



February 24, 2022

To: Clerks, CAO's & Heads of Council

SENT VIA EMAIL

Re: North Bay-Mattawa Conservation Authority
Inventory of Programs and Services

Please find attached the Inventory of Programs and Services that was approved by the Members at the meeting of February 23, 2022.

Please don't hesitate to contact our office if any additional clarification is required.

Sincerely,

A handwritten signature in black ink that reads 'Brian Tayler'. The signature is written in a cursive style with a large, looped 'B' and a stylized 'T'.

Brian Tayler
CAO/Secretary Treasurer

/encl.

/rm

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

ORIGIN: CAO, Secretary Treasurer

DATE: February 18, 2022

SUBJECT: Program and Services Inventory

Background:

As a requirement under *Ontario Regulation 687/21*, the North Bay Mattawa Conservation Authority (NBMCA) has completed a Transition Plan that outlines the process the conservation authority will go through to transition to the new funding/levy framework. A second requirement under this regulation is to develop an Inventory of Programs and Services based on the three categories identified in the Regulation. These categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

The regulation requires that the Inventory be submitted to the Ministry of the Environment, Conservation and Parks and circulated to all participating municipalities by February 28, 2022. The NBMCA is also required to make the Inventory available to the public by posting it on the Authority's website (www.nbmca.ca).

At this time, the Phase 2 Regulations have not been released by the Province. This phase will include a review of the two current levies regulations (O. Reg. 670/00 "Conservation Authority Levies"; O. Reg. 139/96 "Municipal Levies") and Conservation Authority Fee Policy. It is anticipated that these updates to the regulations and policy could have an impact on the financial component of the Inventory.

Analysis:

Attached to this report is a chart providing information related to NBMCA's Inventory of Programs and Services as required under Ontario Regulations 6871/21-Section 6 "Inventory of Programs and Services". This information includes estimates and assumptions related to costs, cost allocations and revenue distribution and is subject to change as cost figures are refined and further direction is provided via the release of Phase 2 regulations.

The inventory is a compilation, to the best of staffs capability, of average expenses (both capital and operating) over the last five years. These average program and service descriptions do not fully mirror how the budget has traditionally been presented. The new descriptions and resulting budget are to be implemented in January of 2024 after a period of consultation, refinement of the inventory with participating municipalities that lead to MOUs/Agreements where required.

Preliminary analysis suggests that the programs and services can be delivered without a significant change in total municipal levy support required compared with the current levy funding model. In addition, NBMCA has reserves or deferred revenue that can be used to fund new costs associated with moving to the new levy funding model.

Recommendation:

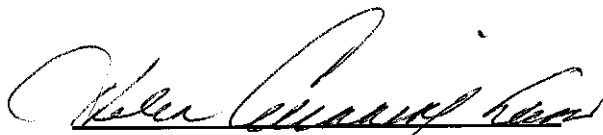
It is staff's recommendation the Members approve of the inventory, direct staff to circulate the inventory as required by regulation and further open further dialogue with the participating municipalities.

RECOMMENDED RESOLUTION:

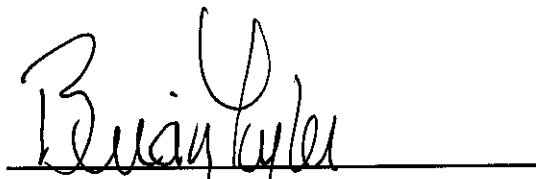
THAT the Members approve of the Program and Services Inventory, and

THAT the report and Inventory be circulated and posted as required by regulation, and

THAT the NBMCA begin more formal dialogue with its participating municipalities.



Helen Cunningham, Manager Finance and HR



Brian Tayler, CAO, Secretary Treasurer

North Bay Mattawa Conservation Authority: Programs and Services Inventory: February 17, 2022

Program Area	Program / Service Provision	Program / Service Description	Legislative Reference	Category Mandatory (1); Municipal (2); Other (3)	Funding Mechanisms and Percentage of Funding Source	Annual Operating and Capital Funding (5-Year Average)	Agreement Requirements
Administration, Finance, HR	Corporate Services	Administrative, human resources, employee health and safety, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority.	Enabling Service	1	1. Municipal Levy - 88% 3. Self-Generated - 1% 4. Provincial Transfer Payment - 11%	\$284,657	No
	Financial Services	Budgeting, Accounting and payroll	Enabling Service	1			
	Legal Expenses	Costs related to agreements/contracts, administrative by-law updates or other similar legal expenses	Enabling Service	1			
	Governance	Supporting CA Membership, Advisory Committees, Corporate Strategy and the Office of the CAO	Enabling Service	1			
	Asset Management	Asset Management of Natural Hazard infrastructure, facilities, fleet, equipment and property management	Enabling Service	1			
Communications	Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations.	Reg. 686/21 s.1(2) Reg. 686/21 s.1(3)3,4	1	1. Municipal Levy - 55% 3. Self-Generated - 35% 4. Provincial Transfer Payment - 10%	\$281,500	No
	Education and Community Events	Community event development, execution and support	Reg. 686/21 s.1(2) & s.1(3)3,4	1			
	Communications and Marketing	Communications and marketing resources to support Category 1 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	Enabling Service	1			
	Communications and Marketing	Communications and marketing resources to support Category 2 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(q)	2			Yes
	Communications and Marketing	Communications and marketing resources to support Category 3 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(q)	3			No
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and “friends of” groups to further the mission and vision of NBMCA. These vital partnerships allow NBMCA to provide substantial value in the delivery of programs and services. Communications and marketing resources to support Category 3 activities in all program areas. (Incl, but not limited to public consultations, development of supporting digital and print materials, events, social media, media relations, software, tools & resources.)	CAA s.21(1)(n)	3			No
	Public awareness and Communications	General communications, marketing and awareness campaigns for non-mandatory programs and services (support for private land stewardship, the ski hill and other similar activities)	CAA s.21(1)(q)	3			Yes

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Conservation Lands	Section 29 Minister's regulation for Conservation Areas	Conservation areas enforcement/compliance	Reg. 686/21 s.9(1)4	1	1. Municipal Levy - 81% 2. MOU/Agreements - 9% 3. Self-Generated - 10%	\$609,186	No
	Strategy for CA owned or controlled lands and management plans/statements	Guiding principles, objectives, including for an authority's land acquisition and disposition policy, land use categories on conservation authority owned land, recommended management principles for different land categories, etc.	Reg. 686/21 s.9(1)1	1			
	Development and Maintenance of a Land Inventory	Development and maintenance of an inventory of every parcel of land that the Authority owns or controls including, location, surveys, site plans, maps, acquisition date, and how the parcel was acquired.	Reg. 686/21 s.9(1)3	1			
	Management, operation and Maintenance of CA owned lands	Management and Maintenance of CA owned lands including stewardship, restoration, and ecological monitoring	Reg. 686/21 s.9(1)2	1			
	Passive Recreation Use, Infrastructure and Management Planning	Management and maintenance of CA owned recreational assets including trails, parking, washroom facilities, pavilions and other capital assets.	Reg. 686/21 s.9(1)1	1			
	Forestry – Hazard Tree and Natural Heritage/Biodiversity Management	Removal of hazards, diseased trees, forest management and conservation of biodiversity on Conservation Authority owned lands	Reg. 686/21 s.9(1)2	1			No
	Land Acquisition and Disposition	Acquisition and management of lands containing important natural heritage features or strategically aligned with existing NBMCA land holdings. Disposition of lands considered surplus to the vision, mandate and strategic goals of NBMCA.	CAA s.21(1)(c)	3			
	Partnership Building and Support	Management and enhancement of mutually beneficial community partnerships with partners, stakeholders, committees and “friends of” groups. These vital partnerships allow NBMCA to provide substantial value in the delivery of programs and services.	CAA s.21(1)(n)	3			
	Land Lease and Agreement Management	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.	CAA s.21(1)(c)&(d)	3			
	Laurentian Ski Hill	Support to the Laurentian Ski Hill for operations and capital asset upkeep, including staff time and all associated fees and expenses.	CAA s.21(1)(m)	3			Yes
Core Watershed-based Resource Management Strategy	Strategy Development	Review and compile existing resource management plans, watershed plans, studies and data. Develop the strategy, implement and undertake annual reporting	Reg. 686/21 s.8 Reg. 686/21 s.12(1)3 Reg. 686/21 s.12(4)	1	1. Municipal Levy - 100%	\$0	No
Drinking Water Source Protection	Source protection authority role as set out in the Clean Water Act.	Source Protection Area tech support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations.	Reg. 686/21 s.13	1	4. Provincial Transfer Payment - 100%	\$236,655	No
Building Code Part 8: On-site Septic Program	Permitting, compliance and Mandatory Inspections	Policy, planning, program delivery, legal fees, communications, administration, staffing, data management and other program support	Reg. 686/21 s.14(1) & (2)	1	3. Self-Generated - 90%	\$749,636	No
	Other initiatives/services outside of or associated with the Building Code	Voluntary re-inspection programs and legal/permitting inquiries	Reg. 686/21 s.14(1) & (2)	3	2. MOU/Agreements - 10%		Yes/No

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Watershed/Environmental Planning	Section 28.1 Permit Administration and Compliance activities	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. This program also involves the investigation and enforcement of regulatory compliance.	Reg. 686/21 s.8	1	1. Municipal Levy - 81% 2. MOU/Agreements - 10% 4. Provincial Transfer Payment - 9%	\$303,485	No
	Review under Other Legislation	Input to the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	Reg. 686/21 s.6	1			
	Municipal Plan Input and Review	Technical information and advice 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.) and Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	Reg. 686/21 s.7	1			
	Natural Hazards Technical Studies and Information Management	Studies and data collection to identify and mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1	1			Yes
	Plan Review not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) related to Natural heritage and water resources, not related to natural hazards.	CAA s.21(1)(n)	2			
	Natural Heritage	Natural heritage monitoring, plans/strategies and system design not on Conservation Authority owned land to inform Official Plans	CAA s.21(1)(n)	2			
GIS/IT/IM	Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.1(3)	1	1. Municipal Levy - 80% 4. Provincial Transfer Payment - 20%	\$137,647	No
	Natural Hazards Technical Studies and Information Management	Data collection and analysis to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			
Stewardship	Watershed Stewardship and Restoration	Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners.	CAA s.21(1)(g)&(o)	3	3. Self Generated - 100%	\$92,585	No
Water Management	Flood Forecasting and Warning	Ongoing collection and monitoring of weather forecasts, provincial & local water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	Reg. 686/21 s.2	1	1. Municipal Levy - 70% 4. Provincial Transfer Payment - 30%	\$341,630	No
	Low water response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	Reg. 686/21 s.3	1			
	Natural Hazards Technical Studies and Information Management	Data collection and study of designs to mitigate natural hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	Reg. 686/21 s.5(1)1 Reg. 686/21 s.9(1)2	1			
	Ice Management Plans	The development and updating of ice management plans, in concert with municipal partners, for areas of the watershed with known ice jamming issues.	Reg. 686/21 s.4	1			
	Flood and Erosion Control Infrastructure Operation and Management	Water & erosion control infrastructure maintenance, operation and capital improvements	Reg. 686/21 s.5	1			

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Watershed Monitoring	Provincial Water Quality Monitoring Network (PWQMN)	CA/MECP partnership for stream water quality monitoring.	Reg. 686/21 s.12(1)2 Reg. 686/21 s.12(3)	1	1. Municipal Levy - 100%	\$90,464	Yes
	Provincial Groundwater Monitoring Network (PGMN)	CA/MECP partnership for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.	Reg. 686/21 s.12(1)1 Reg. 686/21 s.12(2)	1			
	NBMCA Water Quality Monitoring Network	Surface water quality sampling at established sites to better understand watershed conditions and to support Watershed Report Card Evaluations and Watershed Health Checks.	CAA s.21(1)(a)	2			
	NBMCA Water Quality Monitoring Network - Benthic	Benthic/Biological Monitoring and Assessment Program (BioMAP) – 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	CAA s.21(1)(a)	2			
	Watershed Report Cards and Watershed Health Checks	Report backs to the community on the current state of the watershed(s) based on water quality, forest cover and wetland cover. The report card focuses on sub-watershed areas.	CAA s.21(1)(a)	3			

Note:

Category 1 (White)
Category 2 (Blue)
Category 3 (Green)
New Programming (Yellow)

Total Average Funding Cost: \$3,127,445