$27
		Total	\$1,717,911	\$727,059	\$474,866	\$1,201,925	\$234,485	\$281,500	\$515,985	\$65,000

Terminology:

- **Modified Current Value Assessment (MCVA):** data provided by MNRF annually and used to calculate (apportion) the general levy for each member municipality.
- **General Levy:** apportioned to all municipalities using the MCVA provided by MNRF.
- **Sole-benefitting/benefit Levy:** applied to a municipality for work undertaken by NBMCA that solely benefits that municipality.

Notes:

- **Operating Levy:** (a) The general operating levy is applied to all member municipalities using the Modified Current Value Assessment (MCVA) apportionment method by Ministry of Natural Resources and Forestry (MNRF). (b) The sole-benefitting operating levy applied to the City of North Bay is for Laurentian Ski Hill operating costs, encampments and emerald ash borer hazard tree management at NBMCA parks and areas, Parks Creek dam backflood control operations, septic system re-inspections, and monitoring related to the Trout Lake Management Plan, etc.
- **Capital Levy:** (a) The general capital levy applied to all member municipalities is for administrative office building capital work, works in conservation areas and on trails. (b) The sole-benefitting capital levy applied to the City of North Bay is for the Kinsmen bridge repair, Kinsmen Trail asphalt repair, signage and brochures for parks, Laurier Woods boardwalk replacement, Chippewa Creek erosion control project, floodplain mapping projects, etc.
- **Ski Hill Request for Capital Costs:** This is for major upkeep of the NBMCA-owned fixed capital assets on the Laurentian ski hill. It is not a levy to member municipalities.
- **Matching Levy:** In preparing the 2024 Budget, it is assumed that NBMCA will receive a transfer payment from MNRF for \$133,490 and a matching municipal levy of \$133,490 to support eligible activities including administration, watershed planning, flood and erosion control, flood forecasting, ice management. The non-matching levy is therefore \$1,584,420 (out of a total levy of \$1,717,911).

Category: 1 (Mandatory)

Program Area: A. Corporate Services

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)	\$16,020	
01	Transfer Payment (WECI)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$143,426	
05	Sole-benefitting Levy	\$0	
06	Fees	\$1,000	
07	Donations	\$2,000	
09	Internal Rent Rev.	\$55,462	
10	Rental Rev. External	\$50,776	
13	Other Revenue	\$6,225	\$174,985
14	Interest Earned	\$18,896	
16	Admin Overhead	\$812,694	
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$1,106,499	\$174,985
Expense:			
30	Wages and Benefits	\$737,649	\$8,672
32	Wages and Benefits	\$0	
38	Per Diem	\$11,500	
39	Members Mileage	\$5,500	
40	Members Expense	\$2,000	
41	Staff Mileage and Expense	\$4,700	
42	Staff Certification and Training	\$8,850	
43	Telephone	\$9,270	
44	Property Taxes	\$0	
45	Insurance	\$30,465	
46	Natural Gas	\$16,500	
47	Repair & Maintenance	\$2,000	
48	Office Supplies	\$8,000	
49	Postage	\$545	
50	Equipment Purchase	\$250	
51	Equipment Rental	\$2,460	
52	Publications and Printing	\$2,000	
53	Advertising	\$4,000	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$24,500	
56	Credit Card Fees	\$0	
58	Audit	\$11,050	
59	Legal Services	\$30,000	
60	Materials and Supply	\$38,080	

Category: 1 (Mandatory)

Program Area: A. Corporate Services

61	Cons. Ontario Levy	\$26,815	
62	Services	\$81,500	\$161,700
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead		
70	Rental Expense		
71	Water	\$3,500	
72	Hydro	\$16,000	
73	Vehicle Gas	\$685	
74	Accounting Services	\$1,680	
78	Internal Chargeback	\$8,285	\$4,613
90	Mortgage Principal Repayment	\$18,715	
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$1,106,499	\$174,985
	Net	\$0	\$0

Category: 1 (Mandatory)

Program Area: B. Planning and Regulations

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	\$22,690
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	\$0
04	General Levy	\$97,760
05	Sole-benefitting Levy	\$0
06	Fees	\$110,000
07	Donations	\$0
09	Internal Rent Rev.	\$0
10	Rental Rev. External	\$0
13	Other Revenue	\$111,753
14	Interest Earned	\$0
16	Admin Overhead	\$0
20	Ski Hill Utilities Reimbursement	\$0
TBD	Credit Card Surcharge	
	Total Revenue	\$342,203
Expense:		
30	Wages and Benefits	\$225,484
32	Wages and Benefits	\$0
38	Per Diem	\$0
39	Members Mileage	\$0
40	Members Expense	\$0
41	Staff Mileage and Expense	\$1,500
42	Staff Certification and Training	\$2,500
43	Telephone	\$0
44	Property Taxes	\$0
45	Insurance	\$0
46	Natural Gas	\$0
47	Repair & Maintenance	\$3,000
48	Office Supplies	\$0
49	Postage	\$105
50	Equipment Purchase	\$0
51	Equipment Rental	\$0
52	Publications and Printing	\$0
53	Advertising	\$0
54	Bank Charges	\$0
55	Interest Expense - Mortgage	\$0
56	Credit Card Fees	\$0
58	Audit	\$0
59	Legal Services	\$0
60	Materials and Supply	\$700

Category: 1 (Mandatory)

Program Area: B. Planning and Regulations

61	Cons. Ontario Levy	\$0
62	Services	\$3,800
64	Vehicle Lease	\$0
66	Consulting Services	\$0
67	Admin Overhead	\$98,762
70	Rental Expense	\$0
71	Water	\$0
72	Hydro	\$0
73	Vehicle Gas	\$525
74	Accounting Services	\$0
78	Internal Chargeback	\$5,828
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	\$0
TBD	Ski Hill Capital	\$0
TBD	Awards and Scholarships	\$0
TBD	Asset Management Reserve	\$0
	Total Expenses	\$342,203
	Net	\$0

Category: 1 (Mandatory)

Program Area: C. Water Resources Management

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)	\$94,780	
01	Transfer Payment (WECl)		\$100,000
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others	\$0	
04	General Levy	\$360,661	\$45,000
05	Sole-benefitting Levy	\$117,866	\$200,000
06	Fees	\$0	
07	Donations	\$0	
09	Internal Rent Rev.	\$0	
10	Rental Rev. External	\$0	
13	Other Revenue	\$165,964	
14	Interest Earned	\$0	
16	Admin Overhead	\$0	
20	Ski Hill Utilities Reimbursement	\$0	
TBD	Credit Card Surcharge		
	Total Revenue	\$739,271	\$345,000
Expense:			
30	Wages and Benefits	\$315,730	\$4,388
32	Wages and Benefits	\$0	
38	Per Diem	\$0	
39	Members Mileage	\$0	
40	Members Expense	\$0	
41	Staff Mileage and Expense	\$2,000	
42	Staff Certification and Training	\$3,000	
43	Telephone	\$8,354	
44	Property Taxes	\$19,025	
45	Insurance	\$36,348	
46	Natural Gas	\$0	
47	Repair & Maintenance	\$6,800	
48	Office Supplies	\$250	
49	Postage	\$0	
50	Equipment Purchase	\$0	\$10,000
51	Equipment Rental	\$0	
52	Publications and Printing	\$0	
53	Advertising	\$0	
54	Bank Charges	\$0	
55	Interest Expense - Mortgage	\$0	
56	Credit Card Fees	\$0	
58	Audit	\$0	
59	Legal Services	\$0	
60	Materials and Supply	\$2,650	

Category: 1 (Mandatory)

Program Area: C. Water Resources Management

61	Cons. Ontario Levy	\$0	
62	Services	\$121,800	
64	Vehicle Lease	\$0	
66	Consulting Services	\$20,000	\$325,362
67	Admin Overhead	\$186,644	
70	Rental Expense	\$0	
71	Water	\$0	
72	Hydro	\$1,900	
73	Vehicle Gas	\$6,680	
74	Accounting Services	\$0	
78	Internal Chargeback	\$8,089	\$5,250
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$0	
TBD	Ski Hill Capital	\$0	
TBD	Awards and Scholarships	\$0	
TBD	Asset Management Reserve	\$0	
	Total Expenses	\$739,271	\$345,000
	Net	\$0	\$0

Category: 1 (Mandatory)

Program Area: D. Conservation Areas and Lands

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$111,000	\$181,485
05	Sole-benefitting Levy	\$260,000	\$80,000
06	Fees		
07	Donations	\$1,000	
09	Internal Rent Rev.		
10	Rental Rev. External	\$22,042	
13	Other Revenue	\$216,115	\$37,971
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$610,157	\$299,456
Expense:			
30	Wages and Benefits	\$258,284	\$27,029
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		\$500
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes	\$15,886	
45	Insurance	\$15,585	
46	Natural Gas		
47	Repair & Maintenance	\$18,000	
48	Office Supplies		
49	Postage		
50	Equipment Purchase		\$5,000
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$8,100	\$27,800

Category: 1 (Mandatory)

Program Area: D. Conservation Areas and Lands

61	Cons. Ontario Levy		
62	Services	\$50,000	\$231,000
64	Vehicle Lease	\$3,000	
66	Consulting Services		
67	Admin Overhead	\$236,252	\$8,127
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$5,050	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$610,157	\$299,456
	Net	\$0	\$0

Category: 1 (Mandatory)

Program Area: E. Source Protection Authority

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	\$160,753
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	Total Revenue	\$160,753
Expense:		
30	Wages and Benefits	\$124,383
32	Wages and Benefits	
38	Per Diem	\$5,200
39	Members Mileage	\$2,000
40	Members Expense	\$40
41	Staff Mileage and Expense	\$650
42	Staff Certification and Training	
43	Telephone	\$2,035
44	Property Taxes	
45	Insurance	\$2,435
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	\$316
49	Postage	\$221
50	Equipment Purchase	
51	Equipment Rental	\$459
52	Publications and Printing	
53	Advertising	\$250
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	\$790
59	Legal Services	
60	Materials and Supply	\$469

Category: 1 (Mandatory)

Program Area: E. Source Protection Authority

61	Cons. Ontario Levy	
62	Services	\$1,490
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,152
70	Rental Expense	\$12,551
71	Water	
72	Hydro	
73	Vehicle Gas	\$260
74	Accounting Services	
78	Internal Chargeback	\$3,053
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$160,753
	Net	\$0

Category: 1 (Mandatory)

Program Area: F. On-site Sewage System Program

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECL)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	
05	Sole-benefitting Levy	
06	Fees	\$1,200,000
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	\$115,473
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	\$18,000
	Total Revenue	\$1,333,473
Expense:		
30	Wages and Benefits	\$818,325
32	Wages and Benefits	
38	Per Diem	
39	Members Mileage	
40	Members Expense	
41	Staff Mileage and Expense	\$3,500
42	Staff Certification and Training	\$12,800
43	Telephone	\$17,000
44	Property Taxes	
45	Insurance	\$19,100
46	Natural Gas	
47	Repair & Maintenance	\$12,500
48	Office Supplies	\$6,500
49	Postage	
50	Equipment Purchase	
51	Equipment Rental	
52	Publications and Printing	\$500
53	Advertising	
54	Bank Charges	\$3,500
55	Interest Expense - Mortgage	
56	Credit Card Fees	\$25,500
58	Audit	\$5,500
59	Legal Services	\$2,500
60	Materials and Supply	\$4,500

Category: 1 (Mandatory)

Program Area: F. On-site Sewage System Program

61	Cons. Ontario Levy	
62	Services	\$8,000
64	Vehicle Lease	\$3,000
66	Consulting Services	
67	Admin Overhead	\$270,898
70	Rental Expense	\$78,300
71	Water	
72	Hydro	
73	Vehicle Gas	\$15,000
74	Accounting Services	
78	Internal Chargeback	\$26,550
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$1,333,473
	Net	\$0

Category: 2 (Delegated by a Municipality)
Program Area: G. Watershed-Municipal Programs

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating
Revenue:		
01	Transfer Payment (S. 39)	
01	Transfer Payment (WECl)	
01	Transfer Payment (DWSP)	
01	Transfer Payment (FHIMP)	
03	Grants from Others	
04	General Levy	\$11,197
05	Sole-benefitting Levy	\$12,000
06	Fees	
07	Donations	
09	Internal Rent Rev.	
10	Rental Rev. External	
13	Other Revenue	\$89
14	Interest Earned	
16	Admin Overhead	
20	Ski Hill Utilities Reimbursement	
TBD	Credit Card Surcharge	
	Total Revenue	\$23,286
Expense:		
30	Wages and Benefits	\$19,222
32	Wages and Benefits	
38	Per Diem	
39	Members Mileage	
40	Members Expense	
41	Staff Mileage and Expense	
42	Staff Certification and Training	
43	Telephone	
44	Property Taxes	
45	Insurance	
46	Natural Gas	
47	Repair & Maintenance	
48	Office Supplies	
49	Postage	
50	Equipment Purchase	
51	Equipment Rental	
52	Publications and Printing	
53	Advertising	
54	Bank Charges	
55	Interest Expense - Mortgage	
56	Credit Card Fees	
58	Audit	
59	Legal Services	
60	Materials and Supply	

Category: 2 (Delegated by a Municipality)

Program Area: G. Watershed-Municipal Programs

61	Cons. Ontario Levy	
62	Services	
64	Vehicle Lease	
66	Consulting Services	
67	Admin Overhead	\$4,063
70	Rental Expense	
71	Water	
72	Hydro	
73	Vehicle Gas	
74	Accounting Services	
78	Internal Chargeback	
90	Mortgage Principal Repayment	
TBD	Ski Hill Operations	
TBD	Ski Hill Capital	
TBD	Awards and Scholarships	
TBD	Asset Management Reserve	
	Total Expenses	\$23,286
	Net	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: H. Watershed Support Programs

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy	\$3,000	\$8,000
05	Sole-benefitting Levy		\$1,500
06	Fees	\$28,886	
07	Donations	\$32,200	
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$64,086	\$9,500
Expense:			
30	Wages and Benefits	\$19,222	\$0
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		\$1,000
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing	\$4,000	
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply	\$12,550	\$500

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: H. Watershed Support Programs

61	Cons. Ontario Levy		
62	Services	\$21,750	\$8,000
64	Vehicle Lease	\$500	
66	Consulting Services		
67	Admin Overhead	\$4,063	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas	\$2,000	
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations		
TBD	Ski Hill Capital		
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$64,086	\$9,500
	Net	\$0	\$0

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: I. Ski Hill

Draft 2024 Budget

Object Code	Revenue/Expense Category	Operating	Capital
Revenue:			
01	Transfer Payment (S. 39)		
01	Transfer Payment (WECl)		
01	Transfer Payment (DWSP)		
01	Transfer Payment (FHIMP)		
03	Grants from Others		
04	General Levy		\$65,000
05	Sole-benefitting Levy	\$85,000	
06	Fees		
07	Donations		
09	Internal Rent Rev.		
10	Rental Rev. External		
13	Other Revenue		
14	Interest Earned		
16	Admin Overhead		
20	Ski Hill Utilities Reimbursement		
TBD	Credit Card Surcharge		
	Total Revenue	\$85,000	\$65,000
Expense:			
30	Wages and Benefits		
32	Wages and Benefits		
38	Per Diem		
39	Members Mileage		
40	Members Expense		
41	Staff Mileage and Expense		
42	Staff Certification and Training		
43	Telephone		
44	Property Taxes		
45	Insurance		
46	Natural Gas		
47	Repair & Maintenance		
48	Office Supplies		
49	Postage		
50	Equipment Purchase		
51	Equipment Rental		
52	Publications and Printing		
53	Advertising		
54	Bank Charges		
55	Interest Expense - Mortgage		
56	Credit Card Fees		
58	Audit		
59	Legal Services		
60	Materials and Supply		

Category: 3 (Non-mandatory; advisable by NBMCA)

Program Area: I. Ski Hill

61	Cons. Ontario Levy		
62	Services		
64	Vehicle Lease		
66	Consulting Services		
67	Admin Overhead	\$25,000	
70	Rental Expense		
71	Water		
72	Hydro		
73	Vehicle Gas		
74	Accounting Services		
78	Internal Chargeback		
90	Mortgage Principal Repayment		
TBD	Ski Hill Operations	\$60,000	
TBD	Ski Hill Capital		\$65,000
TBD	Awards and Scholarships		
TBD	Asset Management Reserve		
	Total Expenses	\$85,000	\$65,000
	Net	\$0	\$0

NBMCA Capital Levy Forecast
For the Ten Year Period of 2023 to 2033
For Member Municipalities

NBMCA CAPITAL PROGRAM & SERVICE AREA

Years	Category 1 (Mandatory) - Capital					Category 3 - Capital			Central Services		WECI		IWM		Section 28 Technical		Sub-Total	Sub-Total	Sub-Total	Ski Hill Assets	Total	
	Corporate Services Capital	Deferred Revenue	Sole-benefit Levy	General Levy	Transfer Payment	Water Resources	Watershed Support	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy	General Levy	Sole-benefit Levy (North Bay)	Sole-benefit Levy (Callander)	General Levy	Request (Not a Levy)			
2023		\$0	\$149,350	\$131,583						\$0	\$58,968	\$175,100	\$0	\$329,000	\$42,745	\$0	\$180,714	\$281,500	\$0	\$234,485	\$65,000	\$660,985
2024	\$174,985		\$37,971	\$80,000	\$181,485	\$100,000	\$200,000	\$45,000	\$1,900	\$8,000								\$291,545	\$245,149	\$65,000	\$660,694	
2025	\$209,000		\$84,000	\$190,559	\$185,000	\$206,000	\$46,350	\$1,545	\$8,240									\$301,971	\$375,751	\$65,000	\$742,722	
2026		\$119,436	\$98,700	\$200,087	\$110,250	\$212,180	\$47,741	\$1,591	\$8,487									\$312,794	\$391,025	\$65,000	\$768,819	
2027		\$123,019	\$92,610	\$210,092	\$115,763	\$218,545	\$49,173	\$1,639	\$8,742									\$324,051	\$406,958	\$65,000	\$795,988	
2028		\$126,709	\$97,241	\$220,596	\$121,551	\$225,102	\$50,648	\$1,688	\$9,004									\$335,666	\$423,576	\$65,000	\$824,274	
2029		\$130,511	\$102,103	\$231,676	\$127,628	\$231,855	\$52,167	\$1,739	\$9,274									\$347,409	\$440,918	\$65,000	\$853,727	
2030		\$134,426	\$107,208	\$243,207	\$134,010	\$238,810	\$53,732	\$1,791	\$9,552									\$359,666	\$459,010	\$65,000	\$884,397	
2031		\$138,459	\$112,568	\$255,368	\$140,710	\$245,975	\$55,344	\$1,845	\$9,839									\$372,451	\$477,887	\$65,000	\$916,338	
2032		\$142,613	\$118,196	\$268,136	\$147,746	\$253,354	\$57,005	\$1,900	\$10,134									\$387,018	\$497,587	\$65,000	\$949,605	
2033		\$146,891	\$124,106	\$281,543	\$155,133	\$260,955	\$58,715	\$1,957	\$10,438													
Total Levy 2024	\$174,985		\$299,456			\$345,000		\$9,500		From 2024 onwards, this is included under Corporate Services.		From 2024 onwards, these projects are under Water Resources.		From 2024 onwards, these special studies are under Water Resources.				From 2024 onwards, these special studies are under Planning and Regulations (operating).				

Last Year - 2023
 Current Year - 2024

Descriptions:
General Levy: levy apportioned to all member municipalities using the Modified Current Value Assessment provided by the Ministry of Natural Resources and Forestry (MNRF)
Sole-benefit Levy: for work undertaken by NBMCA that solely benefits a municipality
Deferred Revenue: For projects spanning multiple years, programs funded on a different fiscal year, and planned activities that were not completed in the year budgeted for various reasons
Transfer Payment: provincial/federal funding through an application process (i.e. NBMCA must apply for the funds annually)
Corporate Services: Program from 2024 onwards per the updated Conservation Authorities Act. Includes administrative building capital costs, office hardware and equipment, vehicle fleet. Administrative building capital costs at 15 Janey Ave, North Bay, are expected to decrease substantially in 2026 and increase after 2024 based on repair/replacement timing of capital parts. Fleet vehicles are planned to be replaced 2025 through 2033 based on lifespan and condition.
Central Services: Program prior to 2024 for capital or major maintenance in support of workshops, buildings and other types of infrastructure or equipment. From 2024: included under Corporate Services.
Lands and Property: Capital works to support safe public access and use of CA owned properties including trails, boardwalks, bridges, picnic tables, buildings, washrooms, signage, parking lots, roads.
WECI: Water and Erosion Control Infrastructure activities to support major maintenance and capital improvements or repair to water and erosion control structures.
IWM: Multi-year implementation of the Integrated Watershed Management (IWM) Strategy and new CA Act deliverables (watershed-based strategy)
Section 28: Expenses related to the implementation of the DIA regulations of the conservation authority, mapping for regulated areas.
Ski Hill Assets: For Improvement, Major Repair or Replacement of CA Owned Ski Hill Assets - not a levy

AGREEMENT FOR SERVICES
THIS AGREEMENT dated this _____ day of _____ 2023

BETWEEN

THE NORTH BAY-MATTAWA CONSERVATION AUTHORITY
(hereinafter called "Authority")

OF THE FIRST PART

– and –

THE MUNICIPALITY OF CALVIN
(Hereinafter called the "Member")

OF THE SECOND PART

WHEREAS NBMCA is required to provide mandatory programs and services (Category 1) including but not limited to programs and services related to understanding and addressing the risks of natural hazards, flood forecasting and warning, drought or low water response, ice management, water control and erosion control infrastructure, providing technical comments on applications under prescribed acts including the *Planning Act*, conservation and management of its lands, and fulfilling its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Conservation Authorities Act and any regulations made under those Parts.

AND WHEREAS in carrying out its mandate under the Conservation Authorities Act, NBMCA provides Municipally delegated programs and services (Category 2) and other programs and services (Category 3) to municipal partners within its jurisdiction including but not limited to water quality monitoring and stewardship projects.

AND WHEREAS under the Conservation Authorities Act, mandatory programs and services (Category 1) are to be funded through the budget and apportionment process in accordance with the applicable regulations.

AND WHEREAS pursuant to Ontario Regulation 687/21 Conservation Authorities are required to enter into an agreement to levy members for services provided to Members for Category 2 programs and services per Conservation Authorities Act Section 21.1.1 (1)); and Category 3 other programs and services per Conservation Authorities Act Section 21.1.2 (2) if financing from the participating municipality is necessary.

AND WHEREAS the Conservation Authority is prepared to continue to provide Category 2 and Category 3 programs and services to its Members.

AND WHEREAS the Members wish to avail themselves of these services and to pay the amount levied for the services.

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Authority agrees to provide to the Member the services outlined in the Inventory of Programs and Services attached hereto as Schedule "A".
2. The Member agrees to be charged a levy for such services in accordance with the approved budget.
3. The Authority will not add to or delete from the programs or services funded through the levy without first consulting with the Member. Any such change would require an amendment to this Agreement agreed to by all parties.

4. The parties will maintain the current annual approval process for setting the levy and budget (i.e. weighted vote based upon current value assessment in the watershed for approval of the levy).
5. The Member will continue to support the current Inventory of Programs and Services throughout the period of this Agreement.
6. This MOU shall commence on the Effective Date and shall continue for four (4) years (the "Initial Term"). Thereafter this MOU shall continue for additional four (4) year periods (each a "Renewal Term") unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
7. This MOU shall be reviewed by the parties on an annual basis as part of the budget and apportionment process.
8. NBMCA shall identify Category 2 and Category 3 services in the budget, and shall comply with the prescribed methods of apportionment, including the Modified Current Value Assessment (MVCA) apportionment method (the ratio that the participating municipality's MVCA bears to NBMCA's MVCA) and the benefit-based apportionment method (the benefit that each participating municipality obtains from the program or service to which the operating expense or capital cost is related), or where permitted in accordance with the applicable regulations, by agreement.
9. This Agreement may be executed in any number of counterparts and by the parties hereto by separate counterparts, each of which when so executed and delivered shall be an original, but such counterparts together shall constitute one and the same instrument.

SIGNED SEALED AND DELIVERED THIS ____ DAY OF _____ 2023.

THE NORTH-BAY MATTAWA CONSERVATION AUTHORITY

Per: _____
Chair – Dave Britton

Per: _____
CAO, Secretary Treasurer – Chitra Gowda

I/we have the authority to bind the Corporation.

SIGNED SEALED AND DELIVERED THIS ____ DAY OF _____ 2023.

THE MUNICIPALITY OF CALVIN

Per: _____
Mayor – Richard Gould

Per: _____
CAO/Clerk Treasurer - Donna Maitland

I/we have the authority to bind the Corporation.

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/ Capital
GENERAL FUNCTIONS per O. Reg. 402/22					
A. Corporate Services/ General Functions <i>These are operating expenses and capital costs that are not related to the provision of a program or service but provide a corporate-wide supporting function. These were previously called Administration, Interpretive Centre and Outreach (operating), Central Services (capital) programs in the 2023 NBMCA budget book.</i>	Governance (Current)	CA Board of Directors, Advisory Committees, Corporate Strategy, reports, CA meetings, events, media.	CA Act Part IV. O. Reg. 402/22 - General Operating Expenses	General	Operating
	Administration (Current)	Section 39 MNRF funding eligible. <u>Office of the CAO</u> : CAO, Secretary Treasurer, Executive Assistant <u>Financial Services</u> : Annual budget, accounts payable and receivable, financial analysis, risk mitigation and audit, administration of reserves, financial reports for funding agencies, CRA reports, insurance applications, maintenance, property tax. <u>Human Resources</u> : Attendance records, payroll, benefits program administration, employment, personnel policy, performance management, health and safety, WSIB, Employee Assistance Program. <u>Geographical Information Systems (GIS)</u> : GIS maintenance and support, CA map layer updates, data sharing/ licence agreements. <u>Corporate communications</u> : marketing, website updates, corporate events, support media relations, corporate publications incl. Annual Report, factsheets, brochures.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Legal Expenses (Current)	Costs related to agreements, contracts, litigation matters, administrative by-law updates, etc.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Information Technology/Management (IT/IM), (Current)	Hardware (servers, computers, phones, etc.)	O. Reg. 402/22 - General Operating Expenses.	General	Capital
	Information Technology/Management (IT/IM), (Current)	Software, IT troubleshooting, cyber security, data management system, records retention	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Operating
	Office Equipment (Current)	Administrative office equipment	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital
	Office Supplies (Current)	Administrative office supplies	O. Reg. 402/22 - General Operating Expenses.	General	Operating
	Administration Buildings (Current)	Administrative office and workshop used to support staff, programs and services. Includes utilities, insurance, phone bills, property tax. Includes minor maintenance and repair.	O. Reg. 402/22 - General Operating Expenses.	General	Operating
		Administrative office and workshop used to support staff, programs and services. Includes major capital asset improvements and new capital assets.	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital
	Communications, Outreach and Education (Current)	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	General	Operating
Vehicles and Equipment (Current)	Vehicle and equipment fuel, licenses. Includes routine maintenance and repair.	O. Reg. 402/22 - General Operating Expenses.	General	Operating	
	Vehicle fleet and machinery/ equipment purchase, disposal, major repair. Vehicle and equipment program through internal charge to programs to fund maintenance and purchase.	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	General	Capital	

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/ Capital
CATEGORY 1 (MANDATORY): NATURAL HAZARDS RISK MANAGEMENT per O. Reg. 686/21					
B. Planning and Regulations <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Section 28 Operating and Watershed Planning programs in the 2023 NBMCA budget book.</i>	Section 28 Permissions (Current)	CA Act Section 28 Permissions including review and processing permit applications, site visits, technical reports, customer service, communication with applicants, agents, consultants, legal costs, enforcement and compliance.	CA Act S. 21.1(1) 1(i), S.28, O. Reg. 686/21 S.1 - Risk of Natural Hazards, S. 8 - Administer and enforce the Act.	Category 1	Operating
	Natural Hazard Plan Input and Review (Current) – Member Municipalities and Planning Boards	Section 39 MNRF funding eligible. Input: To municipal land-use planning documents (Official Plan, Comprehensive Zoning By-law, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983). Review: Technical information and comments to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Condominium, Site Plan Approvals, Consents, Minor Variances, etc.).	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.7 - Plan Review, Comments.	Category 1	Operating
	Natural Hazard Plan Input and Review – Unincorporated Areas	Providing comments on applications for Unincorporated Areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Lauder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Osler, Lister). Comments are made directly to the Ministry of Municipal Affairs and Housing (MMAH), when requested by the Ministry and within their timeframes, on applications or other matters under the Planning Act.	O. Reg. 686/21 S7.(2) 2	Category 1	Operating
C. Water Resources Management <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operations) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) (capital) programs in the 2023 NBMCA budget book.</i>	Flood Forecasting and Warning (Current)	Section 39 MNRF funding eligible. Ongoing collection and monitoring of weather forecasts, provincial & local water level forecasts, snow surveys and other watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Operating
	Flood Forecasting and Warning (Current)	Purchase and installation of streamflow gauges, rain gauges, climate stations and other equipment. Climate monitoring station (in East Ferris), rain gauge (in Chisholm)	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1 - Risk of Natural Hazards, S.2 - Flood forecasting and warning.	Category 1	Capital
	Technical Studies and Policy Review (Current)	Section 39 MNRF & FHIMP MNRF-federal govt. funding eligible. Data collection, studies and projects to inform natural hazards management including floodplain mapping, watershed hydrology data collection and analysis, natural hazard risk identification and assessment including climate change impacts, regulated areas map updates, floodplain policy, shoreline management. Projects often span several years and are carried out as human resources and funding are available.	CA Act S. 21.1(1) 1(i). O. Reg. 686/21 S.1(3)1.&2. - Risk of Natural Hazards.	Category 1	Operating
	Flood and Erosion Control Infrastructure - Operation and Management (Current)	Section 39 MNRF funding eligible AND Water and Erosion Control Infrastructure (WECI) Operation and Management MNRF funding eligible. Includes all MNRF identified WECI (Parks Creek Backflood Control, Oak Street pumps, Chippewa Creek channel sections in North Bay) that are annually inspected, and routine maintenance work completed. Municipal levy is from the City of North Bay.	O. Reg. 686/21 S. 5(1) - Infrastructure	Category 1	Operating
	Flood and Erosion Control Infrastructure - Major Capital Asset Improvements and New Capital Assets. (Current)	Major capital asset improvements and new capital assets related to Water and Erosion Control Infrastructure (WECI) as required. Projects are based on WECI funding from MNRF and 50% cost share support from the City of North Bay. Technical studies related to capital works.	O. Reg. 686/21 S. 5(1) - Infrastructure. S.5(1)3.- Technical or engineering studies - infrastructure.	Category 1	Capital

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/ Capital
CATEGORY 1 (MANDATORY): NATURAL HAZARDS RISK MANAGEMENT per O. Reg. 686/21					
Cont'd: C. Water Resources Management <i>The main goal is to protect life and property from natural hazards specified in O. Reg. 686/21. These were previously called Flood Forecasting, Flood Control, Erosion Control, Ice Management, Water Quality (operations) and S. 28 DIA Technical, Integrated Watershed Management (IWM), and Water Erosion Control Infrastructure (WECI) (capital) programs in the 2023 NBMCA budget book.</i>	Ice Management (Current)	Management of ice build up on Parks Creek outlet to Lake Nipissing, to mitigate the potential for flooding of homes along Lakeshore Drive and area in North Bay. Municipal levy is from the City of North Bay.	O. Reg. 686/21 S.4(1) - Ice Management	Category 1	Operating
	Drought or Low Water Response (Current)	Conditions monitoring and analysis. Technical & administrative support to the Low Water Response Team representing major water users and decision makers, i.e. input to those who initiate drought response actions.	O. Reg. 686/21 S.3 - Drought or Low Water Response	Category 1	Operating
	Watershed Monitoring (Current)	<u>Provincial Water Quality Monitoring Network (PWQMN)</u> ; CA-MECP partnership for stream water quality monitoring. <u>Provincial Groundwater Monitoring Network (PGMN)</u> ; CA-MECP partnership for groundwater level and quality monitoring. For PWQMN and PGMN, NBMCA maintains equipment, transfers data to MECP, water sampling; MECP provides lab analysis, equipment, standards, data management.	CA Act S. 21.1(1), O. Reg. 686/21 S. 12(1)2, 12(1)1.	Category 1	Operating
	Watershed Monitoring (Current)	Equipment such as: Hydrolab sonde for blue green algae monitoring in the Callander ICA		Category 1	Capital
	Natural Hazard Infrastructure Operational Plan (NEW)	Review and update the Parks Creek Backflood Control Structure and Oak Street pumps operational plans.	O. Reg. 686/21 S. 5(2)1. - Infrastructure Operational Plan	Category 1	Operating
	Natural Hazard Infrastructure Asset Management Plan (NEW)	Develop asset management plan for the Parks Creek Backflood Control Structure and Oak Street pumps.	O. Reg. 686/21 S. 5(2)2. - Infrastructure Asset Management Plan	Category 1	Capital
	Ice Management Plan (NEW)	The development and updating of the ice management plan with municipal partners, for the Parks Creek outlet to Lake Nipissing where ice jamming issues are known to occur in the City of North Bay.	O. Reg. 686/21 S.1 (2),(3) - Ice Management Plan	Category 1	Operating
	Watershed-based Resource Management Strategy (NEW)	Develop guiding principles and objectives that inform the design and delivery of programs and services that the CA is required to provide. Compile existing resource management plans, watershed plans, studies and data. Review programs and services. Develop the strategy, implement and undertake annual reporting. Include a process for periodic review.	CA Act S. 21.1(1). O. Reg. 686/21 S.12(1)3.& S. 12(4).	Category 1	Operating

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/Capital
CATEGORY 1 (MANDATORY): CONSERVATION AND MANAGEMENT OF LANDS OWNED OR CONTROLLED BY THE AUTHORITY per O. Reg. 686/21					
D. Conservation Areas and Lands <i>The main goal is to protect, conserve and manage conservation areas and lands owned by NBMCA, including providing safe, passive recreation to the public.</i>	Conservation Areas - Land Interests and Section 29 regulation (Current)	The management and maintenance of NBMCA properties including 15 conservation areas and trails owned by NBMCA to secure interests in its lands and protect from liability under the Occupiers' Liability Act. This includes Section 29 regulation enforcement and compliance governing the use by the public, prevention of unlawful entry, and for protection and preservation of the property. Related legal costs. Complete regular and timely inspections. Maintain equipment, facilities, trails, and other amenities that support public access and recreational use, hazard management, carrying costs including taxes and insurance.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Operating
	Conservation Areas - Major Capital Asset Improvements and New Capital Assets (Current)	Major capital asset improvements and new capital assets such as gates, fencing, signage, boardwalks, handrails, washroom facilities, waste bins, pedestrian bridges, trails, parking lots, pavilions, benches, picnic tables, roads, equipment, planning. Land purchases due to expropriation.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, i,ii.	Category 1	Capital
	Planning Act Comments (Current)	As the land owner, make applications or comments on Planning Act matters.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iii.	Category 1	Operating
	Natural Heritage Protection (Current)	Conserve, protect, rehabilitate, establish, and manage natural heritage located within the lands owned or controlled by NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, iv.	Category 1	Operating
	Tree Planting (Current)	Plant trees on lands owned or controlled by the authority, excluding commercial logging.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, v.	Category 1	Operating
	Policy for Land Acquisition and Disposition (NEW)	Develop a policy to guide the acquisition and disposition of land that help fulfill the objectives of the NBMCA.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)2, vi.	Category 1	Operating
	Land Inventory (NEW)	Develop a land inventory that will include: location, date obtained, method and purpose of acquisition, land use.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)3, S. 11	Category 1	Operating
	Conservation Area Strategy (NEW)	Develop a strategy to guide the management of NBMCA owned properties including guiding principles, objectives, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	CA Act S. 21.1(1). O. Reg. 686/21 S.9(1)1, S. 10	Category 1	Operating

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/ Capital
CATEGORY 1 (MANDATORY): SOURCE PROTECTION AUTHORITY UNDER THE CLEAN WATER ACT, 2006 per O. Reg. 686/21					
E. Source Protection Authority <i>The main goal is to protect existing and future municipal drinking water sources in the North Bay-Mattawa Source Protection Authority (NBMSPA) per the Clean Water Act, 2006.</i>	Governance (Current)	Source Protection Authority (SPA) Board of Directors, Source Protection Committee (SPC), program management, reports, meetings, events.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating
	Technical Studies, Policy Development and Review (Current)	Lead technical studies, policy development and review as required. Liaise with stakeholders including municipalities, the province, landowners and others.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating
	Proposal Review, Comments and Responses	Review and comment on proposals made under another Act that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan. Respond to inquiries.	CA Act S. 21.1(1). O. Reg. 686/21 S.13	Category 1	Operating
	Source Protection - Plan Input and Review (Current)	Review and comment on proposals made under the <i>Planning Act</i> that are circulated to the NBMSPA to determine whether the proposal relates to a significant threat under the source protection plan or has a potential impact on drinking water sources protected by the plan.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
	Significant Threat Policy Implementation: Education and Outreach	Implement polices in the source protection plan to address significant threat policies that designate NBMCA/NBMSPA as an implementer for education and outreach to landowners regarding identified activities.	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
	Significant Threat Policy Implementation: Monitoring and Research	Implement significant drinking water threat policy (in the source protection plan) that designates NBMCA as an implementer. The policy specifies monitoring in the Callander Issue Contributing Area (monitoring: Callander Bay, Wasi Lake, Wasi River, Burford Creek, Windsor Creek, Lansdowne Creek).	CA Act S. 21.1(1). O. Reg. 686/21 S.13 Clean Water Act S.38	Category 1	Operating
CATEGORY 1 (MANDATORY): ON-SITE SEWAGE SYSTEM PROGRAM UNDER PART 8 OF THE BUILDING CODE ACT per O. Reg. 686/21					
F. On-site Sewage System Program <i>The main goal is to regulate existing and new septic systems to protect the environment per the Building Code Act, 1992, Part 8.</i>	Permitting and Compliance	NBMCA is named under the OBC to implement Part 8. Enforce provisions of the Building Code Act and the building code related to on-site sewage systems (septic systems) in municipalities and territory without municipal organization prescribed in the building code. Policy, workplanning, program delivery, legal fees, communications, administration, staffing, data mangement and other program support.	CA Act S. 21.1(1) O. Reg. 686/21 S.14	Category 1	Operating
	Mandatory Maintenance Inspections (Current)	Approximately 527 septic systems are identified as significant threat activities in the Callander Bay Issue Contributing Area (ICA) and Powassan Wellhead Protection Area (WHPA) vulnerable areas, under the Clean Water Act, 2006. The Ontario Building Code (OBC) requires that mandatory maintenance inspections (MMI), i.e. inspections every 5 years, apply to these septic systems. NBMCA is named under the OBC to implement Part 8 including MMI.	CA Act S. 21.1(1) O. Reg. 686/21 S. 13, S.14, Clean Water Act S.38 Section 1.10.2 of Division C of the Ontario Building Code (OBC)	Category 1	Operating

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/Capital
CATEGORY 2 (MUNICIPALLY DELEGATED): PROGRAMS AND SERVICES PROVIDED ON BEHALF OF A MUNICIPALITY					
G. Watershed-Municipal Programs <i>These are municipal programs and services that NBMCA provides on behalf of a municipality .</i>	Watershed Monitoring (Current and NEW)	Current NBMCA watershed monitoring of interest to member municipalities: Four Mile Creek, Parks Creek (North Bay), Trout Lake (North Bay, East Ferris), Lake Nosbonsing (East Ferris, Bonfield), Wasi Lake (Chisholm), Boulder Creek, Bear Creek (Callander), Turtle Lake, Pine Lake, Lake Talon, Sharpes Creek (Bonfield), Smith Lake, Pautois Creek (Calvin), Papineau Lake, Taggart Lake, Earls Lake, Lake Chant Plein (Papineau-Cameron), Boom Creek (Mattawa). POTENTIAL NEW monitoring of interest to City of North Bay: PFAS contaminant monitoring in Trout Lake, Lees Creek and other water resources.	CA Act S. 21.1.1	Category 2	Operating
	On-site Sewage System Program Re-inspection Program (Current)	Septic System Re-inspection Program: Re-inspection program under the Trout Lake Management Plan (as required by the City of North Bay Official Plan). Approximately 100 homes annually. Municipal levy is from the City of North Bay.	CA Act S. 21.1.1	Category 2	Operating
CATEGORY 3 (NBMCA DETERMINED): PROGRAMS AND SERVICES ADVISABLE BY NBMCA					
H. Watershed-Support Programs <i>These are programs and services that NBMCA has determined are advisable to provide to further the purposes of the CA Act.</i>	Watershed Monitoring (Current)	Water quality: North River and Balsam Creek (Phelps) Benthic/Biological Monitoring and Assessment Program (OBBN): samples collected annually and processed/identified by staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Card Evaluations and Watershed Health Checks.	CA Act 21.1.2 (1)	Category 3	Operating
	Watershed Report Card (Current)	Report backs to the community on the current state of the watershed(s) based on surface water and groundwater quality, forest cover and wetland cover. The report card focuses on sub-watershed areas.	CA Act 21.1.2 (1)	Category 3	Operating
	Land Acquisition and Disposition (Current)	Acquisition and management of lands containing important natural heritage or natural hazard features or strategically aligned with existing NBMCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of NBMCA.	CA Act 21.1.2 (1)	Category 3	Capital
	Land Lease and Agreement Management (Current)	Critical for the Land Inventory which is a Category 1 program and service. Management of current and future land /property leases and agreements. These help drive land based revenues to offset the costs associated with management and maintenance of NBMCA's land holdings.	CA Act 21.1.2 (1)	Category 3	Operating
	Stewardship and Restoration (Current and NEW)	Apply for and manage external funding to support and promote community tree planting, private land stewardship, outreach. Provide advice to property owners. Includes Trees for Nipissing and Clean Green Beautiful stewardship programs.	CA Act 21.1.2 (1)	Category 3	Operating
	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. The turtle petroform is on the Chippewa Creek EcoPath in North Bay, where Indigenous and non-Indigenous people can gather while developing an appreciation of the significance of water. Fundraising is underway to complete the amphitheater seating area. Through an MOU in 2021 with the North Bay Indigenous Friendship Centre (NBIFC), NBMCA is responsible for all maintainance costs and site security. Municipal levy is from City of North Bay.	CA Act 21.1.2 (1)	Category 3	Capital

Schedule A

Program Area	Program and Service (Current and NEW)	Description	Legislative Reference	Category	Operating/Capital
CATEGORY 3 (NBMC DETERMINED): PROGRAMS AND SERVICES ADVISABLE BY NBMC					
Cont'd: H. Watershed-Support Programs <i>These are programs and services that NBMC has determined are advisable to provide to further the purposes of the CA Act.</i>	Miskwaadesi (Current)	"Miskwaadesi" is Ojibwe for Painted Turtle. See above for details. Through an MOU in 2021 with the NBIFC, the NBMC is responsible to: coordinate all group bookings; secure NBIFC approval for requests for Indigenous programming. NBMC is responsible for software and maintaining records related to bookings. Municipal levy is from City of North Bay.	CA Act 21.1.2 (1)	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review – Member Municipalities/Planning Board (Current)	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Plan of Condominium, Site Plan Approvals, Consents, Minor Variances, etc.) and Input to municipal land-use planning documents with respect to on-site sewage systems. Input and Review are provided following OBC Part 8 method and procedures. Partly covered through fees, and remaining by municipal levies.	CA Act S. 21.1.1	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review – Unincorporated Areas (CA Area of jurisdiction) (Current)	Comments provided on Planning Act applications in unincorporated areas in CA area of jurisdiction (Phelps, Orlig, Boulter, Lauder, Ballantyne, Wilkes, Pentland, Boyd, Biggar, Osler, Lister). OBC Part 8 - septic systems. MMAH is the approval authority. Applications are received from applicant not MMAH. Input and Review are provided following OBC Part 8 method and procedures.	CA Act 21.1.2 (1)	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review – other Municipalities and Planning Boards (Current)	Comments provided on Planning Act applications through the planning authority as a condition of their approval process. Input and Review are provided following OBC Part 8 method and procedures.	CA Act 21.1.2 (1)	Category 3	Operating
	On-site Sewage Systems related Plan Input and Review - Legal Inquiries (Current)	Respond to legal, permitting and real estate related inquiries of the on-site sewage system program. This is a revenue-generating service.	CA Act 21.1.2 (1)	Category 3	Operating
	Mattawa River Canoe Race (Current)	Host the 64 km canoe race on the Mattawa River annually, from North Bay to Town of Mattawa.	CA Act 21.1.2 (1)	Category 3	Operating
	Asset Management Plan (NEW)	Asset Management Plan for all NBMC-owned assets including buildings/facilities, vehicle fleet, equipment, etc. (The natural hazard infrastructure asset management plan is included under Natural Hazards Risk Management, see Category 1).	CA Act S. 20. O. Reg. 402/22 - General Capital Costs.	Category 3	Capital
	I. Ski Hill	Laurentian Ski Hill and Snowboarding Club - Routine Activities (Current)	Support to the Laurentian Ski Hill for operations, including staff time and all associated fees and expenses. Municipal levy is from the City of North Bay.	CA Act 21.1.2 (1)	Category 3
Laurentian Ski Hill and Snowboarding Club - Major Capital Asset Improvements and New Capital Assets (Current)		Support to the Laurentian Ski Hill for capital asset upkeep, including staff time and all associated fees and expenses. This is not a levy but a request to all member municipalities.	CA Act 21.1.2 (1)	Category 3	Capital

PLAN REVIEW AGREEMENT
BETWEEN
THE MUNICIPALITY OF CALVIN
(the Municipality)
and the
NORTH BAY-MATTAWA CONSERVATION AUTHORITY
("NBMCA")

Date: ____ December 2023

Background and Legislative Context

Under the Planning Act, the Municipality and/or Planning Board is an approval authority and responsible for making planning decisions that will determine the future of its communities. In accordance with the Act, it is required to provide notice of municipal policy documents and planning and development applications to public commenting bodies, including Conservation Authorities. The Municipality and/or Planning Board is responsible for ensuring consistency with Provincial Policy Statements released under the Planning Act. Implementation of the Provincial Policy Statement requires extensive experience and expertise.

The East Nipissing Planning Board is the body that handles all planning issues (consent applications) jointly for the Municipality of Calvin, the Township of Papineau-Cameron and the Municipality of Mattawan and is authorized to prepare an official plan for the planning area. The Municipality is responsible for site-specific by-laws, minor variance applications, site plan control agreements, shore road allowance closures and public road closures.

NBMCA's plan input and review services are governed by three provincial acts:

Conservation Authorities Act

The Conservation Authority reviews circulated policy documents as well as planning and development applications to ensure delegated responsibilities from the province are addressed. Conservation Authorities were delegated natural hazard responsibilities by the Minister of Natural Resources in April 1983. Natural hazard responsibilities include floodplain management, hazardous slopes, Great Lakes shorelines, unstable soils, and erosion which are encompassed by the "Natural Hazards" section of the Provincial Policy Statement (PPS). In this delegated role, the Conservation Authority is responsible for representing the "Provincial Interest" on planning matters where the province is not involved.

Conservation Authorities are involved in the planning process as watershed-based resource management agencies with a mandate (as defined under Section 20 and 21 of the Conservation Authorities Act) to protect and manage the local watershed, including but not limited to natural hazards, and water. Through plan input and review, the Conservation Authority works to ensure that its program interests are addressed. It is also an opportunity to advise municipalities of regulatory responsibilities (e.g., Ontario Regulation 177/06: NBMCA: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).

Clean Water Act

Conservation Authorities administer Source Protection programs, as per the Clean Water Act, under the oversight of the source protection committee and the source protection authority. In administering this program NBMCA will provide advice to source protection municipalities on the review of planning proposals in Vulnerable Areas to ensure Source Protection Plan policies are considered where required.

Building Code Act

NBMCA is prescribed responsibility in the building code for the enforcement of provisions of the Building Code Act and the building code related to sewage systems in the Districts of Nipissing and Parry Sound, as prescribed in the building code.

A Conservation Authority can enter into agreements with municipalities to outline the planning service provided by the Conservation Authority to the Municipality and may charge a fee for such services to recover costs on a user-pay basis. NBMCA'S fees are set out in its Fee Policy & Schedule, which may be updated from time to time following a period of public consultation.

Conservation Authorities are involved in plan input and review of planning applications under the Planning Act in four ways: as an agency with provincially delegated responsibility for the natural hazard policies of the Provincial Planning Statement (PPS); as a municipal technical advisor, as a public body and as landowners. Under the Conservation Authorities Act (see section 21.1(1) programs and services) Conservation Authorities are required or permitted to provide programs and services as follows:

- **Category 1:** Mandatory programs and services that are required by regulation.
- **Category 2:** Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding; and
- **Category 3:** Such other programs and services as the authority may determine are advisable to further its objects.

1) **THE PURPOSE of this Agreement is to:**

Establish a co-operative arrangement between the Municipality and NBMCA to work together to improve the delivery of the Land Use Plan Review function to residents. The Municipality (Approval Authority) will contract with NBMCA to provide effective and timely plan review and technical clearance support/expertise to assist the municipality in making decisions on planning documents and site-specific planning applications. NBMCA has directly delegated responsibilities from the province with respect to Natural Hazards in reference to policy 3.1 of the Provincial Policy Statement 2020 (PPS). As the North Bay-Mattawa Source Protection Authority, NBMCA will review and comment on proposals made under the Planning Act to determine whether they relate to drinking water threats, or potential impacts on drinking water sources. NBMCA has delegated responsibilities under Part 8 (Sewage Systems) of the Ontario Building Code (OBC) and will provide plan review advice with respect to consistency with Part 8 of the OBC.

2) **DEFINITIONS:**

In this document:

“Board Members” or **“Member”** shall mean the individuals appointed to NBMCA's Board of Directors by the participating municipalities in NBMCA's area of jurisdiction. Board Members have the responsibilities of Directors of the corporation that is NBMCA.

“Plan Input” - Plan input includes providing input on policies and long-range plans generated by municipalities. The cost of plan input services is covered 100% by the municipal levy and provincial operating grants where comments are provided which pertain to provincial interest under policy 3.1 of the Provincial Policy Statement (2020).

“Plan Review” - The review of applications as set out in the Planning Act, identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to watershed natural hazards; the North Bay-Mattawa Source Protection Authority’s (NBMSPA) *Source Protection Plan* and policies; and private on-site sewage systems and specifying and clearing conditions of approval.

“Technical Clearance” - Assessing technical reports submitted by the proponent to determine if the reports satisfy NBMCA conditions through the plan review process and in order to clear the conditions.

“Technical Review” - Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential impacts, identifying the nature and extent of mitigation measures required; recommending modifications to or acceptance of the technical report.

3) ROLES AND RESPONSIBILITIES:

a) General

- i) This Agreement applies to the Municipality and the area under its jurisdiction.
- ii) NBMCA acknowledges that the Municipality of Calvin is the approval authority for Planning Act applications, as per 3) b)ii, for which technical review is required from NBMCA pursuant to this Plan Review Agreement.
- iii) This Agreement may be amended by mutual agreement in writing from time to time to reflect changes in the programs of parties to this Agreement, or because of changes in provincial policies or as a result of subsequent discussions between the parties hereto.
- iv) The NBMCA and Municipality will share Geographical Information System (GIS) data related to the services provided in compliance with any applicable licensing agreements.
- v) Nothing in the Agreement precludes NBMCA from commenting to the Municipality, and implementing NBMCA’s regulatory responsibilities, as they would normally exercise their rights under the Planning Act, the Conservation Authorities Act, Building Code Act, Clean Water Act, Environmental Assessment Act, delegated responsibilities, or other applicable legislation.
- vi) Nothing in this Agreement precludes the Municipality from exercising responsibility under the Municipal Act, Planning Act or any other statutory requirement.
- vii) Nothing in this Agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- viii) Where NBMCA is in conflict between legislated responsibilities and the responsibilities of this Agreement, the Municipality may seek third party opinions.

- b) The Municipality commits to:
- i) Request NBMCA's participation in official plan and comprehensive zoning by-law reviews, special zoning studies and related by-laws, land use planning studies, environmental management plans, subwatershed studies and other similar studies as appropriate, based on NBMCA's interests as defined in Schedule 1.
 - ii) Circulate to NBMCA the following types of planning applications:
 - (1) Site specific Official Plan amendments
 - (2) Site specific Zoning By-law amendments
 - (3) Minor Variances
 - (4) Site Plan Control Agreements
 - (5) Public Road closures
 - (6) Shore Road Allowance Closures
 - iii) Request, with reasonable notice, the participation of NBMCA in pre-consultation meetings, as appropriate.
 - iv) Collect fees on behalf of NBMCA for the purpose of this Agreement and remit them to NBMCA on a yearly basis.
- c) NBMCA commits to:
- i) Provide the Municipality with *Plan Input* services for municipal land-use planning documents such as East Nipissing's Official Plan, Comprehensive Zoning By-law. The cost of Category 1 plan input services is covered 100% by the municipal levy and provincial operating grants.
 - (1) Category 1 Plan Input:
 - (a) Natural Hazards on behalf of the Ministry of Natural Resources and Forestry (MNRF), delegated to CAs in 1983.
 - (b) NBMCA as a Source Protection Authority and responsibilities under the Clean Water Act.
 - (2) Category 3 Plan Input:
 - (a) Ontario Building Code (OBC), Part 8 Sewage Systems. The cost of this review and service is not covered by municipal levy or provincial operating grants. As the principal authority for enforcement of provisions of the Building Code Act and the OBC, the cost of plan input shall be borne by the program.
 - ii) Provide the Municipality with *Plan Review* services for an application fee as set out in Schedule 3. The Plan Review services are as follows and are detailed in Schedule 1:
 - (1) Category 1 Plan Review services:
 - (a) Natural Hazards. NBMCA will, as per their delegated responsibility from the province, undertake a *technical review* and provide comments as to whether planning

applications are consistent with policy 3.1 (Natural Hazards) of the Provincial Policy Statement 2020 (PPS).

(b) Ontario Regulation 177/06 NBMCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. NBMCA will undertake a *technical review* and provide comments as to whether planning applications are consistent with O.Reg. 177/06 and related NBMCA policies.

(c) Source Protection Authority. NBMCA will undertake a *technical review* and provide comments as to whether planning applications relate to a drinking water threat, or have potential impacts on drinking water sources, as per the *North Bay-Mattawa Source Protection Authority Source Protection Plan*.

(2) Category 3 Plan Review services:

(a) Ontario Building Code (OBC), Part 8 Sewage Systems. NBMCA will undertake a *technical review* and provide advice to the Municipality as to whether planning applications are consistent with Part 8 of the OBC and related NBMCA policies.

iii) Make provision for its staff to attend Public Meetings, Ontario Land Tribunal (OLT) Hearings, and other consultation meetings as required, upon the request of the Municipality, with respect to the plan review services provided pursuant to this Agreement, at no extra cost to the Municipality (i.e., within the annual budget appropriation for the NBMCA's program approved by the Municipality).

iv) Advise the Municipality of the adequacy of technical studies compared to East Nipissing's Official Plan policy requirements and objectives.

v) Advise on the need for technical reports, the adequacy with reference to relevant guidelines, standards, or related conditions of approval, including but not limited to such studies or plans as:

- (1) Flooding hazard limit study
- (2) Erosion hazard limit assessment
- (3) Lot grading and drainage plans
- (4) Geotechnical/Slope stability study
- (5) Hydrogeological assessment
- (6) Erosion and sediment control
- (7) Environmental Impact Studies and related natural hazard impacts and mitigation measures
- (8) Subwatershed studies
- (9) Wetland water balance report

vi) Assist with projects, initiatives, and committees that fall outside of this Agreement, but the municipality is seeking NBMCA's technical advice.

4) IMPLEMENTATION:

- a) The Conservation Authority and the Municipality shall mutually agree on timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2.
- b) Where an application is complex, a pre-consultation meeting between the Municipality, NBMCA and applicant and their agents shall take place. Extensions to the agreed-to timelines in Schedule 2, if necessary, should be discussed at the pre-consultation meeting.

5) SERVICE DELIVERY STANDARDS:

- a) Service delivery and workload information summaries are reported on a quarterly basis to the NBMCA *Members* including five-year actuals. The summary includes a brief description of the program, and captures unusual increases, trends, or routine workloads.
- b) The percentage of target timelines that were achieved for all planning type of applications will be monitored and reported quarterly to the NBMCA *Members*.

6) CONSERVATION AUTHORITY FEES:

NBMCA's Fee Schedule posted on www.nbmca.ca.

7) TERM OF THIS AGREEMENT:

- a) The Municipality and NBMCA agree:
 - i) The term of this Agreement shall be for a period of 4 years from the date of execution by the Municipality and the Agreement shall be automatically extended for additional 4- year terms, on the same terms and conditions as contained herein at the discretion of the Municipality and NBMCA, until terminated by any of the parties in accordance with subsection 7 b) herein.
 - ii) That the Municipality and NBMCA will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each 4-year term. The Municipality's Planning Department will monitor the Agreement and its expiry.
- b) Any party may terminate this Agreement at any time upon delivering six months written notice of termination, by prepaid registered mail, to all of the other parties, which notice shall be deemed to be received on the third business day from the date of mailing.
- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

The Municipality of Calvin
1355 Peddlers Drive, R.R.#2
Mattawa, ON P0H 1V0
Attention: Donna Maitland

North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, Ontario P1C 1N1
Attention: Chitra Gowda

The MUNICIPALITY OF CALVIN

**The NORTH BAY-MATTAWA CONSERVATION
AUTHORITY**

Mayor, Richard Gould

Chair, Dave Britton

CAO/Clerk Treasurer, Donna Maitland

CAO, Secretary Treasurer, Chitra Gowda

Date:

Date:

SCHEDULE 1

NBMCA Plan Review Services

NBMCA Technical Review and Technical Clearance
Category 1 - Natural Hazards (P3.1 PPS 2020 & O.Reg. 177/06)
Watercourses
Flood Hazards
Erosion Hazards (slope stability and stream erosion)
Erosion and Sediment Control (CA regulatory requirements/natural hazard related functions)
Great Lakes – St. Lawrence River System Shoreline (Lake Nipissing) Hazards (flooding, erosion or dynamic beaches)
Hazardous Sites (Unstable Soils/Bedrock)
Groundwater (CA regulatory requirements/natural hazard related functions)
Wetlands (CA regulatory requirements/natural hazard related functions)
Valleylands (CA regulatory requirements/natural hazard related functions)
Special Policy Areas
Stormwater Quantity
Stormwater Erosion Control
Buffer/Setback to identified Plan Review Component (CA regulatory requirements/natural hazard related functions)
Feature-based Water Balance (CA regulatory requirements/natural hazard related functions)
Category 1 – North Bay-Mattawa Source Protection Authority
NBMCA will provide advice to source protection municipalities on the review of planning proposals in Vulnerable Areas to ensure Source Protection Plan policies are considered where required.
Category 3 - On-site Sewage Systems, Part 8 (OBC)
Proposal meets OBC minimum requirements, applicable law and related NBMCA policies

SCHEDULE 2

Non-Statutory Development Application Review Timelines

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific Official Plan Amendments	Meeting scheduled with all parties and the applicant within 21 calendar days of request ¹	Municipality to circulate to NBMCA within 3 business days	NBMCA to provide comments within 30 calendar days
Site Specific Zoning By-law Amendments	Same as above	Municipality to circulate to NBMCA within 3 business days	NBMCA to provide comments within 30 calendar days
Site Plan Control Agreements	Same as above	Municipality to circulate NBMCA within 3 business days	NBMCA to provide comments within 10 calendar days
Minor Variances	Same as above	Municipality to circulate to NBMCA within 3 business days	NBMCA to provide comments within 15 calendar days
Public Road Closures/Shore Road Allowance Closures		Municipality to circulate to NBMCA within 3 business days	NBMCA to provide comments within 15 calendar days

¹To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-333

Moved By: Councillor

Seconded By: Councillor

WHEREAS;

Council for the Corporation of the Municipality of Calvin have received a letter from a resident regarding Calvin Township Requirements for Land Severance along with correspondence between the resident and staff addressing the request.

NOW THEREFORE BE IT RESOLVED THAT:

Council directs staff are to respond to the resident's letter to provide the resident with an estimate of the 5% in Lieu Fee that the Municipality of Calvin will require once the Consent Application has been received and approved by East Nipissing Planning Board and been notified by ENPB. This estimated amount does not include any other additional fees the resident may incur by other company's and or services that may be required in their process to sever and are at their own due diligence.

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>

Maria Kornacki and Gord Malvern
11548 Centre St. RR1
Morpeth ON
N0P 1X0

November 20, 2023

NOV 24 2023

Municipality of Calvin
Members of Council
1355 Peddlers Drive, R.R.#2
Mattawa, ON P0H 1V0

Re: Calvin Township Requirements for Land Severance

Dear Mr. Mayor Gould and Councillors,

We are writing to ask for advice on Calvin Township requirements for land severance approval.

My husband and I are in the process of considering whether to apply for severance consent. We own a 200 acre parcel of vacant land, lots 26 and 27 Concession 5, on the north side of Peddlers Drive, about 2km west of the Amable du Fond River.

We have reviewed the application process with the agencies involved. However, we are unclear about the cost of any requirements by Calvin Township. We understand that the Planning Act gives the municipality the authority to claim 5% of the severed land for parkland, or a fee in lieu of the parkland. This is the part of the process about which we are unclear and so we are turning to you to assist us in this. We have been informed that if we are charged a fee in lieu of parkland, this would have to be paid before the land is sold. Before proceeding with a severance application then, we would prefer to have an estimate of any fees we should expect. We would hope also to be informed of any other requirements of which we might be unaware.

May I explain the type of severance we are considering:

In keeping with the goals of the East Nipissing Official Plan to maintain a low density character in the rural zone, we are considering the severance of just two parcels, each about 20 to 25 acres in size, on the Lot 26 portion of our property, retaining about 150 acres for our family. The two parts under consideration for severance consist of vacant land with mixed forest. A small creek runs just inside the eastern boundary.

We are also aware that the Official Plan calls for targeting existing vacant lot supply as a primary source for new housing. So we trust that our efforts are in keeping with the long term goals of Calvin Township.

We are both senior citizens and have been living on a fixed income for over 10 years. We find ourselves in the position of having to sell a portion of our family property in order to provide the means to manage the years ahead. This property has been a valued part of our family life since 1979. We have explored it in all directions.

We have had helpful conversations with the East Nipissing Planning Board, the North Bay Mattawa Conservation Authority, and also planners/surveyors in North Bay. All of these have guided us in understanding the process involved and the moneys we would have to raise to cover the fees for the application, including the surveying expense and the legal fees for registering the new lots. These are all costs which have to be covered before we can expect any return from the potential sale.

As we consider our options, naturally we are concerned about the high cost of the severance process; all the fees, the survey expense in particular, but also the impact of capital gains. In order to determine if application for severance is feasible for us, we are turning to you for an estimate of any further charges, or other requirements, we can expect from Calvin Township.

We would appreciate any assistance you can provide in helping us anticipate charges/fees for severance approval from Calvin Township. Please also inform us of any other considerations important to Calvin Township of which we should be aware.

We look forward to hearing from you.

Respectfully,

Handwritten signatures of Maria Kornacki and Gord Malvern in cursive script.

Maria Kornacki and Gord Malvern

From: Deputy Clerk
To: "maria.kornacki@gmail.com"
Bcc: CAO
Subject: Kornacki: severance continued
Date: Thursday, November 23, 2023 11:45:31 AM

Good Morning Maria

To keep the email thread in line with previous correspondence regarding your severance inquiry I have included this information below your email dated November 23/23 where I did provide you the information to start the process of severance and asked you to contact JoAnne @ East Nipissing Planning Board back in August.

Mayor and Members of Council would likely not be able to provide you all of the correct answers that you require with regard to a Severance. Contacting JoAnne is as she is the one that receives and directs on Severance and Application process admin@enpb.ca. Did you contact JoAnne?

If you have a question regarding the Zoning By-Law, building etc this would be best to reach out to our Chief Building Official Shane Conrad he is in the office here on Wednesdays and or alternatively you can call him @ 705-218-0899 or email @ building@calvintownship.ca.

Teresa Scroope
Deputy Clerk Records Management Coordinator
Corporation of the Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309
deputyclerk@calvintownship.ca

From: Administration <administration@calvintownship.ca>
Sent: Thursday, November 23, 2023 9:35 AM
To: Deputy Clerk <DeputyClerk@calvintownship.ca>
Subject: FW: severance continued

Trish Araujo
Corporation of the Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700 Ext. 201 | Fax: 705-744-0309
administration@calvintownship.ca

From: Maria Kornacki <maria.kornacki@gmail.com>
Sent: Thursday, November 23, 2023 9:10 AM
To: Administration <administration@calvintownship.ca>
Subject: severance continued

Good morning Teresa,

I exchanged a few emails with you a while ago on the subject of severance procedures. My husband and I have slowly been making progress with informing ourselves about what is required. We have sent a letter to Members of Council in Calvin Township to seek further guidance.

I sent an email to the Mayor a few days ago, giving advance notice of this. I see from an auto response that Richard is out of commission for now. I hope he is doing OK.

I have realized that we forgot to include contact info in our letter, other than our mailing address. In case there is need for any further information, we can be reached at my email address or cell phone:
maria.kornacki@gmail.com
226 627 2245

Hoping all is well,

Maria

From: Maria Kornacki <maria.kornacki@gmail.com>
Sent: Friday, August 25, 2023 12:01 PM
To: Administration <administration@calvintownship.ca>
Subject: Re: Severance procedure

Thank you. That's good to know. I appreciate the prompt response.

On Fri., Aug. 25, 2023, 10:46 a.m. Administration, <administration@calvintownship.ca> wrote:
Hi Maria
Final Tax Bills are to be issued next week with a due date of Sept 29 2023.

Thank you

Teresa

Administration

Municipality of Calvin
1355 Peddlers Dr. RR#2
Mattawa, ON P0H 1V0
Phone: 705-744-2700
Fax: 705-744-0309

From: Maria Kornacki <maria.kornacki@gmail.com>
Sent: Thursday, August 24, 2023 6:48 PM
To: Administration <administration@calvintownship.ca>
Subject: Re: Severance procedure

Thank you Teresa,

I appreciate receiving the severance application link and an email address for the ENPB. I've perused the consent procedure pages and also the zoning by-laws but wasn't able to find the answers to my questions. I am

hoping JoAnne can help me out with that, so my husband and I can decide on the feasibility of proceeding with an application.

By the way, we haven't received a tax bill this season. Usually we have a payment due date of Aug 31. I wonder if there is a delay in processing the Calvin tax billing this year or if our bill might have been lost in the mail. Please let me know how to proceed.

Respectfully,

Maria Kornacki

On Mon, Aug 21, 2023 at 10:52 AM Administration <administration@calvintownship.ca> wrote:

Good Morning Maria

We do apologize for the delay in response. I do see that you addressed your original email to me on July 13th however I was not working for the township at that time and unfortunately the office has been short staffed. Please refer to this link for the application process and send your application to JoAnne at the East Nippissing Planning Board @ admin@enpb.ca.

[https://calvintownship.ca/uploads/documents/forms/Severance%20Consent%20Application%20Package%20\[2021-06\].pdf](https://calvintownship.ca/uploads/documents/forms/Severance%20Consent%20Application%20Package%20[2021-06].pdf)

Thank you

Teresa

Administration

Municipality of Calvin

1355 Peddlers Dr. RR#2

Mattawa, ON POH 1V0

Phone: 705-744-2700

Fax: 705-744-0309

From: Maria Kornacki <maria.kornacki@gmail.com>

Sent: Friday, August 18, 2023 4:14 PM

To: Administration <administration@calvintownship.ca>

Cc: Gord Malvern <gordonmalvern47@gmail.com>

Subject: Fwd: Severance procedure

Good day,

I am forwarding a message I sent in July to what I thought was the correct recipient for questions about severance procedures as they relate to Calvin Township. However, I never received a response so I am assuming I have the wrong email address.

Please could you direct my questions to the appropriate member of staff in the municipal office. I am just wanting to get an idea of how things work so I can see if severance is a practical route for us to go.

I look forward to your response,

Maria Kornacki
maria.kornacki@gmail.com
226 627 2245

----- Forwarded message -----

From: **Maria Kornacki** <maria.kornacki@gmail.com>
Date: Thu, Jul 13, 2023 at 12:57 PM
Subject: Severance procedure
To: clerk@calvintownship.ca <clerk@calvintownship.ca>
Cc: Gord Malvern <gordonmalvern47@gmail.com>

Hi Teresa,

I understand that you are the one that can start me off with information about severance constraints.

We own 200 acres on the north side of Peddlers Drive, Lots 26 and 27 Conc V.

What are the rules for minimum property size, maximum number of severances permitted, and any other constraints for Calvin Twp that we should be aware of.

Can you also let me know how I go about a severance application. If necessary, I can be reached by phone at 226 627 2245.

I look forward to hearing from you,

Maria Kornacki



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-334

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Municipality of Calvin has received a copy of the Original Delegation Request Form and a copy of the amended Delegation Request Form removing the wording "Due to the COVID -19 pandemic, upcoming Council and Committee meetings will be held using electronic video conference" and all other wording pertaining to COVID and electronic meetings and approve of the amendments.

Results:

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>



MUNICIPALITY OF CALVIN

1355 Peddlers Dr, Mattawa, ON P0H 1V0

Tel: 705-744-2700

Fax: 705-744-0309

clerk@calvintownship.ca

Delegation Request Form

Due to the COVID-19 pandemic, upcoming Council and Committee meetings will be held using electronic video conference.

To speak at our electronic Council meeting, you must complete this form. Upon receipt of this form, the Clerk will confirm your delegation and provide instructions on how to participate in the electronic video conference.

Council meetings are held the second & fourth Tuesday of each month at 7 pm. The requests to appear before Council must be received in writing by the Clerk NO LATER than 12:00 noon of the THURSDAY immediately preceding the scheduled Council meeting. Only one spokesperson per organization shall speak on behalf of the group at the delegation to Council.

Name & Organization: _____

Address: _____

Email Address: _____

Contact Telephone: _____

Date of Meeting you are requesting for the delegation: _____

Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)

Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation by telephone, fax or electronic means.

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of providing correspondence relating to matters before Council.

Engaging Council through a Delegation

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes public input. A person wishing to make a delegation shall submit a request in writing to the Clerk.

- The Clerk shall evaluate the request for delegation and decide whether the request complies with the criteria set out within the Procedural By-Law. The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be considered. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- Provide as much information as possible to the Clerk prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions. If any additional information is to be presented at the meeting, 10 copies shall be supplied to the Clerk prior to the meeting start time for circulation. These copies will become part of the official corporate records.
- Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further subsequent delegations on the same topic, without significant new information will not be permitted.
- Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.
- The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of the by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.
- If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting.

How to Delegate:

- When called upon by the Mayor or the Chairperson, the delegate should proceed to the podium/table in the Council Chambers or proceed with the electronic presentation if the Council meeting is performed by video conference.
- Delegates are permitted to speak for ten (10) minutes.
- The appropriate way to address Council is to preface their surname with Mayor or Councillor.
- All questions or comments shall be made through the Mayor or Chairperson.
- A person addressing Council shall not utilize profane or offensive language or insulting expressions and shall not question the reputation of any individual member.
- Applause and other displays of approval or disapproval during Council meetings are considered inappropriate and are discouraged.
- Upon completion of your presentation, the delegate should remain in place or on the phone, if delegation is done electronically, to allow for any questions from Council members. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Council members may then enter into discussion. However, it is general practice to refer the matter to staff for a report and recommendation. Debate as required would take place after receiving staff report.



MUNICIPALITY OF CALVIN

1355 Peddlers Dr, Mattawa, ON P0H 1V0

Tel: 705-744-2700

Fax: 705-744-0309

clerk@calvintownship.ca

Delegation Request Form

To speak at our Council meeting, you must complete this form. Upon receipt of this form, the Clerk will confirm your delegation and provide instructions on how to participate.

Council meetings are held the second & fourth Tuesday of each month at 7 pm. The requests to appear before Council must be received in writing by the Clerk NO LATER than 12:00 noon of the THURSDAY immediately preceding the scheduled Council meeting. Only one spokesperson per organization shall speak on behalf of the group at the delegation to Council.

Name & Organization: _____

Address: _____

Email Address: _____

Contact Telephone: _____

Date of Meeting you are requesting for the delegation: _____

Please state the purpose of the delegation: (Please attach Presentation if one will be given to Council)

Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation by telephone, fax or electronic means.

Personal information contained on this form is collected under the authority of the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of providing correspondence relating to matters before Council.

Engaging Council through a Delegation

The purpose of the delegation process is to allow residents to make their views known to Council. Council values and welcomes public input. A person wishing to make a delegation shall submit a request in writing to the Clerk.

- The Clerk shall evaluate the request for delegation and decide whether the request complies with the criteria set out within the Procedural By-Law. The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be considered. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- Provide as much information as possible to the Clerk prior to the meeting to ensure Council has an opportunity to review your information and prepare any questions. If any additional information is to be presented at the meeting, 10 copies shall be supplied to the Clerk prior to the meeting start time for circulation. These copies will become part of the official corporate records.
- Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further subsequent delegations on the same topic, without significant new information will not be permitted.
- Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.
- The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of the by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.
- If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting.

How to Delegate:

- When called upon by the Mayor or the Chairperson, the delegate should proceed to the podium/table in the Council Chambers or proceed with the electronic presentation if the Council meeting is performed by video conference.
- Delegates are permitted to speak for ten (10) minutes.
- The appropriate way to address Council is to preface their surname with Mayor or Councillor.
- All questions or comments shall be made through the Mayor or Chairperson.
- A person addressing Council shall not utilize profane or offensive language or insulting expressions and shall not question the reputation of any individual member.
- Applause and other displays of approval or disapproval during Council meetings are considered inappropriate and are discouraged.
- Upon completion of your presentation, the delegate should remain in place or on the phone, if delegation is done electronically, to allow for any questions from Council members. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are generally not permitted at this stage. After completion of any questions, the speaker will be asked to be seated. Council members may then enter into discussion. However, it is general practice to refer the matter to staff for a report and recommendation. Debate as required would take place after receiving staff report.



Corporation of the Municipality of Calvin Council Resolution

Date: December 12, 2023

Resolution Number: 2023-335

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT:

“The Council for the Corporation of the Municipality of Calvin has received a draft copy of the **Building Services Agreement Schedule “A”** as provided by and between The Corporation of the Township of Papineau-Cameron, The Corporation of the Municipality of Mattawan and The corporation of the Municipality of East Ferris the purpose of the draft agreement is if Bonfield needs to use Papineau-Cameron, Calvin and Mattawan’s Chief Building Official, and if Papineau-Cameron , Calvin, Mattawan needs to use Bonfield’s Chief Building Official. Provided there are no changes to the draft, once the final Building Services Agreement is received this will be brought back to Council by By-Law to be adopted”

Results:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Deputy Mayor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>

Deputy Clerk

From: CAO
Sent: Friday, November 24, 2023 9:31 AM
To: Deputy Clerk
Subject: Dec 12- draft buidling services agreement to Council
Attachments: Building Services Agreement - Pap-Cam, Calvin, Mattawan, Bonfield - CBOdocx

Let me speak on it.

Donna Maitland
CAO/Clerk/Treasurer
Municipality of Calvin
1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0
Ph: 705-744-2700 | Fax: 705-744-0309

 Please consider the environment before printing this e-mail.

DISCLAIMER: This e-mail and any attachments may contain personal information or information that is otherwise confidential. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Municipality of Calvin accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply and delete or destroy any copies of it. The transmission of e-mails between an employee or agent of the Municipality of Calvin and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Municipality of Calvin.

From: Jason McMartin <clerk@papineaucameron.ca>
Sent: Friday, November 24, 2023 9:12 AM
To: cao.clerk@bonfieldtownship.com; CAO <CAO@calvintownship.ca>; 'Joanne Montreuil' <admin@mattawan.ca>
Subject: draft buidling services agreement

Hello Everyone

Attached is a draft copy of the building services agreement for Chief Building Official's between Papineau-Cameron, Calvin, Mattawan, and Bonfield.

The purpose of the draft agreement is if Bonfield needs to use Papineau-Cameron, Calvin, and Mattawan's Chief Building Official, and if Papineau-Cameron, Calvin, Mattawan needs to use Bonfield's Chief Building Official.

Please share the draft agreement with your Council's and let us know if you have any questions.

Best Regards,

Jason McMartin, BA, ADA
CAO/Clerk-Treasurer
The Corporation of the Township of Papineau-Cameron
4861 Highway 17
P.O. Box 630
Mattawa, ON P0H 1V0
Ph: 705-744-5610
Fax: 705-744-0434

Schedule "A" to By-Law 2023-

CHIEF BUILDING OFFICIAL OFFICER AGREEMENT TO ENFORCE THE BUILDING CODE ACT

THIS AGREEMENT made in quadruplicate as of the _____ day of _____, 2023.

BETWEEN:

The Corporation of The Township of Papineau-Cameron
Having its principal office at
4861 Highway 17, P.O. Box 630, Mattawa, ON P0H 1V0
(herein after called "Township of Papineau-Cameron")

OF THE FIRST PART

AND

The Corporation of The Municipality of Calvin
Having its principal office at
1355 Peddlers Drive, Mattawa, ON P0H 1V0
(herein after called "Municipality of Calvin")

OF THE SECOND PART

AND

The Corporation of The Municipality of Mattawan
Having its principal office at
947 Hwy 533, P.O. Box 610, Mattawa, ON P0H 1V0
(herein after called "Municipality of Mattawan")

OF THE THIRD PART

AND

The Corporation of The Township of Bonfield
Having its principal office at
365 Highway 531, Bonfield, ON P0H 1V0
(herein after called "Township of Bonfield")

OF THE FOURTH PART

THE TOWNSHIP OF PAPINEAU-CAMERON, THE MUNICIPALITY OF CALVIN, THE MUNICIPALITY OF MATTAWAN AND THE TOWNSHIP OF BONFIELD HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS;

1. That the enforcement of the Building Code and Building Code Act shall be carried out by the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan, and the Township of Bonfield.
2. That the Township of Bonfield shall, by By-law under Section 3(2) of the Building Code Act, appoint the **Chief Building Official Officer**, and shall maintain such By-Laws in effect at all times during the term of this Agreement. In the event that either the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan appoints a new Chief Building Official Officer, the municipalities shall pass such amending By-laws as may be necessary during the term of this Agreement.
2. That the Township of Papineau-Cameron, The Municipality of Calvin, The Municipality of Mattawan shall, by By-law under Section 3(2) of the Building Code Act, appoint the **Chief Building Official Officer**, and shall maintain such By-Laws in effect at all times during the term of this Agreement. In the event that either the Township of Bonfield appoints a new Chief Building Official Officer, the municipalities shall pass such amending By-laws as may be necessary during the term of this Agreement.
3. That the duties of those personnel appointed by By-law shall be as set out in the Building Code Act and shall include but not be limited to the review of applications and plans, the issuance of building and demolition permits, the inspection of construction, file management and enforcement of the said Act.

The Chief Building Official Officer shall at all times, act under the direction of and in accordance with the policies of the Township of Bonfield when undertaking duties within the Township of Bonfield.

The Chief Building Official Officer shall at all times, act under the direction of and in accordance with the policies of the Township of Papineau-Cameron when undertaking duties within the Township of Papineau-Cameron.

The Chief Building Official Officer shall at all times, act under the direction of and in accordance with the policies of the Municipality of Calvin when undertaking duties within the Municipality of Calvin.

The Chief Building Official Officer shall at all times, act under the direction of and in accordance with the policies of the Municipality of Mattawan when undertaking duties within the Municipality of Mattawan.

4. That the Township of Bonfield shall make available to the Chief Building Official Officer all records of past construction activity as may be required and shall provide access to municipal records as may be required for the purposes of enforcement of the said Act.

That the Township of Papineau-Cameron shall make available to the Chief Building Official Officer all records of past construction activity as may be required and shall provide access to municipal records as may be required for the purposes of enforcement of the said Act.

That the Municipality of Calvin shall make available to the Chief Building Official Officer all records of past construction activity as may be required and shall provide access to municipal records as may be required for the purposes of enforcement of the said Act.

That the Municipality of Mattawan shall make available to the Chief Building Official Officer all records of past construction activity as may be required and shall provide access to municipal records as may be required for the purposes of enforcement of the said Act.

5. That the Council of the Township of Bonfield shall indemnify and save harmless the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan and their staff from any actions or litigation arising from matters under the Building Code Act and the Planning Act prior to the effective date of this agreement.

That the Council's of the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall indemnify and save harmless the Township of Bonfield and their staff from any actions or litigation arising from matters under the Building Code Act and the Planning Act prior to the effective date of this agreement.

6. That the Township of Bonfield and the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall at all times during the term of this agreement, maintain in force professional and general liability insurance appropriate to the duties of enforcement of the Building Code Act as specified herein.
7. That the Township of Bonfield shall, during the term of this Agreement, be included as an "additional named insured" under the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan, Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.
8. That the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall, during the term of this Agreement, be included as an "additional named insured" under the Township of Bonfield's Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.
9. That the Township of Bonfield shall reimburse monthly in a timely manner to the Township of Papineau-Cameron the costs of providing Chief Building Official Officer services at the rate of **\$80.00** per hour, and the current per kilometer rate as set by the Township of Papineau-Cameron for travel allowance to and from the municipal office in Papineau-Cameron. Chief Building Official Officer service priority will be firstly for the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan. Revenue generated for Chief Building Official Officer services will be shared between the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan, based on the agreed shared percentage portions between the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan.

That the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan, based on the agreed shared percentage portions between the Township of Papineau-Cameron, the Municipality of Calvin, and the Municipality of Mattawan shall reimburse monthly in a timely manner to the Township of Bonfield the costs of providing Chief Building Official Officer services at the rate of **\$80.00** per hour, and the current per kilometer rate as set by the Township of Bonfield for travel allowance to and from the municipal office in Bonfield. Chief Building Official Officer service priority will be firstly for the Township of Bonfield.

10. That the Township of Bonfield shall provide to the Chief Building Official Officer all necessary forms, applications and office supplies necessary to carry out their duties.

That the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall provide to the Chief Building Official Officer all necessary forms, applications and office supplies necessary to carry out their duties

12. That the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan and the Township of Bonfield hereby agree to maintain in force at all times during the term of this agreement, a Building By-Law enacted under Section 5 (2) of the Building Code Act for the administration of building permits.
13. That the Chief Building Official Officer shall only perform the roles for which they are qualified for in accordance with Section 1.1(6) (7) of the Ontario Building Code Act.
14. That this agreement shall be in effect for Four (4) years from **December 12, 2023** to **December 13, 2027**.
15. That either Council may terminate or amend this agreement upon 30 days written notice.
16. Should this agreement be terminated, the Township of Bonfield shall pay to the Township of Papineau-Cameron all outstanding costs up to the date of termination and both shall return in good order, all municipal files and records relating to building matters in the respective municipality.

Should this agreement be terminated, the Township of Papineau-Cameron, the Municipality of Calvin, the Municipality of Mattawan shall pay to the Township of Bonfield all outstanding costs up to the date of termination and both shall return in good order, all municipal files and records relating to building matters in the respective municipality.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the following dates:

By the Township of Papineau-Cameron on the _____ day of _____, 2023,
by By-Law No. _____

THE CORPORATION OF THE TOWNSHIP OF PAPINEAU-CAMERON

MAYOR

CAO/CLERK-TREASURER

By the Municipality of Calvin on the _____ day of _____, 2023,
by By-Law No. _____

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

MAYOR

CAO/CLERK

By the Municipality of Mattawan on the _____ day of _____, 2023,
by By-Law No. _____

THE CORPORATION OF THE MUNICIPALITY OF MATTAWAN

MAYOR

CLERK-TREASURER

By the Township of Bonfield on the _____ day of _____, 2023,
by By-Law No. _____

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

MAYOR

CAO/CLERK-TREASURER