

**9**

**AGENCIES  
BOARDS  
COMMITTEES**

CAO

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**Subject:** FW: NBMCA Minutes March 10, 2025

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**From:** Rebecca Morrow <Rebecca.Morrow@nbmca.ca>

**Sent:** April 11, 2025 3:35 PM

**To:** list

**Subject:** NBMCA Minutes March 10, 2025

Hello,

The minutes for NBMCA's Board of Directors Meeting held on March 10, 2025 have been posted to our website, and can be found by clicking on the following link:

<https://nbmca.ca/governance/members-nbmca/board-meeting-agendas-minutes/>

Thanks,

Rebecca Morrow (she/her)

Human Resources Coordinator/Executive Assistant/Deputy CAO

North Bay-Mattawa Conservation Authority

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Leaders in Watershed Management

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**North Bay-Mattawa Conservation Authority  
Members Meeting for March 10, 2025  
at 4:00 pm hybrid – In Person and MSTeams  
NBMCA's Marc Charron Boardroom  
15 Janey Avenue, North Bay, Ontario**

**AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from February 12, 2025
5. Correspondence

**Correspondence**

**Presentations**

**Business Reports**

6. Monthly Financial statements **(Report #1)**
7. Ski Hill Capital Reserve Request **(Report #2)**
8. Section 28 Permits **(Report #3)**
9. IWM semi annual report **(Report #4)**
10. Communications Policy **(Report #5)**

**Other Business**

11. Committee of the Whole (Members only) to discuss personnel matters
12. New Business
13. Adjournment

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Meeting ID: 236 330 466 157

Passcode: AF7jm6CF

Contact: Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO  
North Bay-Mattawa Conservation Authority  
Email: [rebecca.morrow@nbmca.ca](mailto:rebecca.morrow@nbmca.ca)

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

**THIRD** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on March 10, 2025 in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
Papineau-Cameron, Township of	-	Shelley Belanger

**MEMBER(S) ABSENT:**

Chisholm, Township of	-	Nunzio Scarfone
North Bay, City of	-	Chris Mayne
Mattawa, Town of	-	Loren Mick
Powassan, Municipality of	-	Dave Britton

**ALSO PRESENT:**

Robin Allen, Interim CAO, Secretary-Treasurer  
 Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO  
 Aaron Loughheed, Manager, Finance  
 Angela Mills, Water Resources Specialist  
 Ella Bird, Deputy Chief Building Official Acting Manager, On-Site Sewage Systems  
 Paula Loranger, Community Relations Coordinator  
 Stephanie Holmes, Receptionist/Bookkeeper  
 Hannah Wolfram, Regulations Officer  
 Duncan Cornthwaite, Laurentian Ski Hill

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

Robin Allen read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 27-25, Chirico-Mitchell

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



**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None.

**4. Adoption of Previous Minutes of February 12, 2025**

After discussion the following resolution was presented:

Resolution No. 28-25, Mitchell-Moreton

**THAT** the minutes of the meeting held February 12, 2025 be adopted as written.

**Carried Unanimously**

**5. Correspondence**

None presented.

**6. Monthly Financial Statements**

Aaron Loughheed presented the Monthly Financial Statements. After discussion, the following resolution was presented:

Resolution No. 29-25, Trahan-McMartin

**THAT** the Profit and Loss Budget vs. Actual Board Report dated March 10, 2025 be accepted for information purposes and appended to the minutes of this meeting.

**Carried Unanimously**

**7. Ski Hill Capital Reserve Request**

Aaron Loughheed presented the Ski Hill Capital Reserve Request report. After discussion, the following resolution was presented:

Resolution No. 30-25, Chirico-Trahan

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

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$13, 818 from the NBMCA's Ski Hill capital reserve.

**Carried Unanimously**

**8. Section 28 Permits**

Hannah Wolfram presented the report on the Section 28 Permits. After discussion the members thanked Hannah and the following resolution was presented:

Resolution No. 31-25, McMartin-Mitchell

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

**Carried Unanimously**

**9. IWM semi-annual Report**

Angela Mills presented her report along with a visual presentation. After discussion, the members thanked Angela and the following resolution was presented:

Resolution No. 32-25, Mitchell-Moreton

**THAT** the NBMCA Members receive the Integrated Watershed Management Overview Board Report and it be appended to the minutes of this meeting.

**Carried Unanimously**

**10. Communications Policy**

Paula Loranger presented the Draft Communications Policy Report. After discussion, the following resolution was presented:

Resolution No. 33-25, Chirico-Mitchell

**THAT** this Communications and Marketing Policy be deferred to the next meeting.

**Carried Unanimously**

**11. Members Only Committee of the Whole to discuss personnel Matters**

After discussion, the following resolutions were presented:

Resolution No. 34-25, Belanger-McMartin

**THAT** the meeting move into a closed session of "Committee of the Whole" to discuss personnel matters at 4:50 pm.

**Carried Unanimously**

Resolution No. 35-25, Trahan-Mitchell

**THAT** the meeting move out of a closed session of "Committee of the Whole" and back into an open meeting. (5:05 pm)

**Carried Unanimously**

Resolution No. 36-25, Belanger-Chirico

**THAT** a hiring freeze be put into place until the next Board of Directors meeting with the exception to the following positions:

- CAO Secretary-Treasurer (Permanent Fulltime Management position)
- Manager, Lands & Stewardship (Permanent Full-time Management position)
- Four (4) Summer Conservation Assistants (seasonal positions)
- Water Resources Technician (seasonal position)
- Communications and Community Outreach Intern (one-year NOHFC contract)

**AND THAT** staff and Chair are directed to enter into discussions and offer of employment with the preferred candidate for the position of CAO Secretary-Treasurer;

**AND THAT** staff are directed to enter into discussions with the preferred candidate for the position of Manager, Lands & Stewardship.

**AND THAT** no new long term, multi-year contracts for services, large unbudgeted purchases or agreements may be entered into until the next Board of Directors meeting.

**Carried Unanimously**

**12. New Business**

Rebecca Morrow discussed the platform of electronic meetings with members. After discussion, members requested that zoom be used for future meetings.

**13. Adjournment (5:09 p.m.)**

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

Resolution No. 37-25, Mitchell-Mick

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday April 9, 2025 or at the call of the Chair.

**Carried Unanimously**



Michelle Lahaye, Chair



Dave Mendicino, Acting Chair Secretary Treasurer



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

**ORIGIN:** Aaron Lougheed, Manager, Finance

**DATE:** March 10, 2025

**SUBJECT:** Profit and Loss Budget Vs. Actual (YTD and 2024 Comparison)

**BACKGROUND: Financial Reporting**

At the request of a Board Member it was suggested that reporting of the financials of the NBMCA be brought to the board for review monthly.

Reporting will now be structured such that month, year-to-date, budget, and 2024 year-to-date are presented based on the 2025 budget programs. Reporting will occur as second board meeting preceding month end to ensure all transactions are captured in the report.

**RECOMMENDED RESOLUTIONS:**

**THAT** the Profit and Loss Budget Vs. Actual be approved by the members of the Board of Directors and appended to the minutes of this meeting,

**Prepared by Aaron Lougheed, Manager, Finance**

**Reviewed by Robin Allen, Interim CAO and Secretary Treasurer**



**NBMCA**  
**Profit Loss Budget Vs. Actual**  
**Corporate Services**

	Jan 25	YTD	Annual Budget	Jan 2024
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3116 · Administrative Overhead	0.00	0.00	628,825.00	0.00
3109 · Internal Rent Rev	0.00	0.00	12,865.00	0.00
3101 · A-Transfer Pay'ts MNR	0.00	0.00	133,490.00	0.00
3104 · A-General Levy	216,672.00	216,672.00	216,672.00	0.00
3106 · A-Fees	0.00	0.00	3,500.00	0.00
3107 · A-Donations	249.65	249.65	500.00	9.65
3110 · A-Property Rental Rev External	6,273.36	6,273.36	36,005.00	6,061.00
3113 · A-Other Revenue	0.00	0.00	52,443.00	0.00
3114 · A-Interest Earned	2,782.87	2,782.87	54,000.00	5,513.20
<b>Total Income</b>	<b>225,977.88</b>	<b>225,977.88</b>	<b>1,138,300.00</b>	<b>11,583.85</b>
<b>Gross Profit</b>	<b>225,977.88</b>	<b>225,977.88</b>	<b>1,138,300.00</b>	<b>11,583.85</b>
<b>Expense</b>				
3191 · Mortgage Principal Repayment	1,626.01	1,626.01	18,500.00	1,486.74
3130 · A-Wages Salaried	51,520.85	51,520.85	611,340.00	43,346.88
3138 · A-Per Diem	0.00	0.00	10,000.00	0.00
3139 · A-Members Mileage	485.60	485.60	5,500.00	0.00
3140 · A-Members Expenses	2,283.34	2,283.34	2,000.00	0.00
3141 · A-Staff Mileage & Expenses	419.74	419.74	20,000.00	14.62
3142 · A-Staff Certification & Training	0.00	0.00	10,000.00	781.65
3143 · A-Telephone	0.00	0.00	31,000.00	601.68
3145 · A-Insurance	0.00	0.00	50,000.00	0.00
3146 · A-Gas	0.00	0.00	20,000.00	4,627.28
3148 · A-Office Supplies	307.85	307.85	6,500.00	665.09
3149 · A-Postage	-55.25	-55.25	1,500.00	615.53
3150 · A-Equipment Purchases	0.00	0.00	1,000.00	0.00
3151 · A-Equipment Rental	263.39	263.39	8,000.00	183.72
3154 · A-Bank Charges	177.50	177.50	2,000.00	0.00
3155 · A-Interest Expense	2,041.04	2,041.04	25,000.00	0.00
3157 · A-Loan Repayment	0.00	0.00	20,000.00	126.88
3158 · A-Audit	0.00	0.00	26,945.00	2,176.03
3159 · A-Legal Services	0.00	0.00	75,000.00	0.00
3160 · A-Materials & Supplies	115.52	115.52	15,000.00	30,352.70
3161 · A-Conservation Ont Levy	14,027.00	14,027.00	26,815.00	128.20
3162 · A-Services	4,569.40	4,569.40	70,000.00	13,407.00
3170 · A-Rent	0.00	0.00	36,000.00	14,397.92
3171 · A-Water	447.52	447.52	6,200.00	354.48
3172 · A-Hydro	2,638.51	2,638.51	25,000.00	0.00
3173 · A-Vehicle Gas	101.65	101.65	700.00	76.06
3174 · A-Accounting Services	127.20	127.20	1,800.00	0.00
3178 · A-Internal Chargeback	0.00	0.00	12,500.00	0.00
<b>Total Expense</b>	<b>81,096.87</b>	<b>81,096.87</b>	<b>1,138,300.00</b>	<b>124,926.31</b>
<b>Net Ordinary Income</b>	<b>144,881.01</b>	<b>144,881.01</b>	<b>0.00</b>	<b>-113,342.46</b>
<b>Net Income</b>	<b>144,881.01</b>	<b>144,881.01</b>	<b>0.00</b>	<b>-113,342.46</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Corporate Service Capital**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
9713 · CS-Other Revenue	0.00	0.00	205,987.00	0.00
<b>Total Income</b>	0.00	0.00	205,987.00	0.00
<b>Gross Profit</b>	0.00	0.00	205,987.00	0.00
<b>Expense</b>				
9730 · CS-Wages Salary	1,100.63	1,100.63	30,988.00	5,607.88
9762 · CS-Services	0.00	0.00	161,700.00	0.00
9767 · CS-Admin Overhead	0.00	0.00	13,298.00	4,613.00
<b>Total Expense</b>	1,100.63	1,100.63	205,986.00	10,220.88
<b>Net Ordinary Income</b>	(1,100.63)	(1,100.63)	1.00	(10,220.88)
<b>Net Income</b>	<b>(1,100.63)</b>	<b>(1,100.63)</b>	<b>1.00</b>	<b>(10,220.88)</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Watershed Planning**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3504 · WP-General Levy	104,480.00	104,480.00	104,480.00	4,852.00
3506 · WP-Fees	4,616.00	4,616.00	70,000.00	0.00
<b>Total Income</b>	<b>109,096.00</b>	<b>109,096.00</b>	<b>174,480.00</b>	<b>4,852.00</b>
<b>Gross Profit</b>	<b>109,096.00</b>	<b>109,096.00</b>	<b>174,480.00</b>	<b>4,852.00</b>
<b>Expense</b>				
3567 · Admin Overhead	0.00	0.00	41,795.00	0.00
3530 · WP-Wages Salary	8,871.78	8,871.78	119,857.00	37,079.38
3541 · WP-Staff Mileage & Expenses	0.00	0.00	2,000.00	0.00
3542 · WP-Staff Certification & Train	0.00	0.00	5,000.00	0.00
3578 · WP-Internal Chargeback	0.00	0.00	5,828.00	0.00
<b>Total Expense</b>	<b>8,871.78</b>	<b>8,871.78</b>	<b>174,480.00</b>	<b>37,079.38</b>
<b>Net Ordinary Income</b>	<b>100,224.22</b>	<b>100,224.22</b>	<b>0.00</b>	<b>(32,227.38)</b>
<b>Net Income</b>	<b>100,224.22</b>	<b>100,224.22</b>	<b>0.00</b>	<b>(32,227.38)</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Water Resources Management**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3601 · FC-MNR Transfer Payment	0.00	0.00	30,000.00	0.00
3604 · FC-General Levy	422,068.00	422,068.00	422,068.00	0.00
3605 · FC-Sole-benefitting Levy	20,000.00	20,000.00	50,000.00	0.00
<b>Total Income</b>	<b>442,068.00</b>	<b>442,068.00</b>	<b>502,068.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>442,068.00</b>	<b>442,068.00</b>	<b>502,068.00</b>	<b>0.00</b>
<b>Expense</b>				
3666 · WRM OPS - Consulting	0.00	0.00	60,000.00	0.00
3642 · WRM OPS - Staff Cert. & Train.	0.00	0.00	3,500.00	0.00
3667 · WRM OPS - Admin Overhead	0.00	0.00	125,385.00	0.00
3630 · FC-Wages Salary	15,516.64	15,516.64	221,927.00	25,389.70
3644 · FC-Taxes	224.05	224.05	20,572.00	625.74
3645 · FC-Insurance	0.00	0.00	37,075.00	0.00
3647 · FC-Repairs & Maintenance	0.00	0.00	10,000.00	0.00
3662 · FC-Services	161.90	161.90	10,000.00	18,424.20
3672 · FC-Hydro	86.96	86.96	1,020.00	64.04
3673 · FC-Vehicle Gas	93.87	93.87	3,000.00	129.60
3678 · FC-Internal Chargeback	0.00	0.00	8,089.00	0.00
<b>Total Expense</b>	<b>16,083.42</b>	<b>16,083.42</b>	<b>500,568.00</b>	<b>44,633.28</b>
<b>Net Ordinary Income</b>	<b>425,984.58</b>	<b>425,984.58</b>	<b>1,500.00</b>	<b>(44,633.28)</b>
<b>Net Income</b>	<b>425,984.58</b>	<b>425,984.58</b>	<b>1,500.00</b>	<b>(44,633.28)</b>



**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Water Resources Management Capital**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
109-01 · WECl Project Trsf Pay'	0.00	0.00	100,000.00	0.00
109-05 · WECl-Sole Benefitting Levy	17,983.00	17,983.00	17,983.00	0.00
109-13 · WECl Project -Other Rev	0.00	0.00	100,000.00	8,374.00
<b>Total Income</b>	<b>17,983.00</b>	<b>17,983.00</b>	<b>217,983.00</b>	<b>8,374.00</b>
<b>Gross Profit</b>	<b>17,983.00</b>	<b>17,983.00</b>	<b>217,983.00</b>	<b>8,374.00</b>
<b>Expense</b>				
109-78 · WRM CAP - Internal Chargeback	0.00	0.00	5,250.00	0.00
109-30 · WECl Project -SalaryWage	3,183.24	3,183.24	39,673.00	674.58
109-66 · WECl Project-Consult Servi	0.00	0.00	159,762.00	36,293.36
109-67 · WECl Project-Admin Overhea	0.00	0.00	13,298.00	0.00
<b>Total Expense</b>	<b>3,183.24</b>	<b>3,183.24</b>	<b>217,983.00</b>	<b>36,967.94</b>
<b>Net Ordinary Income</b>	<b>14,799.76</b>	<b>14,799.76</b>	<b>0.00</b>	<b>(28,593.94)</b>
<b>Net Income</b>	<b>14,799.76</b>	<b>14,799.76</b>	<b>0.00</b>	<b>(28,593.94)</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**OSS Program**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3206 · S-OBC-Fees	13,575.00	13,575.00	948,365.00	21,685.00
3213 · S-OBC-Other Revenue	0.00	0.00	12,000.00	60,975.16
<b>Total Income</b>	13,575.00	13,575.00	960,365.00	82,660.16
<b>Gross Profit</b>	13,575.00	13,575.00	960,365.00	82,660.16
<b>Expense</b>				
3267 · S-OBC - Admin Overhead	0.00	0.00	265,968.00	0.00
3230 · S-OBC--Wages Salary	36,605.92	36,605.92	635,347.00	60,019.87
3241 · S-OBC-Staff Mileage & Expenses	0.00	0.00	3,000.00	0.00
3242 · S-OBC-Staff Certific & Trainin	1,412.88	1,412.88	5,000.00	90.00
3256 · S-OBC-Credit Card Charges	1,042.71	1,042.71	16,500.00	1,180.87
3273 · S-OBC-Vehicle Gas	351.30	351.30	8,000.00	328.47
3278 · OBC--Internal Chargeback	0.00	0.00	26,550.00	0.00
<b>Total Expense</b>	39,412.81	39,412.81	960,365.00	61,619.21
<b>Net Ordinary Income</b>	(25,837.81)	(25,837.81)	0.00	21,040.95
<b>Net Income</b>	(25,837.81)	(25,837.81)	0.00	21,040.95

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Source Water Protection**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
8301 · SWP OperatTransfer Pay'ts	0.00	0.00	212,002.00	0.00
<b>Total Income</b>	0.00	0.00	212,002.00	0.00
<b>Gross Profit</b>	0.00	0.00	212,002.00	0.00
<b>Expense</b>				
8330 · C-SWP Operat-Wages Salary	14,049.51	14,049.51	163,074.00	8,861.38
8338 · C-SWP-Per Diem	0.00	0.00	1,500.00	0.00
8339 · C-SWP-Members Mileage	0.00	0.00	2,000.00	0.00
8340 · C-SWP-Member Expenses	15.13	15.13	1,000.00	0.00
8341 · C-SWP-Staff Mileage & Expenses	0.00	0.00	2,500.00	0.00
8345 · SWP-Insurance	0.00	0.00	2,600.00	0.00
8353 · C-SWP-Advertising & Communicat	0.00	0.00	500.00	0.00
8362 · C-SWP-Services	0.00	0.00	3,500.00	1,490.00
8367 · C-SWP Operat-Admin Overhead	0.00	0.00	18,998.00	0.00
8370 · C-SWP-Rent	0.00	0.00	12,865.00	0.00
8373 · SWP-Vehicle Gas	2.21	2.21	500.00	5.04
8378 · SWP-Internal Chargeback	0.00	0.00	2,965.00	0.00
<b>Total Expense</b>	14,066.85	14,066.85	212,002.00	10,356.42
<b>Net Ordinary Income</b>	(14,066.85)	(14,066.85)	0.00	(10,356.42)
<b>Net Income</b>	<b>(14,066.85)</b>	<b>(14,066.85)</b>	<b>0.00</b>	<b>(10,356.42)</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Lands and Properties Operations**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
7004 · LP-General Levy	218,324.00	218,324.00	218,324.00	111,000.00
7005 · LP-Sole-benefitting Levy	250,000.00	250,000.00	250,000.00	260,000.00
7010 · LP-Property Rent Revenue Extern	1,521.84	1,521.84	40,000.00	22,042.00
<b>Total Income</b>	<u>469,845.84</u>	<u>469,845.84</u>	<u>508,324.00</u>	<u>393,042.00</u>
<b>Gross Profit</b>	469,845.84	469,845.84	508,324.00	393,042.00
<b>Expense</b>				
7067 · LP-Admin Overhead	0.00	0.00	134,884.00	205,806.00
7030 · LP-Wages Salary	10,264.96	10,264.96	261,292.00	258,284.00
7044 · LP-Taxes	183.31	183.31	17,251.00	15,886.00
7045 · LP-Insurance	0.00	0.00	15,897.00	15,585.00
7047 · LP-Repairs & Maintenance	5,558.08	5,558.08	25,000.00	18,000.00
7060 · LP-Materials & Supplies	1,001.38	1,001.38	9,000.00	8,100.00
7062 · LP-Services	1,538.37	1,538.37	40,000.00	50,000.00
7073 · LP-Vehicle Gas	42.91	42.91	5,000.00	5,050.00
<b>Total Expense</b>	<u>18,589.01</u>	<u>18,589.01</u>	<u>508,324.00</u>	<u>576,711.00</u>
<b>Net Ordinary Income</b>	<u>451,256.83</u>	<u>451,256.83</u>	<u>0.00</u>	<u>(183,669.00)</u>
<b>Net Income</b>	<u><u>451,256.83</u></u>	<u><u>451,256.83</u></u>	<u><u>0.00</u></u>	<u><u>(183,669.00)</u></u>



**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Lands and Properties Capital**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
8605 · C-L&P-Special Levy	80,000.00	80,000.00	80,000.00	80,000.00
<b>Total Income</b>	80,000.00	80,000.00	80,000.00	80,000.00
<b>Gross Profit</b>	80,000.00	80,000.00	80,000.00	80,000.00
<b>Expense</b>				
8630 · C-L&P-Wages Salary	1,100.63	1,100.63	25,754.00	1,965.93
8662 · C-L&P-Services	0.00	0.00	42,847.00	0.00
8667 · C-L&P-Admin Overhead	0.00	0.00	11,399.00	4,861.58
<b>Total Expense</b>	1,100.63	1,100.63	80,000.00	6,827.51
<b>Net Ordinary Income</b>	78,899.37	78,899.37	0.00	73,172.49
<b>Net Income</b>	<b>78,899.37</b>	<b>78,899.37</b>	<b>0.00</b>	<b>73,172.49</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Watershed Support Programs**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6106 · 61 - MRCR Fees	1,386.00	1,386.00	15,000.00	2,002.00
6107 · 61 - Donations	0.00	0.00	22,500.00	18,292.00
<b>Total Income</b>	<b>1,386.00</b>	<b>1,386.00</b>	<b>37,500.00</b>	<b>20,294.00</b>
<b>Gross Profit</b>	<b>1,386.00</b>	<b>1,386.00</b>	<b>37,500.00</b>	<b>20,294.00</b>
<b>Expense</b>				
6153 · WSP - Advertising	0.00	0.00	2,000.00	0.00
6152 · WSP - Publications and Printing	0.00	0.00	500.00	0.00
6162 · WSP - Services	0.00	0.00	15,195.00	0.00
6160 · WSP - Materials and Supplies	0.00	0.00	7,500.00	0.00
6167 · WSP - Admin Overhead	0.00	0.00	3,800.00	0.00
6130 · WSP - Wages and Benefits	567.86	567.86	8,005.00	4,370.64
6173 · WSP - Vehicle Gas	16.99	16.99	500.00	38.80
<b>Total Expense</b>	<b>584.85</b>	<b>584.85</b>	<b>37,500.00</b>	<b>4,409.44</b>
<b>Net Ordinary Income</b>	<b>801.15</b>	<b>801.15</b>	<b>0.00</b>	<b>15,884.56</b>
<b>Net Income</b>	<b>801.15</b>	<b>801.15</b>	<b>0.00</b>	<b>15,884.56</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Watershed Municipal Programs**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6405 · WMP - Sole-benefitting Levy	12,000.00	12,000.00	12,000.00	12,000.00
<b>Total Income</b>	12,000.00	12,000.00	12,000.00	12,000.00
<b>Gross Profit</b>	12,000.00	12,000.00	12,000.00	12,000.00
<b>Expense</b>				
6430 · WMP - Wages and Benefits	0.00	0.00	12,000.00	0.00
<b>Total Expense</b>	0.00	0.00	12,000.00	0.00
<b>Net Ordinary Income</b>	12,000.00	12,000.00	0.00	12,000.00
<b>Net Income</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>12,000.00</b>

**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Ski Hill Operations Funds**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
114-13 · LSHSC Operating Funds Reserve	60,000.00	60,000.00	60,000.00	0.00
<b>Total Income</b>	60,000.00	60,000.00	60,000.00	0.00
<b>Gross Profit</b>	60,000.00	60,000.00	60,000.00	0.00
<b>Expense</b>				
114-60 · LSHSC Op Reserve-Mat & Supplies	0.00	0.00	60,000.00	0.00
<b>Total Expense</b>	0.00	0.00	60,000.00	0.00
<b>Net Ordinary Income</b>	60,000.00	60,000.00	0.00	0.00
<b>Net Income</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>



**NBMCA**  
**Profit Loss Budget vs. Actual**  
**Ski Hill Capital Funds**

	Jan 25	YTD	Annual Budget	Jan 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
112-13 · LSHSC Capital - Other Revenue	65,000.00	65,000.00	65,000.00	0.00
<b>Total Income</b>	65,000.00	65,000.00	65,000.00	0.00
<b>Gross Profit</b>	65,000.00	65,000.00	65,000.00	0.00
<b>Expense</b>				
112-60 · LSHSC Cap Reserve Mater & Suppl	0.00	0.00	65,000.00	78,665.53
<b>Total Expense</b>	0.00	0.00	65,000.00	78,665.53
<b>Net Ordinary Income</b>	65,000.00	65,000.00	0.00	(78,665.53)
<b>Net Income</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>0.00</b>	<b>(78,665.53)</b>



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

**ORIGIN:** Aaron Lougheed, Manager, Finance  
Duncan Cornthwaite, Executive Director, LSHSC

**DATE:** March 10, 2025

**SUBJECT:** Laurentian Ski Hill Capital Reserve Request

**Background**

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

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

NBMCA received funding requests from the Ski Hill for \$15,344.27 (\$13,818 net of HST) from the NBMCA's Ski Hill capital reserve to fund upgrades to the NBMCA owned assets on the Laurentian Ski Hill. A copy of the quotes provided are attached to this report.

**Analysis**

Staff analysis involves reviewing the current capital reserves at NBMCA for the Ski Hill and, when available, the unaudited/audited financial statements and monthly reports from the Ski Hill.

See Table 1: NBMCA's Ski Hill Capital Reserve for current capital reserve balance.

**Table 1: NBMCA's Ski Hill Capital Reserve**

Description	Amount
Capital Reserve (Inclusive of 2025 additions)	\$114,068
Request from the Ski Hill for reimbursement of Capital Costs (net of HST)	\$13,818
Estimated balance remaining on completion of the above transaction (net of HST)	\$100,250

**Recommendation:**

Staff recommend that the NBMCA Board approve the Ski Hill's request for \$13,818 from the NBMCA's Ski Hill capital reserve for the purpose of paying invoices related to the repair, maintenance, and audit of the NBMCA owned Ski Hill assets.

**Recommended Resolution:**

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

**AND THAT** the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$13,818 from the NBMCA's Ski Hill capital reserve.

**Submitted By**

**Aaron Lougheed, Assistant Manager, Finance**

**Reviewed By**

**Robin Allen, Interim Chief Administrative Office, Secretary Treasurer**

**Leitner-Poma Canada Inc**

74 Welham Road  
Barrie, Ontario L4N 8Y4  
Canada  
accountsreceivable@leitnercanada.com

**INVOICE**

Invoice No.: 12362  
Date: 08/31/2024  
Ship Date: 06/11/2024  
Page: 1  
Re: Order No. 24-038

**Sold to:**

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

**Ship to:**

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

Business No.: 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			Summer Maintenance For the period of 06/09/2024 to 06/11/2024			
SERV	Hour	13	By Tinkler, Glen Service	OH	126.00	1,638.00
TRAV	Hour	7	Travel	OH	126.00	882.00
MILE	KM	612	Mileage	OH	0.68	416.16
EXP	Each		Expenses-Hotel	OH		477.84
Meals	Each		Meals-per diem	OH		165.00
			Subtotal:			3,579.00
			OH - HST 13%			
			OH			465.27
Shipped By: Tracking Number:				Total Amount		4,044.27
Terms: Net 30. Due 09/30/2024.				Amount Paid		0.00
Comment:				Amount Owning		4,044.27
Sold By: Tinkler, Glen						

**Leitner-Poma Canada Inc**

74 Welham Road  
Barrie, Ontario L4N 8Y4  
Canada  
accountsreceivable@leitnercanada.com

**INVOICE**

Invoice No.: 12377  
Date: 09/10/2024  
Ship Date:  
Page: 1  
Re: Order No. 23-036

**Sold to:**

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

**Ship to:**

Laurentian Ski Hill  
15 Janey Ave  
North Bay, Ontario P1C 1N1

**Business No.:** 14465 0595 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		1	To perform a engineering audit on BM "Jack Pine" Quad chairlift \$11,750.00 \$11,750.00	OH	11,750.00	11,750.00
		1	Installation # 73791 as per TSSA Director's order 224/07 discount	OH	-1,750.00	-1,750.00
			Subtotal:			10,000.00
			OH - HST 13%			
			OH			1,300.00
Shipped By: Tracking Number:				Total Amount		11,300.00
Terms: Net 30. Due 10/10/2024.				Amount Paid		0.00
Comment:				Amount Owning		11,300.00
Sold By: Tinkler, Glen						



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

**Origin:** Hannah Wolfram, Regulations Officer  
Githan Kattera, Regulations Officer / Water Resources Coordinator

**Date:** February 24, 2025

**Subject:** Report on O. Reg. 41/24 Prohibited Activities, Exemptions and Permits

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## Background

On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. Within this regulation, a CA may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock and that the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

## Analysis

# of Permits Issued	Average Permit Processing Time (Days)	# of Small Projects	# of Standard Projects	# of Large Projects	# of Major Projects
4	2	1	1	2	0

## Recommendation

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

## Recommended Resolution

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

**Submitted By:** Hannah Wolfram, Regulations Officer

**Reviewed By:** Robin Allen, Interim CAO - Secretary Treasurer





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

**ORIGIN:** Angela Mills, Water Resources Specialist

**DATE:** March 12, 2025

**SUBJECT:** Integrated Watershed Management Program Overview

**Background:**

There are a number of diverse monitoring programs within the Integrated Watershed Management department. This report provides an overview of these programs and the activities through 2024.

**Analysis:**

Flood Forecast and Warning

The Flood Forecast and Warning (FFW) program involves monitoring weather forecasts, precipitation, snowpack, and water levels on local lakes and rivers. Lake and River water level data is available in near real-time through partnerships with Ministry of Natural Resources and Forestry (MNRF) and Water Survey of Canada. Water level forecasts during periods of high water level on the Ottawa River are provided by the Ottawa River Regulation Secretariat, and those of Lake Nipissing are provided by dam operators from Public Services and Procurement Canada and the MNRF. Staff work closely with MNRF North Bay staff to align messages whenever possible. Outcomes from these collaborations also inform operations at the Parks Creek Backflood Control Structure.

Staff actively monitor the local snowpack at three sites across the watershed. Snow surveys are conducted bi-weekly on the 1<sup>st</sup> and 15<sup>th</sup> monthly between November 15 and May 15 as a provincial initiative with the MNRF Surface Water Monitoring Centre (SWMC) with supplemental weekly surveys on the 8<sup>th</sup> and 23<sup>rd</sup> from March onward. Snow depth and moisture content, referred to as snow water equivalent (SWE) stored in the snowpack are measured and averaged across ten stations at each site. In winter 2023-2024, all stations (some dating back to 1988) recorded new historic low measurements for both depth and SWE during at least one survey.

In 2024, NBMCA issued 18 flood messages. Water levels last spring were 10<sup>th</sup> highest on Lake Nipissing since the outlet dams were all constructed in 1949. Water levels on the Ottawa River at Mattawa were 14<sup>th</sup> highest since the Otto Holden Dam was constructed in 1953. These high water levels were the result of some unanticipated snow in the Sturgeon River and upper Ottawa River watersheds that was

not captured in snow survey data as well as receiving approximately 225% or normal precipitation in April, including a 3-day event bringing nearly 70 mm of rain followed by an additional 23 mm of rain less than a week later.

### Ontario Low Water Response

The Ontario Low Water Response program tracks drought conditions based on precipitation and streamflow data. Drought is a slowly developing hazard and the program uses 1-month, 3-month, and 18-month total precipitation data and 1-month average streamflow data. There are limited data available for these indicators in the NBMCA watershed, with only one reliable precipitation station in the watershed and only three water level gauges have associated flow data. NBMCA confirmed a Level 1 Low Water Condition in November 2024 which ended in January 2025.

### Stream Sampling

NBMCA is a program partner with the Ministry of Environment, Conservation and Parks' (MECP) Provincial Water Quality Monitoring Network (PWQMN). Staff sample nine streams and rivers between South River at Chapman's Landing and Duchesnay Creek, to the Ottawa River at the Otto Holden Dam. Sites are sampled monthly between April and November and the MECP lab runs general chemistry and metals analyses for about 40 water quality parameters. Winter sampling occurs at four sites that seldom freeze over completely.

Staff additionally collect samples from 13 other sites throughout the watershed, testing for total phosphorus and chloride concentrations. These sites are sampled concurrently with the PWQMN sampling, at monthly intervals between April and November. Samples are sent to a private lab in Ottawa for analyses. All 22 sites additionally have in-situ measurements for temperature, specific conductivity, turbidity, pH, and dissolved oxygen using a hand-held sonde.

To supplement water chemistry sampling, NBMCA also collects benthic macroinvertebrates (creatures with no vertebrae that live in stream sediments) and contributes to the Ontario Benthos Biomonitoring Network (OBBN). Benthic macroinvertebrates are a biologic indicator of water quality where different species will have varying habitat tolerances for long-term water quality conditions. Benthic macroinvertebrates are identified to family level. Staff were unable to collect samples in 2024.

### Lake Sampling

Local lakes are sampled through the Lake Partner Program. Water clarity is measured with a Secchi disc (a 20 cm disc with black and white quarters). Water samples are collected as a vertical composite sample from water surface to the depth at which the Secchi disc can not be seen and sent to the MECP lab for total phosphorus analyses. Staff use a water quality sonde to also record a vertical profile of temperature, specific conductivity, turbidity, pH, dissolved oxygen, chlorophyll-a, and phycocyanin (a pigment associated with blue-green algae). Staff sample Trout Lake monthly between May and October, annually. Callander Bay, Wasi Lake, and Lake Nosbonsing are sampled monthly for sonde



measurements between May and August with phosphorus testing in Spring and late summer, annually. Additional lakes are sampled with this latter frequency, but on a rotational basis, rather than annually. In 2024, staff collected 70 phosphorus samples over the course of 20 lake sampling days and Papineau Lake was the rotationally sampled lake.

#### Groundwater Monitoring

NBMCA is a program partner with the MECP's Provincial Groundwater Monitoring Network (PGMN). Water level sensors are installed in six monitoring well in North Bay, Chisholm, and Bonfield. These sensors record hourly water level and temperature data. The well in Feronia also has a rain gauge. Telemetry was added to this site in October 2024 to allow near real-time remote access to the sites' data. Staff visit these monitoring wells several times annually to measure static water level to calibrate the sensor data. Groundwater sampling occurs once a year, usually in the autumn. Of the monitoring wells, two are shallow and sampled every year, two are deep and sampled bi-annually, and two are impractical to sample for water quality.

#### **Recommended Resolution:**

THAT the NMBCA Members receive this Board Report and it be appended to the minutes of this meeting.

#### **Submitted by:**

Angela Mills, Water Resources Specialist

#### **Reviewed By:**

Robin Allen, Interim CAO-Secretary Treasurer



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

**ORIGIN:** Paula Loranger, Community Relations Coordinator

**DATE:** March 5, 2025

**SUBJECT:** Marketing & Communications Approval Policy

**Background:** NBMCA currently does not have a policy in place for marketing and communications approval. A Marketing and Communications Approval Policy is a comprehensive set of guidelines that defines a clear and effective process for reviewing and approving marketing and communications materials.

**Analysis:** This policy serves as a critical tool for establishing clear, consistent, and unified messaging across all communication channels. By providing detailed guidelines, it ensures that all communication materials, whether digital, print, or verbal, align with the company's core values and objectives. Moreover, it ensures that all documents and messaging adhere to relevant regulatory standards, such as the Accessibility for Ontarians with Disabilities Act (AODA), which mandates accessible content for individuals with disabilities. Compliance with such regulations is essential for maintaining legal integrity and fostering inclusivity in all communication efforts.

Beyond compliance, it ensures that NBMCA's resources—whether human, financial, or technological are the most impactful. Additionally, the policy helps mitigate communication risks, including the potential for misinterpretation, confusion, or inconsistencies in messaging. By outlining specific guidelines for tone, language, brand and style, it minimizes the chances of delivering unclear or contradictory information that could have a negative impact.

Consistency in messaging across all channels reinforces the brand's voice, making it more recognizable and reliable in the eyes of the audience. Branded templates, AODA standards, logo brand standards and other documentation will be shared with staff.

**Recommendation:**

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

**Recommended Resolution:**

That this Communications and Marketing Policy be an approved Communication policy that guides the work of the Communications Department and staff to ensure that all materials are developed and executed in a quality, compliant, consistent and coordinated manner to maintain a strong brand and positive reputation.

**Submitted by:**

Paula Loranger, Community Relations Coordinator

**Reviewed by:**

Robin Allen, Interim CAO-Secretary Treasurer

# Marketing & Communications Approval Policy



## Intent

The purpose of this policy is to establish a clear and effective process for reviewing and approving marketing and communication materials. North Bay Mattawa Conservation Authority (NBMCA) communications want to ensure that all materials are developed and executed in a quality, compliant, consistent, and coordinated manner to:

- maintain a strong brand (brand standards to be given) and positive reputation;
- ensure materials are compliant with internal and external policies and legislation, such as code of conduct, social media policy and Accessibility for Ontarians with Disabilities Act (AODA); and
- ensure NBMCA is utilizing media resources effectively and efficiently.

## Definitions

**Communications:** information exchanges in any form (i.e., verbal, written, audio) produced to officially represent NBMCA.

**Marketing materials:** any type of material used to promote NBMCA to external audiences, including branded print and digital materials related to advertising, promotional items, graphic design, media relations, emergency communications, website changes, presentations to an external audience.

**Branding:** all materials must be appropriately branded, including name, logo, color scheme, typography, tone and voice, as well as graphics and imagery, brand standards for logo use completed.

**Media:** professional or citizen journalists representing either themselves or a news media organization.

## Scope

This policy applies to all NBMCA activities targeting external audiences, including any communication or marketing efforts undertaken by staff, students, volunteers, or third-



party vendors acting on behalf of NBMCA. This includes outreach to clients, partners, stakeholders, and the public. If possible, two weeks notice should be given for Marketing and Communications materials.

Exemptions:

- Internal communications (e.g., internal memos/activities).
- Permits and communications related solely to the internal functioning of NBMCA.

## 1. Roles and responsibilities

### 1.1 Communications and Outreach

Communications Department, under the Chief Administrative Officer (CAO), Secretary-Treasurer, is to have pre-distribution review and approval of all external general communication materials, including but not limited to:

- Social media posts and campaigns
  - Signage
  - Marketing materials
  - Program applications
  - Presentations to the public (template to be provided)
  - Presentations/Reports to the Board of Directors (only new presentations/reports needing branding and AODA compliance)
  - Media releases/advertisements
  - RFP, RFQ, tenders (template to be provided)
  - Email signature (sample to be provided)
  - Clothing
- a) Will review and make necessary revisions within 48 hours of receipt or as agreed upon.
- b) Is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain brand integrity and stay true to brand guidelines, and accessibility standards.
- c) Acts as Social Media Coordinator, and offers guidance, support, and oversight of all social media accounts.
- d) Acts as the Accessibility Officer and is authorized to take appropriate steps to improve, correct, and/or modify materials should it be necessary to maintain

AODA compliance and accessibility from a broader perspective. AODA tips and tricks will be provided to all staff to get their document started.

It is highly recommended that materials be sent in the earliest stage of completion to allow time for necessary changes prior to circulation. Please ensure that a budget is approved by your Manager for any materials that may have a fee associated.

## 1.2 Human Resources Coordinator/Executive Assistant/Deputy CAO

NBMCA's Executive Assistant/HR Coordinator, under the management of CAO/Secretary-Treasurer, has technical review and final approval of certain external corporate communications, including but not limited to:

- Job postings
- Reports to the Board of Directors
- Presentations to the Board of Directors

Will review and make necessary revisions within 48 hours of receipt or as agreed upon.

## 2. Policy Statements

### 2.1 General

All campaigns related to departmental goals are to be approved by the Department Manager and receive joint technical approval by the Communications Department before final approval by the CAO/Secretary-Treasurer.

### 2.2 Advertising

The content of any advertising must be approved by the Department Manager, CAO/Secretary-Treasurer and Communications Department.

### 2.3 Communications to media

- a) Departments are to provide content (verbiage and images) for their media releases as well as an accompanying Frequently Asked Questions document (if necessary) to the Communications Department for composition/review.

- b) All media releases and media advisories will receive technical review and be sent to the media by the Communications Department with approval from the CAO/Secretary-Treasurer.
- c) Designated contacts will be listed as the point of contact on the media release, and if contacted by the media may engage directly (if approved by CAO/Secretary-Treasurer); however, if any other staff are contacted by the media, they must notify the designated contact and the CAO/Secretary-Treasurer before commenting.
- d) Preferably, the Community Relations Coordinator will be listed as a second point of contact on all media releases.
- e) The Community Relations Coordinator will be available as needed for guidance in responding to any media inquiry.

## 2.4 Presentations to the public

- a) Departments are to compose their own content for presentations. A template will be provided for use. The Communications Department will review the presentation for brand, format and AODA requirements.
- b) If there are no suitable images available to the department, the Communications Department may source updated or stock photography to support the presentation.
- c) The Communications Department may adjust the content to maintain an appropriate reading level score for the intended audience.
- d) Depending on the content and the audience, presentations may have final technical review and approval by the CAO.

## 2.5 Request for proposal (RFP), request for quotation (RFQ), tender notices

- a) All RFP, RFQ and tender documents are to use the templates available to staff, or a custom template provided directly to them by the Communications Department.



- b) All RFP, RFQ and tender documents, unless exempt via approval by the CAO/Secretary-Treasurer, are to have technical edit/approval by the Community Relations Coordinator, acting as Accessibility Officer.

## 2.6 Job Postings

- a) All job postings are to use the current format available to staff, document available from the Human Resources Coordinator/Executive Assistant/Deputy CAO.
- b) Departments are to provide content for their job postings; however, all job postings must be approved by the CAO/Secretary-Treasurer and Human Resources Coordinator/Executive Assistant/Deputy CAO.
- c) Once approved the job posting is to be shared with the Community Relations Coordinator for posting on website, Conservation Ontario and social media, the Human Resources Coordinator/Executive Assistant/Deputy CAO will be responsible for other posting location such as Indeed.

## Review

This policy will be reviewed every two (2) years and revised as needed. If any changes or updates are made, all employees will be given updated copies within 30 days of the revised version of the policy being prepared.

## Effective Date

Policy approved on:

Policy amended on: