

**North Bay-Mattawa Conservation Authority
Members Meeting for September 28, 2022
at 5:30pm, IN PERSON
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. Delegation(s)
(a) Laurentian Ski Hill Snowboarding Club (LSHSC)
4. Declaration of Pecuniary Interest
5. Adoption of Previous Minutes from August 17, 2022

Correspondence

6. Email from MNRF regarding Conservation Authority Act governance **(Item A)**
7. Item from MNRF regarding Conservation Authorities Act training **(Item B)**

Written Reports

8. Section 28 Permits Report **(Appendix #1)**
9. Blanchard's Landing Report **(Appendix #2)**
10. On-Site Sewage System Program **(Appendix #3)**
11. CAO's Report **(Appendix #4)**
12. Encampments on NBMCA Lands **(Appendix #5)**

Other Business

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

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

NINTH meeting of the North Bay-Mattawa Conservation Authority held as an in person meeting at 5:30p.m. on September 28, 2022 at the NBMCA'S Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario.

MEMBERS PRESENT:

Callander, Municipality of	-	Irene Smit
Calvin, Township of	-	Sandy Cross
East Ferris, Municipality of	-	Rick Champagne
Mattawa, Town of	-	Loren Mick
North Bay, City of	-	Ed Valenti
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton (Chair)

MEMBERS ABSENT:

Bonfield, Township of	-	Jane Lagassie
Chisholm, Township of	-	Nunzio Scarfone
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Dave Mendicino (Vice-Chair)
North Bay, City of	-	Chris Mayne

OTHERS PRESENT:

Angela Coleman, General Manager of Conservation Ontario
Chitra Gowda, CAO, Secretary-Treasurer
Doug Linklater, Member, Laurentian Ski Hill
Emma Jones, Staff, Laurentian Ski Hill
Helen Cunningham, Manager, Finance and Human Resources
Karen Jones Staff, Laurentian Ski Hill
Mike Miscio, Member, Laurentian Ski Hill
Peter Rooney, Member, Laurentian Ski Hill
Rebecca Morrow, Administrative Coordinator
Stacie Fiddler
Sue Buckle, Manager, Communications and Outreach
Troy Storms, Manager, Lands & Stewardship

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The Chair welcomed Angela Coleman, General Manager of Conservation Ontario to our meeting. After introduction, Dave Britton asked Angela to read The Acknowledgment for Indigenous and Treaty Lands.

2. Approval of the Agenda

Regrets were received on behalf of Jane Lagassie, Nunzio Scarfone, Michelle Lahaye, Dave Mendicino and Chris Mayne After discussion the following resolution was presented:

Resolution No. 80-22, Champagne-Mick

THAT the agenda be approved as presented.

Carried Unanimously

3. Delegations

Karen Jones, General Manager of Laurentian Ski Hill presented to members on their Three-Year Strategy. After discussion, the members thanked Karen and Members of Laurentian Ski Hill for their presentation and dedication to volunteerism.

4. Declaration of Pecuniary Interest

None declared.

5. Adoption of Previous Minutes from August 17, 2022

After discussion, the following resolution was presented:

Resolution No. 81-22, Valenti-Cross

THAT the minutes from the meeting held on August 17, 2022 are adopted as presented.

Carried Unanimously

Guest Presentation – Angela Coleman

Angela Coleman made a presentation to the members thanking them for welcoming her and highlighted the role of Conservation Ontario and the upcoming changes to the Conservation Authorities Act. She noted the conservation authorities' goals as a long-range strategy and commitment to communities. Conservation authorities are cost-effective, add jobs to the community, offer a reason to stay and support economic development. After discussion the members thanked Angela for attending the meeting and for her warm presentation.

6 & 7. Correspondence

Chitra Gowda presented two pieces of correspondence to the members. After discussion, the members thanked Chitra and the following resolution was presented:

Resolution No. 82-22, Champagne-Mick

THAT the following correspondence items be received as presented:

- Email from MNRF regarding Conservation Authority Act governance
- Item from MNRF regarding Conservation Authorities Act training.

Carried Unanimously

8. Section 28 Permits Report

Chitra Gowda presented Valerie Murphy's DIA written report. After discussion the members thanked Chitra, and the following resolution was presented:

Resolution No. 83-22, Valenti-Mick

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

Carried Unanimously

9. Blanchard's Landing Report

Troy Storms and Chitra Gowda presented to the members a report on Blanchard's Landing. After discussion, the members thanked Chitra and Troy and the following resolution was presented:

Resolution No. 84-22, Belanger-Smit

THAT the members receive and accept the member's Report and that it be appended to the minutes of this meeting; AND

THAT staff be directed to work collaboratively with the Township of Calvin, Township of Bonfield, the Lake Talon Conservation Association members, Mattawa North Bay Algonquin First Nation, and Ontario Parks to review potential funding opportunities to help rehabilitate Blanchard's Landing.

Carried Unanimously

10. On-Site Sewage System Program

Chitra Gowda presented Robin Allen's report. After discussion the members thanked Chitra and the following resolution was presented:

Resolution No. 85-22, Lahaye-Champagne

THAT the Members direct staff to apply to MMAH to have Lawrence Bandi removed from MMAH quarts system as a related individual under the NBMCA's quarts registration; AND

THAT the members rescind the appointment of Lawrence Bandi, District Sewage System Inspector effective immediately.

Carried Unanimously

11. CAO's Report

Chitra Gowda presented her report to members. After discussion the members thanked Chitra for the presentation and the following resolution was presented:

Resolution No. 86-22, Belanger-Smit

THAT the members receive and accept the member's report; AND

THAT this report be appended to the minutes of this meeting.

Carried Unanimously

12. Encampments on NBMCA Lands

Chitra Gowda presented the report to members. After discussion the members thanked Chitra & Troy for the presentation and requested that the approved resolution be forwarded to Honourable MPP, Victor Fedeli. After further discussion the following resolution was presented:

Resolution No. 87-22, Belanger-Smit

THAT the members receive and accept the Report “Encampments on NBMCA Properties”; AND

THAT it be appended to the minutes of this meeting; AND

THAT staff be directed to start discussions with the City of North Bay staff with respect to benefiting levy in the 2023 budget, to address encampment complaints on NBMCA properties within the City of North Bay.

Carried Unanimously

13. Closed Session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No. 88-22, Valenti-Champagne

THAT the meeting move into a Closed Session of Committee of the Whole to discuss Personnel and financial matters.

Carried Unanimously

Resolution No. 89-22, Valenti-Champagne

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

Carried Unanimously

Resolution No. 90-22, Valenti-Champagne

THAT staff are directed to access the Septic OBC Reserve for an amount of \$165,000.00 to pay

out staff for unused vacation and overtime hour accumulated at the discretion of the CAO and to purchase two additional tablets and software.

Carried Unanimously

Resolution No. 91-22, Cross-Smit

THAT staff are directed to access the Land Acquisition Reserve for an amount of \$31,823.00 towards the 2022 budget.

Carried Unanimously

14. New Business

None reported

15. Adjournment (8:05 p.m.)

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

Resolution No. 92-22, Champagne-Valenti

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday October 26, 2022 in a format to be decided or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Chitra Gowda,
Chief Administrative Officer, Secretary Treasurer

From: Keyes, Jennifer (MNRF) <jennifer.keyes@ontario.ca>
Sent: August 30, 2022 4:48 PM
To: Keyes, Jennifer (MNRF) <jennifer.keyes@ontario.ca>
Cc: Corrigan, Kirsten (MECP) <kirsten.corrigan@ontario.ca>; ca.office (MECP) <ca.office@ontario.ca>
Subject: [EXTERNAL]An update concerning Conservation Authority Act governance

Dear Conservation Authority Partners and Interested Parties,

Through new Orders-In-Council made pursuant to the *Executive Council Act* that were approved by the Lieutenant Governor in Council yesterday, the Ministry of Natural Resources and Forestry (MNRF) has been designated as the Ministry responsible for administering the *Conservation Authorities Act* (CAA). Moving forward, the Ministry of the Environment, Conservation and Parks (MECP) no longer has duties, functions or responsibilities under the CAA.

Since 2018, MECP led significant legislative and regulatory changes to the CAA to improve the governance, oversight, transparency and accountability of conservation authorities.

MECP will continue to support MNRF during this transition to ensure it is seamless for staff, the public, municipalities, conservation authorities and other partners.

Stakeholders can continue to reach out to the Conservation Authority Office (via ca.office@ontario.ca) as they have done in the past on conservation authority matters.

We thank you for your ongoing support during this time of transition. Please let me know if you have any questions.

Sincerely,

Jennifer Keyes
Director
Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

Good afternoon:

As you know, over the last year new regulations and a policy were finalized to implement changes under the *Conservation Authorities Act* (CAA). The Ministry of Natural Resources and Forestry (MNRF) is offering webinar training sessions to answer questions you may have about the new regulations, policy and their implementation.

The changes announced in [October 2021](#) focus conservation authorities (CAs) on their core mandate by prescribing mandatory programs and services they must provide and setting out requirements for transition plans, inventories, and cost apportioning agreements for CA determined programs that require financing through municipal levy apportionment. They also consolidated the existing "Conservation Areas" regulations.

The changes in [April 2022](#) introduced regulations that built on current CA budgetary practices to align them with the new CA framework and a provincial policy governing the charging of fees by CA. A regulation that addresses information requirements on CA websites was also finalized. Together, these changes will improve CA governance, oversight, transparency, and accountability.

To support the smooth transition to the new CA funding framework and categories of CA programs and services, MNRF will be providing the following online training sessions:

- **Phase 1 Regulations - Refresher:** An overview of the regulations prescribing the programs and services that CAs must provide, requirements to transition to the new CA funding framework, and the rules of conduct in conservation areas, **October 12th at 1:30pm**
- **Phase 2 Regulation and Policy - Overview:** An overview of new regulations governing CA budgetary processes and levy apportionment methods, the classes of programs and services for which a CA may charge a fee, and website information requirements, **October 20th at 10:00am**
- **Phase 2 Regulations for Practitioners involved in CA budgets and municipal levy apportionment:** Detailed information on the requirements related to CA budgets, levy apportionment methods, and determining amounts that may owed by specified municipalities in respect of the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008*, **November 3rd at 1:30pm**

You are invited to share this invitation with appropriate staff and your members.

Those interested in attending can register for the training session/s by emailing ca.office@ontario.ca with the subject line "**New Requirements under the Conservation Authorities Act: Training for CAs and Municipalities.**" A reply will be sent with information on how to join the session.

Thank you in advance for your participation. Please contact MNRF at ca.office@ontario.ca if you have any questions.

Sincerely,

Jennifer Keyes,
Director, Resources Planning and Policy Development Branch
Ministry of Natural Resources and Forestry

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

**Appendix #1
09-28-2022**

ORIGIN: Valerie Murphy, Regulations Officer

DATE: September 12, 2022

SUBJECT: Report on Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits

Background:

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006 the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;

28(1)(c) prohibiting, regulating or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development.(Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

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

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

Analysis:

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

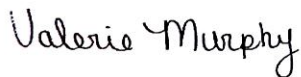
Of the newly issued permits, six have been issued for the maintenance and repair of existing infrastructure, three have been issued for landscaping as well as the construction of single-family dwellings, two have been issued for the placement of fill and one permit has been issued each for the construction of an addition, construction of a deck and construction of a lighthouse.

Recommendation:

THAT the members receive and approve the report as presented.

Recommended Resolution:

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits member's report is received and appended to the minutes of this meeting.



Valerie Murphy, Regulations Officer

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 12, 2022 PERMIT YEAR: 2022

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
RCALL-22-10	Ron and Wilma Schweitzer	Callander	Tillicum Bay Road (Lot 26 Con 25)	Unevaluated wetland and watercourse	To place fill, to grade and prepare site for construction of single-family dwellings	June 19, 2022	#82-22 August 25, 2022
RPA-22-03	TransCanada PipeLines	Papineau-Cameron	TCPL Right of way Lot 28 Con 13	Unevaluated wetland	To undertake routine pipeline maintenance and repair works	August 10, 2022	#83-22 August 11, 2022
RNB-22-43	Jean-Pierre and Catherine Fortin	North Bay	121 Timmins St	Lake Nipissing	To construct an addition to existing dwelling	August 7, 2022	#84-22 August 11, 2022
RNB-22-40	Laurentian Heights Ltd. (John Wallace)	North Bay	Phase 4 Kenreta subdivision	Escarpment	To undertake site preparation works for swale, storm water pond and lateral services	July 27, 2022	#85-22 August 15, 2022
REF-22-15	Loretta and Robert Lisi	East Ferris	159 Morgan Road	Lake Nosbonsing	To reconstruct dwelling with addition	August 2, 2022	#86-22 August 15, 2022

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 12, 2022

PERMIT YEAR: 2022

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
RCALL-22-12	Peter Hill	Callander	396 Lighthouse Road	Callander Bay	To construct a new deck	August 10, 2022	#87-22 August 18, 2022
RNB-22-44	Richard and Debbie Galashan	North Bay	1295B Peninsula Road	Trout Lake	To demolish and reconstruct sing-family dwelling	August 11, 2022	#88-22 August 18, 2022
RCALL-22-12	Ryan Farquhar	Callander	Island W Callander Bay	Callander Bay	To construct a new lighthouse	August 16, 2022	#89-22 August 18, 2022
REF-22-16	Todd Morrow	East Ferris	164 Woodcliffe Road	Trout Lake	To place sand fill	August 17, 2022	#90-22 August 25, 2022
RCHI-22-06	Robert and Sylvie Knight	Chisholm	398 Mallard Haven	Wasi Lake and wetland	To construct a new single-family dwelling	August 23, 2022	#91-22 August 25, 2022

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 12, 2022 PERMIT YEAR: 2022

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
RNB-22-45	NBMCA	North Bay	Bike path between Gibson and Lakeshore	Unnamed watercourse and wetland	To replace existing culvert under bike path	August 23, 2022	#92-22 August 25, 2022
RCALL-22-13	Municipality of Callander	Callander	Centennial Park	Lake Nipissing	To construct a new concrete boardwalk	August 25, 2022	#93-22 August 25, 2022
RNB-22-46	Brian and Donna McTiernan	North Bay	766 Ski Club Road	Escarpment	To repair landscaping on property	August 25, 2022	#94-22 August 25, 2022
RNB-22-48	City of North Bay	North Bay	Lees Road ROW	Lees Creek	Rehabilitation works to Lees Road from Trout Lake Road to Tower Drive	September 6, 2022	#95-22 September 8, 2022
RCALL-22-14	Municipality of Callander	Callander	117 Lansdowne St	Callander Bay and Lansdowne Creek	To replace storm sewer and culvert at the outlet of Lansdowne Creek	August 31, 2022	#96-22 September 8, 2022

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: September 12, 2022 PERMIT YEAR: 2022

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses
							Permit No./Date of Issuance
RNB-22-47	Lloyd and Jeanette Kienapple	North Bay	154 Turner	Parks Creek Provincially Significant Wetland	To construct a new fence to surround in-ground pool	September 6, 2022	#97-22 September 8, 2022
REF-22-19	David and Brenda Folk	East Ferris	370 Nosbonsing Park Road	Lake Nosbonsing	To construct concrete pad to anchor new dock	August 31, 2022	#98-22 September 8, 2022
Amendment							
RNB-21-50	City of North Bay	North Bay	Airport Road at Chippewa Creek	Chippewa Creek	To reconstruct headwall on concrete box culvert over Chippewa Creek	September 6, 2022	#67-21 Amend. #1 September 8, 2022

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

ORIGIN: Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

DATE: September 20, 2022

SUBJECT: Blanchard's Landing Report

Background:

Blanchard's Landing located on Mattawa River is the main dock and boat landing to the public. However, the dock, boat landing and surrounding area are in need of rehabilitation. NBMCA staff have met with interested parties to discuss potential solutions and agency roles. Staff developed a letter of support for consideration of the members.

Analysis:

Blanchard's Landing located on Mattawa River is the main dock and boat landing to the public. The dock and landing are in need of repair. Further, the location is impacted heavily by siltation that extends into Sharpe's Creek. Upon invitation, NBMCA staff have met with the Lake Talon Conservation Association members, Mattawa North Bay Algonquin First Nation members, Ontario Parks superintendent, Township of Calvin staff, Township of Bonfield staff and residents to discuss these issues and potential solutions.

The latest multi-agency group meeting was on August 26, 2022. NBMCA staff heard from others present about the impacts of the siltation to recreational and local business use of the waterway, and likely impacts to aquatic life. It was discussed that a collaborative, multi-agency approach is key to finding solutions. An environmental assessment would likely be needed. Grant funding application submissions would aim to obtain funding to first fix the dock and landing, with a larger subsequent project being the dredging of the excess silt that impacts the area. The boat launch itself appears to be on Ontario Parks property, and a parks superintendent is following up on the role of the provincial government in this matter. NBMCA's role includes the Section 28 permitting process and integrated watershed management.

In September 2022, the Lake Talon Conservation Association passed a motion that their Board of Directors be authorized to enter into an Agreement-in-Principle with other interested parties to rehabilitate the dock and boat landing structures and the area, and to examine funding possibilities.

Recommendation:

Staff recommend that the Blanchard's Landing Report be received and approved as presented. Staff recommend that the members direct staff to continue to work collaboratively with the interested parties to review potential funding opportunities to help rehabilitate Blanchard's Landing.

Recommended Resolution:

THAT the members receive and accept the member's Report and that it be appended to the minutes of the meeting; AND

THAT staff be directed to work collaboratively with the Township of Calvin, Township of Bonfield, the Lake Talon Conservation Association members, Mattawa North Bay Algonquin First Nation, and Ontario Parks to review potential funding opportunities to help rehabilitate Blanchard's Landing.

A handwritten signature in black ink that reads "Chitra Gowda." The signature is written in a cursive, flowing style.

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer



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

**Appendix # 3
09-28-2022**

ORIGIN: Robin Allen, Manager, On-site Sewage System Program

DATE: September 20, 2022

SUBJECT: On-site Sewage System Program Staff Changes

Background:

Lawrence Bandi has resigned from the position of On-site Sewage System Inspector effective August 23, 2022. There is a need to have Lawrence Bandi removed from the Ministry of Municipal Affairs and Housing (MMAH) "quarts system" as a related individual to the NBMCA – Principal Authority under the Ontario Building Code.

Analysis:

The Building Code Act under Section 3.1 gives the Conservation Authority the powers to appoint such inspectors as are necessary for the enforcement of the Act.

Recommendation:

That the members receive and accept this report as presented.

Recommended Resolution:

THAT the members direct staff to apply to MMAH to have Lawrence Bandi removed from the MMAH quarts system as a related individual under the NBMCA's quarts registration; **AND**

THAT the members rescind the appointment of Lawrence Bandi, District Sewage System Inspector effective immediately.

Robin Allen, Manager, On-site Sewage System Program

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

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

ORIGIN: Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

DATE: September 20, 2022

SUBJECT: CAO's Report

Background:

Below are information highlights from the desk of the Chief Administrative Officer (CAO).

Conservation Authorities Act: Administration

Conservation Authorities (CAs) are no longer reporting to the Ministry of the Environment, Conservation and Parks but have been returned to the fold of the Ministry of Natural Resources and Forestry (MNRF), per email correspondence dated August 30, 2022 from MNRF. As well, MNRF has also returned to their previous name from the Ministry of Northern Development, Mines, Natural Resources and Forestry. The next quarterly report on CA progress to transition to the updated CA Act by 2024 is due on October 1, 2022 to MNRF.

Conservation Authorities Act: MNRF Training

MNRF is providing the following **online training** sessions to support the smooth transition to the new CA funding framework and categories of CA programs and services:

- **Phase 1 Regulations - Refresher:** An overview of the regulations prescribing the programs and services that CAs must provide, requirements to transition to the new CA funding framework, and the rules of conduct in conservation areas, **October 12th at 1:30pm**
- **Phase 2 Regulation and Policy - Overview:** An overview of new regulations governing CA budgetary processes and levy apportionment methods, the classes of programs and services for which a CA may charge a fee, and website information requirements, **October 20th at 10:00am**
- **Phase 2 Regulations for Practitioners involved in CA budgets and municipal levy apportionment:** Detailed information on the requirements related to CA budgets, levy apportionment methods, and determining amounts that may owed by specified municipalities in respect of the Clean Water Act, 2006 and Lake Simcoe Protection Act, 2008, **November 3rd at 1:30pm.**

This invitation was shared with staff and municipal members. Registration is by emailing ca.office@ontario.ca with the subject line "New Requirements under the Conservation Authorities Act: Training for CAs and Municipalities."

Administration and Finance

- **Staffing update:** The position of On-site Sewage System (OSS) Data Clerk/Administrative Assistant was successfully filled by Amanda Bracken. This OSS program position is at North Bay.
- **Administrative office repair:** Tower deck repairs began mid-September and are anticipated to end by early December 2022.

- **Grant funding 2022-23:** Staff submitted two applications in mid-September 2022: (a) yearly funding request under Section 39 of the Conservation Authorities Act - for flood and erosion control work; and (b) new Flood Hazard Identification and Mapping Program (FHIMP) by Natural Resources Canada (administered through MNRF) - for a priority floodplain mapping project in Callander supported through council resolution.
- **OMERS 2023 onwards:** The plan is expanding to non-full time employees effective January 1, 2023, such that all non-full-time employees may elect to join the plan at any time per: <https://www.omers.com/member-faqs#Non-Full-TimeExpansion>. This will be considered in the 2023 budget for NBMCA.
- **Insurance trends:** The Authority is part of the Conservation Ontario Group Insurance Program along with the 35 other Conservation Authorities. This Conservation Ontario Insurance Working Group, which has members from a few Conservation Authorities and Conservation Ontario, has worked with Marsh Canada, our broker, to understand the unique insurance needs of the Authorities and to obtain the best possible rates. Staff do not recommend seeking insurance outside the group plan, due to unique nature of our business. Below is an illustration of the rate increases since 2018. In late August 2022, Marsh provided a market conditions update for Q2 of 2022, indicating that they expect the Insurance market increases to continue to soften. Even so, it is uncertain if rates will decrease substantially to pre-pandemic levels.

Year	Insurance Cost \$	Increase from Previous Year %
2018	51,176.24	5%
2019	52,229.56	2%
2020	62,542.92	17%
2021	73,800.62	18%
2022	79,919.76	8%

Municipal Engagement

NBMCA's CAO and staff are meeting with municipal CAOs, Mayors, Councillors and staff for friendly, introductory meet and greets through fall. In-person introductions have taken place with the municipalities of East Ferris, Callander and Chisholm. Discussions include Conservation Authority Act updates, and NBMCA program activities such as watershed monitoring in member municipalities.

Conservation Ontario

The new General Manager for Conservation Ontario is Angela Coleman, effective September 19, 2022. Angela has been the Chief Administrative Officer at South Nation Conservation Authority since 2002. Kim Gavine, previous General Manager, retired from Conservation Ontario at the end of June 2022.

Conservation Ontario, with the assistance of participating CA staff, has been developing guidance documents to assist on the CA Act deliverables such as the Fee Policy and Schedule, Conservation Lands Strategy, Watershed Based Resource Management Strategy and others. These documents will assist NBMCA in ensuring the deliverables will meet the regulatory requirements.

Recommendation:

That the members receive and accept the information report as presented.

Recommended Resolution:

THAT the members receive and accept the member's Report and that it be appended to the minutes of the meeting.

A handwritten signature in cursive script that reads "Chitra Gowda".

Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

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

Appendix #5
09-28-2022

ORIGIN: Troy Storms Manager Lands, Stewardship and
Chitra Gowda, Chief Administrative Officer, Secretary Treasurer

DATE: September 20, 2022

SUBJECT: Encampments on NBMCA Properties

Background:

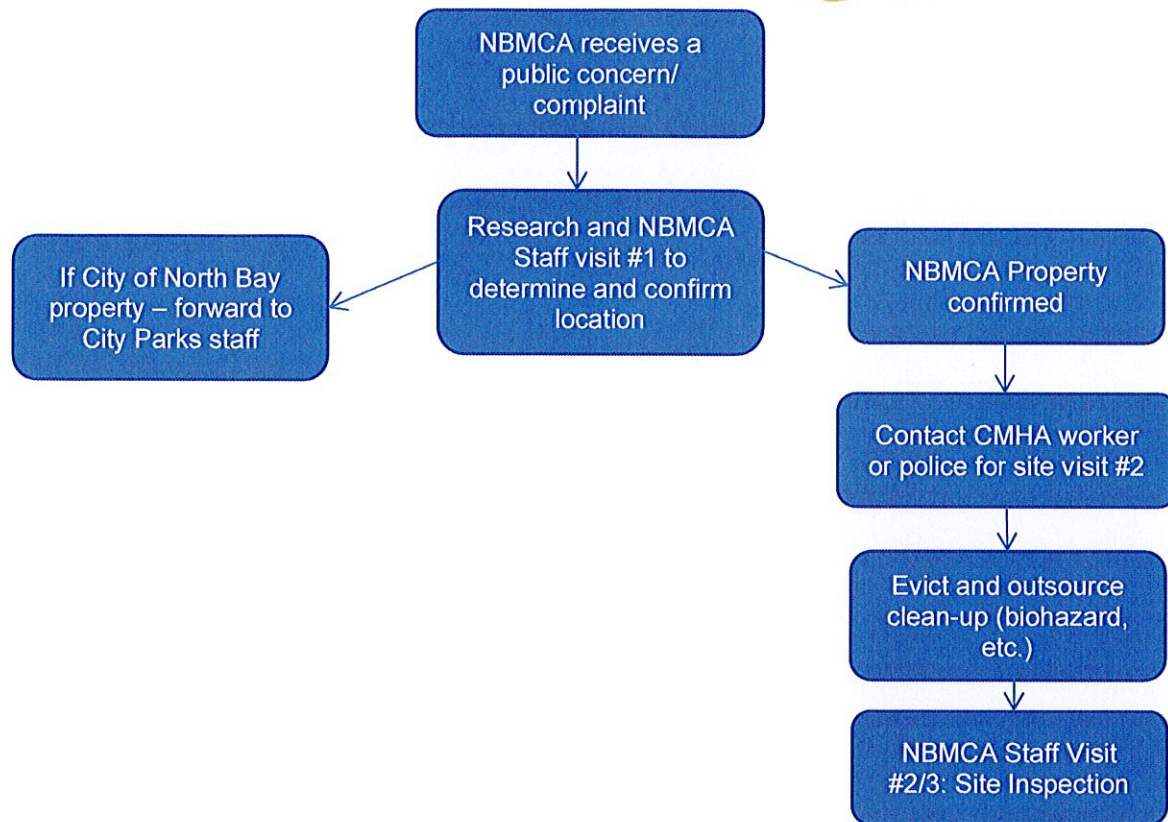
A notable increase in homeless persons related encampment activity on North Bay-Mattawa Conservation Authority (NBMCA) owned properties has raised concerns for NBMCA staff, trails visitors, and our partners. Encampments are being set up on NBMCA properties mainly within the City of North Bay. These occurrences could happen to other NBMCA properties within our member municipalities.

NBMCA Lands and Stewardship unit is comprised of three (3) staff who manage 14 conservation areas across the watershed jurisdiction. There is a marked increase in homelessness encampments and resulting refuse cleanups. There are critical safety concerns to both staff and conservation area visitors, for example when encountering opioid and biohazard issues such as syringes on our properties, along with sanitary waste on the lands. Handling these types of wastes are not part of the routine management of NBMCA properties. Further, the increase in encampments has long term environmental impacts including damage to trees and removal of shrubs along creek corridors. Aesthetics is compromised, and there is a decrease in the quality of visitor's trail experiences.

To keep NBMCA properties free of this increasing activity, there is an additional strain to NBMCA resources and an increased cost of maintaining properties.

In March 2020 NBMCA, City of North Bay, and Canadian Mental Health Association (CMHA) developed a protocol to acknowledge the need to respect the City of North Bay By-laws and NBMCA's policies based on the Conservation Authorities Act Reg. 125 Section 2(c) specifying that camping without a permit is not allowed. The intent of the protocol acknowledges the need to ensure that persons experiencing homelessness be afforded an opportunity to access social services and find alternative housing. In addition, this protocol acknowledges that every situation is unique and may require additional or alternative considerations prior to an approach of "just evict" under the Trespass to Properties Act.

The flowchart below shows the response protocol used by NBMCA staff.



The public frequently report occurrences in conservation and other park areas, including the Kate Pace Way and Chippewa Creek EcoPath. NBMCA typically is notified by the member of the public or City of North Bay Public Works Department even if the encampment is not NBMCA on property.

NBMCA then locates the encampments or area of concern (involving a site visit), confirms property ownership and follows through with the current protocol.

Encampment occurrences are unique and take time to address depending on various factors such as the presence of people in the encampment at the time of initial visit. Typically, 2 to 3 site visits by NBMCA staff are required to have an area cleaned up.

Before a clean up, staff confirm that the persons at the encampment have left the site. Then, NBMCA hires qualified independent contractor to clean-up each site. Note that sites could be contaminated with biohazardous materials and may include traces of fentanyl. NBMCA does one last site visit to check that the contractor has completed the work as directed by NBMCA.

The photos below are an example of encampments encountered on or adjacent to NBMCA properties.



Analysis:

The **Table 1** below shows data collected by staff on encampments in City of North Bay, for which NBMCA has received a public complaint.

Table 1: Data on Encampment Complaints in City of North Bay received by NBMCA

Data	2020	2021	2022
Number of public complaints received by NBMCA	1 per week (April to November)	1-2 per week (April to November)	2-3 per week (April to mid-September)
Number of encampment occurrences on NBMCA properties in the City of North Bay	6	10	18 (to mid-September)
Approximate Cost to NBMCA to hire a contractor for clean up (not currently budgeted)	\$3000	\$5000	\$8100 (to mid- September)
Approximate Cost to NBMCA for truck, PPE for the staff initial visit (not currently budgeted)	\$420	\$700	\$1260 (to mid-September)

The approximate NBMCA staff time and effort to respond, administer and process each reported occurrence is summarized in **Table 2**.

Table 2: NBMCA Staff Time per Encampment Complaint Received

Item	Reception	Lands and Stewardship	Communications	Finance	CAO
Public complaint	10-30 minutes per complaint (phone calls, emails)	30 minutes respond to news media/reporter interviews	2-3 hours to receive and manage media/ reporter inquiries and social media		1 hour for interviews, inform Chair and Vice-chair as needed
Location research and site visit #1		2 hours involving contacting CMHA, walking the area to locate the encampment, etc.			

Item	Reception	Lands and Stewardship	Communications	Finance	CAO
Site visit #2: Eviction, if needed		Potentially a 1-2 hours site visit with police			
Contractor's clean up		2 hours to arrange contractor and follow up		Manage and process invoices	
Site visit #3: Final visit		1 hour to check site for clean up			
Total time per complaint	10-30 minutes	7-8 hours	2-3 hours	30 minutes	1 hour

These statistics show a marked increase in NBMCA staff time to undertake work that is beyond core operations. Staff time involved is approximately 10 to 13 hours per occurrence. At 2 to 3 occurrences per week (for 6 to 8 months and assuming 4 weeks per month), this amounts to staff time of: 70 to 180 days per year. This is approximately 25% to 70% of a staff's working days in one year. The costs involved per year are estimated to range from \$30,000 to \$80,000 for clean up costs and staff time (note that specialized training costs for staff are yet to be determined). Further, it is anticipated that encampment activities will continue to increase through 2023.

Solutions Discussion

A benefitting levy applied to the relevant municipality will be necessary to cover the additional costs of addressing frequent encampment complaints on NBMCA properties. Staff are obtaining quotes from contractors to include in the 2023 budget. At this time, complaints about encampment found to be on NBMCA properties are within the City of North Bay municipal boundary.

- Not preferred: Increase NBMCA staff capacity to accommodate the additional workload. Provide ongoing specialized training to staff (biohazard, sanitary waste, opioid/violence related). Continue to contract out the clean up after evictions. Challenges include: severe health and safety concerns for staff in dealing with opioid impacted areas; and ongoing specialized training costs are involved.
- Preferred: NBMCA staff continue to receive the initial complaints (and then forward the complaint to the contractor), manage social media and news media interest and contractor invoices. Contract out the rest of the additional work including responding to public complaints about encampments, all related site visits, evictions, and clean up efforts.

Staff will note the location and cadence of encampment complaints received and keep the members informed of potential encampment occurrences in municipalities across the watershed.

Recommendation:

Staff recommend that Report "Encampments on NBMCA Properties" be received and accepted and that staff be directed to begin discussions with the City of North Bay about a benefitting levy in 2023 to address encampment complaints on NBMCA properties in the city.

Recommended Resolution:

THAT the members receive and accept the Report "Encampments on NBMCA Properties" and that it be appended to the minutes of the meeting; AND

THAT staff be directed to start discussions with City of North Bay staff with respect to a benefitting levy in the 2023 budget, to address encampment complaints on NBMCA properties within the City of North Bay.



Chitra Gowda, Chief Administrative Officer, Secretary Treasurer