

9

**AGENCIES
BOARDS
COMMITTEES**

25 March 2025

NBMCA report to Calvin Council

At the Mar. 10, 2025 meeting of the NBMCA Board, the minutes from the Feb. 12/25 meeting were approved for dissemination to the municipalities. You will have likely received them by now.

On Mar. 19, 2025 The Province announced that the Conservation Authorities will now be under the Ministry of Environment, Conservation and Parks. On the same date, Mr. Todd McCARTHY MPP was selected to be the Minister of Environment, Conservation and Parks.

On Mar. 20, 2025 the NBMCA announced that Ms. Robin ALLEN was no longer the Interim CAO of the NBMCA and that Mr. Dave Mendicino will be the Acting CAO starting Mar. 24, 2025. Mrs. Rebecca MORROW remains as Assistant CAO.

Job postings for summer students and other positions remain open until Mar, 28, 2025.

The next meeting of the Board is Wed. 9 April 2025 at 4:00 pm

Bill MORETON

Calvin Deputy Mayor

NBMCA Board member

9.1.1

CAO

Subject:

FW: [EXTERNAL]RE: NBMCA Minutes - 01-15-2025

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

Sent: March 7, 2025 3:12 PM

To: CAO <CAO@calvintownship.ca>; Nicky Kunkel <cao.clerk@bonfieldtownship.com>; Cindy Pigeau <cpigeau@callander.ca>; Jason Trotter <jason.trotter@eastferris.ca>; Paul Laperriere, Mattawa <cao@mattawa.ca>; Jason McMartin, Papineau Cameron <clerk@papineaucameron.ca>; Allison Quinn, Powassan <aquinn@powassan.net>; Mattawan Joanne Montreuil <admin@mattawan.ca>; <admin@mattawan.ca>; <llaremmcisaac@northbay.ca>; <Karen.McIsaac@northbay.ca>; <lmarshall@chisholm.ca>

Cc: Councillor Bill Moreton <Councillor.Moreton@calvintownship.ca>; Chris Mayne <Chris@maynetravel.com>; Dave Britton <boatconnections@gmail.com>; Irene Smit <irene.smit@sympatico.ca>; Lana Mitchell <lane.mitchell@northbay.ca>; Linda Cook <linda.cook@northbay.ca>; Loren Mick <councillor.mick@mattawa.ca>; Michelle Lalaye <queenbz63@hotmail.com>; Nunzio Scarfone <n.scarfone@chisholm.ca>; Peter Chirico <mavorechirico@northbay.ca>; Shelley Belanger <shelley.belanger@outlook.com>; Steve Featherstone <sfeatherstone@bonfieldtownship.com>; Steve Trahan <steven.trahan@eastferris.ca>

Subject: NBMCA Minutes - 01-15-2025

Hello,

The minutes for NBMCA's Annual General Meeting held on January 15, 2025 have been posted to our website, and can be found by clicking on the following link:

<https://nbmca.ca/about-us/members-nbmca/members-meetings-minutes/>

Thanks,

Rebecca Morrow (she/her)
Human Resources Coordinator/Executive Assistant/Deputy CAO
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Cell: 705-303-8434
Office:: 705-474-5420
Fax: 705-474-9793
Web: www.nbmca.ca

Leaders in Watershed Management

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

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

NB- MAR 11 /25 Council Meeting Pkg already out.



NORTH BAY - MATTAWA
**CONSERVATION
AUTHORITY**

**North Bay-Mattawa Conservation Authority
Members Meeting for January 15, 2025
at 4:00 pm In Person
NBMCA's Natural Classroom
15 Janey Avenue, North Bay, Ontario**

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome and Introductions
3. Approval of the Agenda
4. Declaration of Pecuniary Interest
5. Delegations
6. Appointment of Interim CAO, Secretary Treasurer as Chair
7. Election of Officers:
 - Chair of the Board
 - Vice Chair of the Board
 - Executive Committee
8. Adoption of Previous Minutes from December 11th and December 16, 2024
9. Appointment of Solicitor
10. Appointment of Auditor
11. 2025 Banking and Borrowing Resolution
12. Correspondence
 - Mayor Richard Gould, Municipality of Calvin

Presentations

Business Reports

13. Section 28 Permits (**Report #1**)

Other Business

14. Closed session of Committee of the Whole
15. New Business
16. Adjournment

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

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

FIRST meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on January 15, 2025 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
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	-	Chris Mayne
North Bay, City of	-	Lana Mitchell
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
Mattawa, Town of	-	Loren Mick

ALSO PRESENT:

Robin Allen, Interim CAO, Secretary-Treasurer
 Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
 Aaron Lougheed, Manager, Finance
 Paula Loranger, Community Relations Coordinator
 Shawn Kozmick, GIS Database Department Assistant
 Githan Kattera, Water Resources Coordinator/Regulations Officer
 Angela Mills, Water Resources Specialist
 Ella Bird, Deputy Chief Building Official, On-Site Sewage Systems
 Hannah Wolfram, Regulations Officer
 Kris Rivard, Building Official Inspector, On-Site Sewage Systems
 Derek Airdrie, Building Official Inspector, On-Site Sewage Systems

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 01-25, Britton-Belanger

THAT the agenda as amended be accepted.

Carried Unanimously

3. Declaration of Pecuniary Interest

None.

4. Delegations

None.

5. Appointment of the Interim CAO, Secretary Treasurer as Chair

After Discussion, the following resolutions were presented:

Resolution No. 02-25, Belanger-Mitchell

THAT the Interim Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Conservation Authority Officers and Executive Committee.

Carried Unanimously

Resolution No. 03-25, Moreton-Lahaye

THAT Aaron Lougheed and Ella Bird be appointed as scrutineers for the election of Officers and Executive Committee.

Carried Unanimously

6. Election of Officers

The Acting Chair reviewed the election procedures with the members. After discussion, the members were invited to proceed with a call for nominations for the position of Chair.

Lana Mitchell nominated Michelle Lahaye

After a second and third call for nominations with no response the acting Chair asked the Michelle Lahaye if she was willing to accept the nomination. Michelle accepted. The acting Chair

declared Michelle Lahaye as the Chair. Afterwards the following resolution was presented:

Resolution No. 04-25, Chirico-Britton

THAT nominations for the position of Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the position of Vice Chair.

Michelle Lahaye nominated Lana Mitchell

After a second and third call for nominations with no response the acting Chair asked Lana Mitchell if she was willing to accept the nomination. Lana accepted the position, and the following resolution was presented:

Resolution No. 05-25, Trahan-Belanger

THAT nominations for the position of Vice-Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the Executive Committee. She reminded members that the Chair and Vice Chair are automatically appointed as members to the Executive Committee, and that four more members were required.

Michelle Lahaye nominated Peter Chirico
Shelley Belanger nominated Dave Britton
Shelley Belanger nominated Chris Mayne
Dave Britton nominated Shelley Belanger
Dave Britton nominated Bill Moreton.

After a call for members, the Chair asked all members nominated if they were willing to accept their nominations. Chris Mayne declined the nomination. All others accepted their nominations. The following resolutions was then presented:

Resolution No. 06-25, Mayne-Mitchell

THAT nominations for the Executive Committee are closed.

Carried Unanimously

Resolution No. 07-25, Belanger-Moreton

THAT

Dave Britton
Peter Chirico
Bill Moreton
Shelley Belanger

Are appointed to the Executive Committee for the year 2025 or until the next Annual General Meeting.

Carried Unanimously

At this point in the meeting the Interim Chief Administrative Officer turned the meeting over to the newly elected Chair. The Chair congratulated everyone on their new appointments.

7. Adoption of Previous Minutes of December 11, 2024 & December 16, 2024

After discussion the following resolution was presented:

Resolution No. 08-25, Mayne-Scarfone

THAT the minutes of the meeting held December 11, 2024 & December 16, 2024 are adopted as written.

Carried Unanimously

8. Appointment of Solicitor

After discussion the following resolution was presented:

Resolution No. 09-25, Mitchell-Trahan

THAT Russell Christie LLP is appointed as solicitor for the Conservation Authority for the year 2025.

Carried Unanimously

9. Appointment of Auditor

After discussion the following resolution was presented:

Resolution No. 11-25, Trahan-Belanger

THAT MNP be appointed as auditor for the Conservation Authority for the fiscal year 2024.

Carried Unanimously

10. 2025 Banking and Borrowing Resolution

After discussion the following resolution was presented:

Resolution No. 10-25, Chirico-Mayne

THAT TD Bank be appointed to provide banking services for the Conservation Authority for the year 2025 and,

THAT staff are authorized to borrow from the TD Bank up to \$300,000.00 for the year 2025 for cash flow purposes.

Carried Unanimously

11. Conservation Ontario Voting Delegates

After discussion the following resolution was presented:

Resolution No. 12-25, Scarfone-Britton

THAT the Board of Directors of the North Bay-Mattawa Conservation Authority appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2025 and that the Vice-Chair and CAO be appointed as first and second alternate respectively.

Carried Unanimously

12. Correspondence

Robin Allen updated members on the correspondence received from Mayor Richard Gould, Municipality of Calivn dates December 11, 2024. Members asked that staff begin to promote the Conservation Areas by asking member municipalities to get involved in promoting the Conservation Areas within their respective municipalities. After further discussion, members thanked Robin for her update.

Carried Unanimously

13. Section 28 Approvals

Hannah Wolfram presented the Section 28 Approvals report. After discussion, the members

thanked Hannah for her presentation and the following resolution was presented:

Resolution No. 13-25, Scarfone-Moreton

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

Carried Unanimously

14. Closed Session – Committee of the Whole to discuss Property, Financial and personnel matters

After discussion the following resolutions were presented:

Resolution No. 14-25, Chirico-Mayne

THAT the meeting move into a closed session of “Committee of the Whole” to discuss Property, Financial and personnel matters at 4:35pm.”

Carried Unanimously

Resolution No. 15-25, Trahan-McMartin

THAT Michelle Lahay, Lana Mitchell, Peter Chirico and Shelley Belanger be appointed to the selection committee for the CAO position.

Carried Unanimously

Resolution No. 16-25, Moreton-Trahan

THAT the meeting move out of a closed session of “Committee of the Whole and back into an open meeting at 5:02pm.”

Carried Unanimously

15. New Business

None noted.

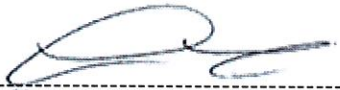
16. Adjournment (5:03 p.m.)

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

Resolution No. 17-25, McMartin-Trahan

THAT the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer

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: January 2, 2025

Subject: Report on Ontario Regulation 41/24 and Ontario Regulation 686/21

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.

Ontario Regulation 686/21 (Mandatory Programs and Services) was amended on April 1, 2024 to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, NBMCA is required to prepare and publish (on the NBMCA website) an annual report outlining statistics on Section 28.1 permits, including reporting on its level of compliance with the requirements of O. Reg. 41/24, respecting the application for and issuance of permits, including any associated timelines.

NBMCA staff are committed to providing positive and transparent client service and undertaking efficient reviews of permit applications in accordance with legislated timelines and service standards. In 2024, the timelines outlined by O. Reg. 41/24 for Section 28.1 permits were met or exceeded by NBMCA staff for 100% of applications. Some key statistics from 2024 include:

- average permit processing time of 8 calendar days (from the time an application was deemed complete to the permit being issued)
- 40% of all permits were issued in 5 calendar days or less and 70% were issued in 10 calendar days or less
- The median processing time for a permit in 2024 was 7 days

The table included in the *Analysis* subsection of this report outlines the annual mandatory reporting requirements to be published to the 'Governance' and 'Section 28 Permits' sections of the NBMCA website in early 2025.

Analysis

Since the approval of the previous minutes, NBMCA has issued one (1) new permit to The City of North Bay for a major project. In 2024, NBMCA issued 80 Section 28.1 permits, as follows:

Annual Reporting – Permit Statistics		
January 1 – December 31, 2024		
Total Permits Issued	Overall	80
	Major	5
	Minor	75
April 1 – December 31, 2024		
Total Permits Issued	Overall	62
	Major	4
	Minor	58
Total Applications Subject to Minister's Order (Minister's Review) – O. Reg. 474/24		0
Annual Reporting – Permit Timelines (January 1 to December 31, 2024)		
Total complete application reviews completed in 21 days		80
Permits and Timelines	Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days)	5
	Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days)	0
	Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days)	75
	Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days)	0
Reason for Variance from Timelines:		N/A
Average Permit Timelines (Days)	Overall Average Permit Review Time	8
	Average Major Permit Review Timeline (90 days)	9
	Average Minor Permit Review Timeline (30 days)	8
Annual Reporting – Compliance with O. Reg. 41/24		
Mapping	Maps of regulated areas available on the website (ss. 4(1))	Yes
	Annual review of the mapping and necessary updates made (ss. 4(2))	Yes
Administrative Reviews	Total requests for administrative reviews made to the Authority	0
	Total administrative reviews completed within 30 days	N/A

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

Resolution No. 17-25, McMartin-Trahan

THAT the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer

message in error, please notify the sender immediately advising of the error and delete the message without making a copy. Thank you.

Drinking Water Source Protection
Municipal Appointment to Source Protection Committee
March 2025

Sample notice for municipal website

Applications Invited for Membership on North Bay-Mattawa Drinking Water Source Protection Committee

The North Bay-Mattawa Source Protection Authority is seeking applications individuals to serve on the SPC for a five-year term. There are currently three (3) vacancies for a committee member representing Municipalities, three (3) vacancies for a committee member representing economic sectors, three (3) vacancies for a committee member representing general interest, and one (1) vacancy for a committee member representing Nipissing First Nation.

The North Bay-Mattawa Drinking Water Source Protection Committee (SPC) is mandated to reduce risk to five local municipal drinking water sources: Callander, Mattawa, North Bay, Powassan, and South River. The SPC achieves this through implementation of an effective, practical, locally developed, and provincially approved Source Protection Plan in accordance with the Clean Water Act, 2006.

If you are interested in applying for membership as a Municipal representative, please contact the Clerk. The municipality will review applicants and make a recommendation to the Source Protection Authority before May 12, 2025. Applications for economic sector representatives and general interest representatives should be submitted to dwsp@nbmca.ca by April 11, 2025.

Additional information about the Source Protection Committee and responsibilities of the Source Protection Members, and information for applications to represent economic sectors, general interest, and Nipissing First Nation can be found at www.actforcleanwater.ca or by contacting the Source Protection Program Manager at the North Bay-Mattawa Conservation Authority 705 474-5420 or email dwsp@nbmca.ca.

Short version:

Applications Invited for Membership on North Bay-Mattawa Drinking Water Source Protection Committee

The North Bay-Mattawa Source Protection Authority is inviting applications to fill positions on the Drinking Water Source Protection Committee as a municipal representative. For more information, visit www.actforcleanwater.ca or contact Angela Mills, DWSP Program Manager at the North Bay-Mattawa Conservation Authority. 705 474-5420 or dwsp@nbmca.ca.

Application to be a member of the North Bay - Mattawa Source Protection Committee

Please complete all areas of this application form for your application to be considered and submit with a resume and cover letter by 4:30 pm on April 11, 2025. You may attach additional information if desired. If you are nominating an individual, please ensure that the individual being nominated signs this form and includes a copy with your nomination letter.

To be eligible for membership on the North Bay - Mattawa Source Protection Committee you must:

- Reside in, own or rent property within a member municipality of the North Bay - Mattawa Source Protection area; OR
- Be employed or operate a business within a member municipality of the North Bay - Mattawa Source Protection area; OR
- Be employed by a municipality that is a member municipality of the North Bay - Mattawa Source Protection area; AND
- Not be a member or employee of NBMCA

Name: _____

Full Address: _____

Telephone #: _____ Cell #: _____

Email: _____

Address of eligible place of employment/business/property owned or rented within the North Bay - Mattawa Source Protection area if the address above is not within the area:

Please check the box for the position(s) for which you are applying:

Municipal Representative: ☐ (Please forward application through municipal clerk)

First Nation Representative: ☐ (Please forward application through First Nation Chief)

Economic Representative: ☐ Agriculture ☐ Industry ☐ Commercial

Member at Large: ☐ Environment ☐ Health ☐ Other (incl. general public)

Knowledge and Expertise: *Attach additional information if desired*

Knowledge of drinking water source protection science, concepts and reading/reviewing scientific / technical reports:

Knowledge of the North Bay - Mattawa Source Protection region watersheds and communities and the related drinking water issues:

Communication Skills - Please provide a brief description of how you have developed and use your oral and written communication skills.

Experience working on multi-sector committees: Include committee's purpose/function and the outcome of the work of the committee, your role, and other members' roles and responsibilities.

Experience working effectively on teams or in groups responsible for making decisions: Describe your role and other members' roles and responsibilities; how difficult issues were managed; how decisions were made; how decisions were implemented - outcomes.

Willingness and Ability to carry out the work required as a member of the SPC

Able and willing to attend daytime meetings of the North Bay – Mattawa Source Protection Committee (SPC) and occasional evening and weekend meetings, public information sessions and forums: Members will receive a per diem to attend meetings.

Yes ____ No ____

References/Endorsements

Please include letters of reference specifically related to your application as a member of the North Bay - Mattawa Source Protection Committee. Also include letters of endorsement for your application when applying as a member to represent a specific sector. For the agriculture sector representative, applications will be processed in association with the Ontario Farm Environment Coalition (OFEC); no endorsement letter is required. The NBMSPA will be consulting with other sector organizations as relevant.

List of References / Endorsements Letters (optional) attached:

Name & contact details: _____

Name & contact details: _____

Name & contact details: _____

Commitment to Fulfill Responsibilities and Approval to Share This Information

By signing and dating this application, you agree to undertake the roles and responsibilities of a member of the North Bay - Mattawa SPC, if appointed, including but not limited to:

- Regularly attend meetings of the North Bay - Mattawa SPC
- Abide by the Code of Conduct and Conflict of Interest policies as established by the SPC
- Maintain confidentiality of confidential and personal information brought before the North Bay - Mattawa SPC
- Remain a member of the North Bay - Mattawa SPC for a period of 5 years
- Attend public information sessions and public consultation forums on North Bay - Mattawa SPC matters
- Represent the interests of the specific sector you represent

I confirm that by making this application, that if appointed I would perform the duties and responsibilities as a member of the North Bay - Mattawa SPC described above. I also confirm that the information provided is accurate.

Signed: _____ Date: _____

I give approval to the Source Protection Authority to share this application and any appended information with organizations that may be consulted on the selection of members to represent their sector/interests.

Signed: _____ Date: _____

Please complete all areas of this application form for your application to be considered and submit with a resume and cover letter by 4:30 pm on April 11, 2025.

Angela Mills, DWSP Program Manager
North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
(705) 474-5420, dwsp@nbmca.ca

Source Protection Committee Role

The Source Protection Committee (SPC) is responsible to guide the development of updated and amended assessment reports and source protection plans as well as guiding implementation of existing plans. The SPC works in cooperation with the source protection authority. The SPC considers public input, reviews technical information, ensures input from local municipalities, and provides advice on source protection plan requirements.

Source Protection Committee Member: Overview of Responsibilities

Committee candidates must:

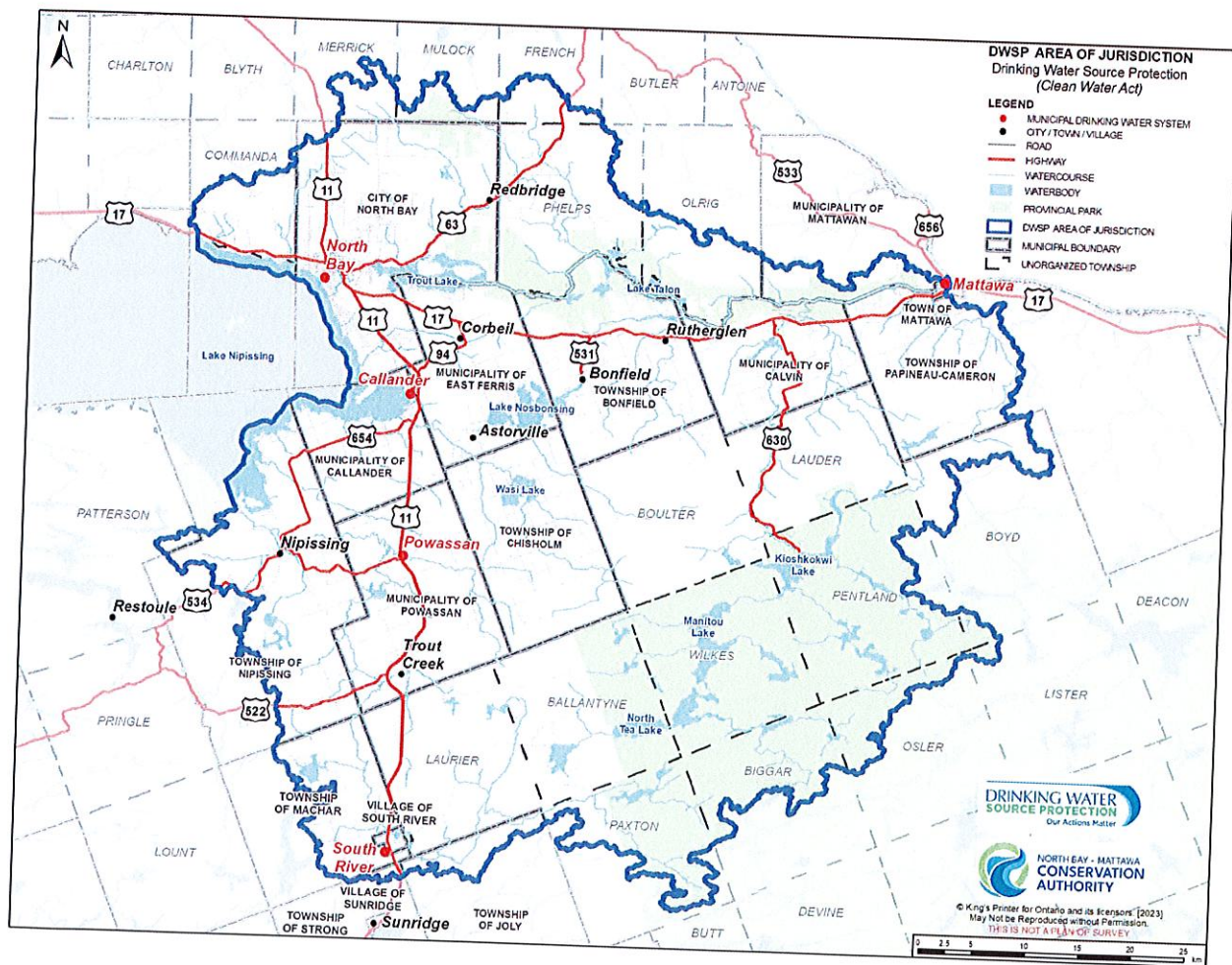
- reside, own property, rent property, be employed in, operate a business in, or be employed by a municipality that is located within the North Bay - Mattawa Source Protection Area (see map).
- hold relevant knowledge of the watersheds and local land uses and institutions.
- understand technical issues and implications of human activity on the landscape.
- understand the municipal role, finance, and planning issues.
- exhibit solid problem-solving, analytical, communication, organizational, and conciliatory decision-making skills.
- demonstrate an ability to work with group dynamics and team environments.

Roles and responsibilities for Source Protection Committee members include:

- attending meetings of the Committee as called by the Chair.
- making a 5-year commitment to participate as a Committee member.
- considering and comprehending concepts, issues, policies, and scientific reports related to drinking water source protection.
- working on multi-sector committees.
- working collaboratively in teams or in groups responsible for making decisions.
- respecting confidential information, freedom of information and privacy protection of personal information and abide by the process in place to safeguard confidential and personal information, while ensuring an open decision-making process.
- other roles and responsibilities as determined by the Source Protection Authority and the Ministry of the Environment, Conservation and Parks.

Municipalities are requested to submit nomination(s), together with the nominee application form, resume and municipal letter of endorsement by May 12, 2025 to:

North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
Attn: Angela Mills, DWSP Program Manager
705-474-5420 x2012; 705-497-4668
dwsp@nbmca.ca





**Public Notice – Call for Applications
North Bay-Mattawa Source Protection Committee Members
March 10, 2025**

Notice

Call for applications for local drinking water source protection committee – Three (3) Municipal representatives, three (3) economic sector representatives, three (3) general interest representatives, and one (1) First Nations representative from Nipissing First Nation. Appointment will be for a term of up to five years.

The North Bay-Mattawa Drinking Water Source Protection Committee (SPC) is mandated to reduce risk to five local municipal drinking water sources: Callander, Mattawa, North Bay, Powassan, and South River. The SPC achieves this through implementation of an effective, practical, locally developed, and provincially approved Source Protection Plan.

Membership:

- Three members represent municipalities
- Three members represent the economic sector
- Three members represent interests other than those previously mentioned, in particular: Environment, Health, and other interests of the general public
- One member may be appointed to reflect the interests of Nipissing First Nation

Appointed Members:

- Chair, as appointed by the Minister of Environment, Conservation and Parks
- Liaisons appointed by the North Bay-Parry Sound District Health Unit

As per *Ontario Regulation 288/07* (Source Protection Committees), a committee member must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality located in the source protection area.

- See map of the North Bay-Mattawa Source Protection Area

If you are interested in applying to be considered for appointment as an **economic sector representative** or **general interest representative**, applications may be submitted directly to the North Bay-Mattawa Source Protection Authority **by Friday, April 11, 2025**.

If you are interested in being appointed as a **Nipissing First Nation representative**, please contact Nipissing First Nation for appointment.

If you are interested in applying to be considered for appointment as a **Municipal Representative**, contact the municipal Clerk submit a completed application and resume to the Municipality. Municipalities are requested to submit their selections for consideration, together with a copy of the completed application form and resume, to the North Bay-Mattawa Source Protection Authority **by Monday, May 12, 2025** with a letter of municipal endorsement.

Please visit **www.actforcleanwater.ca** to download and review these two files in PDF format:

- Application Form (link)
- Source Protection Committee Role and Member Responsibilities (link)

For more information on the North Bay-Mattawa Source Protection Committee visit **www.actforcleanwater.ca**. to view documents which guide the role and function of the Source Protection Committee including:

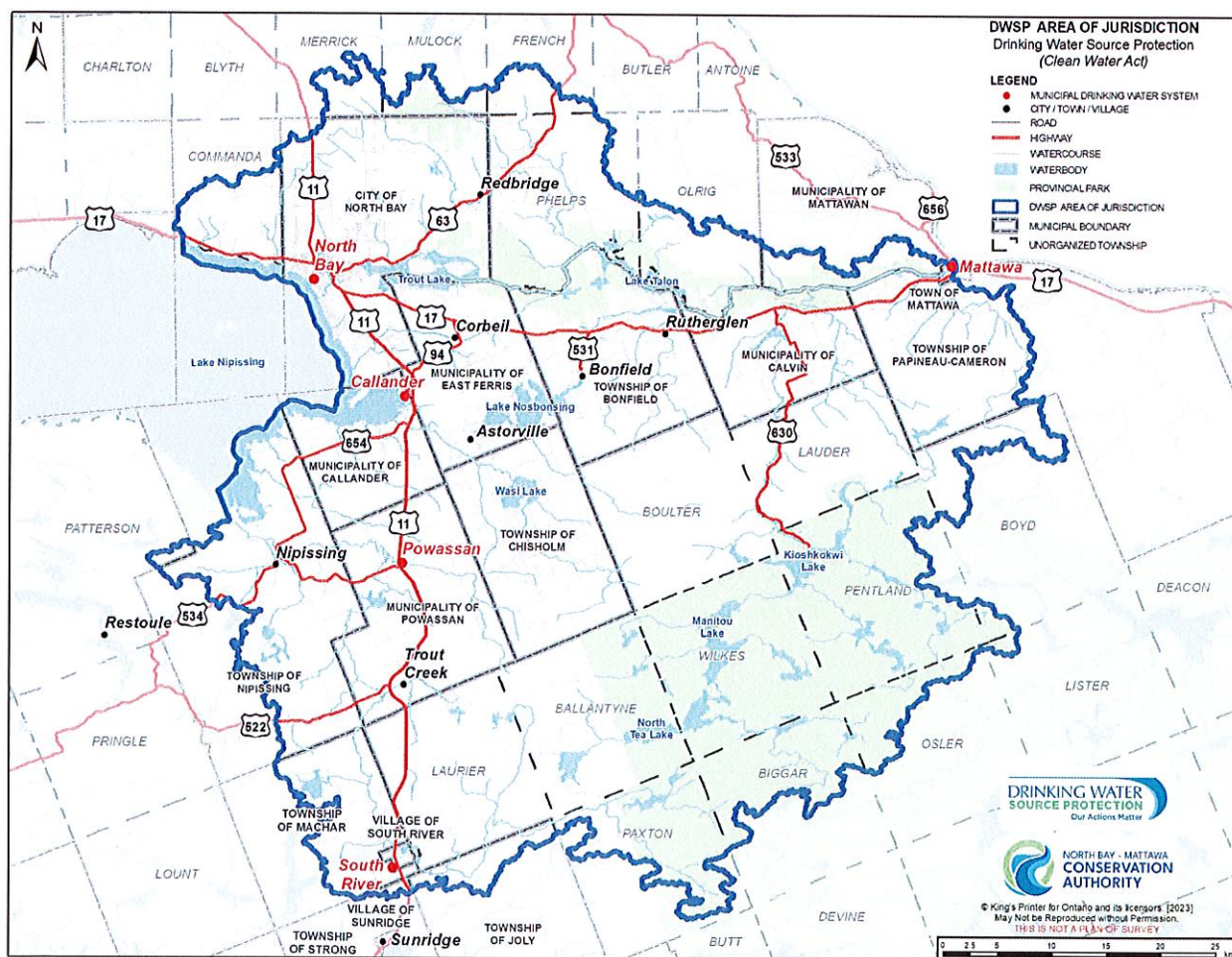
- Code of Conduct and Conflict of Interest Policy (link)
- Rules of Procedure (link)

For additional information, contact:

Angela Mills, DWSP Program Manager
North Bay-Mattawa Source Protection Authority
c/o North Bay-Mattawa Conservation Authority
15 Janey Ave., North Bay, ON, P1C 1N1
(705) 474-5420, dwsp@nbmca.ca

The Drinking Water Source Protection Program is made possible with funding support from the Province of Ontario.





MEMO

To: Mayors, CAOs, and Clerks
Municipalities in the North Bay-Mattawa Source Protection Area:

- Township of Bonfield
- Township of Calvin
- Municipality of Callander
- Township of Chisholm
- Township of Joly
- Township of Machar
- Town of Mattawa
- Township of Mattawan
- Township of Nipissing
- City of North Bay
- Township of Papineau-Cameron
- Municipality of Powassan
- Township of Strong
- Village of South River

From: Angela Mills (DWSP Program Manager)
CC: Michelle Lahaye, Robin Allen, Wayne Belter
Date: March 11, 2025
Re: Nomination for Municipal Representatives on Source Protection Committee

The Source Protection Committee (SPC) is a local multi-stakeholder committee responsible for developing the Source Protection Plan for the protection of municipal drinking water sources in Callander, Mattawa, North Bay, Powassan, and South River. Membership on the SPC is evenly allocated between municipal, economic and public-at-large sectors. **The Clean Water Act's O.Reg. 288/07** allots a nine-member committee (plus the chair and a First Nations representative) for the North Bay-Mattawa Source Protection Area.

The membership terms for current SPC members have expired. The current members representing the municipal sector are: Beverley Hillier, Manager of Planning and Building Services for the City of North Bay; Tim McKenna, Manager of Operations for the Municipality of Callander; and Randy McLaren, former Mayor of Bonfield. These members may have their membership renewed or new members may be nominated.

Municipalities are invited to submit nominations for the Source Protection Committee Municipal Representative positions. Please submit your nomination to the Source Protection Authority by Monday, May 12, 2025 and include an Application completed by the nominee, together with their resume and a letter from the municipality acknowledging its support for the nominee.

Municipalities are encouraged to collaborate on submitting a nomination by way of a letter of support for a particular individual. In the event that more names are submitted for the three vacancies, a selection committee composed of Source Protection Authority (SPA) members will interview candidates and make recommendations to the SPA which is responsible for the appointment of SPC members.

In selecting nominees for municipal representation, the fifteen SP Area municipalities should take into **consideration the scope of the project, the nominee's qualifications, and the current priorities for the SPC** outlined in the Committee Role and Member Responsibilities document attached. The Committee requires a range of expertise.

Members are asked to make a five-year commitment to serve on the SPC. SPC members receive a \$200/day per diem. For additional information on the Source Protection Plan and the Source Protection Program visit www.actforcleanwater.ca.

Background

The SPC has been responsible for the creation of the Source Protection (SP) Plan, which was approved in March 2015, with ongoing updates in 2024-2025. Municipalities have already implemented the policies for which they are responsible. However, longer term efforts are required with respect to research, monitoring, and education related to blue-green algae in Callander Bay. This involves the municipalities of Callander, Chisholm, East Ferris, North Bay, and Powassan.

Please see the attached information regarding the SPC function and committee member responsibilities, a map of the North Bay-Mattawa Source Protection Area, and a fillable Application form.

Should you require any further clarification on the roles and responsibilities of the Committee members, please do not hesitate to contact Angela Mills, Project Manager, Drinking Water Source Protection, for the North Bay-Mattawa Source Protection Area at dws@nbmca.ca or (705) 474-5420.

Angela Mills

Program Manager, Drinking Water Source Protection

Attached:

1. Public Notice
2. Role of SPC and Responsibilities of Committee Members
3. Map of North Bay-Mattawa Source Protection Area
4. Application Form (Fillable PDF)
5. Sample Website Posting for Municipalities
6. Media Release

CAO

From: NBMCA Source Protection <dwsp@nbmca.ca>
Sent: March 12, 2025 10:02 AM
To: CAO; NBMCA Source Protection
Cc: Administration
Subject: RE: [EXTERNAL]RE: North Bay-Mattawa Source Protection Committee member recruitment

Hi Donna,

The link for all the information is: <https://actforcleanwater.ca/source-protection-committee/apply-to-be-a-member/>

Thank you,

*Posted to Calvin www @ 10:16 am
Am*

Angela

Angela Mills (she/her)
Water Resources Specialist
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Office: [705-474-5420](tel:705-474-5420) ext. 2012
Cell: [705-497-4668](tel:705-497-4668)
Fax: [705-474-9793](tel:705-474-9793)
Web: www.nbmca.ca

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From: CAO <CAO@calvintownship.ca>
Sent: March 12, 2025 10:01 AM
To: NBMCA Source Protection <dwsp@nbmca.ca>
Cc: Administration <administration@calvintownship.ca>
Subject: [EXTERNAL]RE: North Bay-Mattawa Source Protection Committee member recruitment

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Me again, sorry.

Can you please send administration@calvintownship.ca the link to either your FB or www page where these opportunities are posted once they are so that we can share out on our FB page? Thanks!

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



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From: NBMCA Source Protection <dwsp@nbmca.ca>
Sent: March 11, 2025 3:59 PM
To: NBMCA Source Protection <dwsp@nbmca.ca>
Cc: Michelle Lahaye <queenbz63@hotmail.com>; Robin Allen <Robin.Allen@nbmca.ca>; Wayne Belter
<waynebelter@gmail.com> <waynebelter@gmail.com>
Subject: North Bay-Mattawa Source Protection Committee member recruitment

To: Municipal Clerks, CAOs, and Mayors of municipalities within the North Bay-Mattawa Source Protection Area,

Please see attached memo regarding recruitment for the North Bay-Mattawa Source Protection Committee. Also attached are the Committee and Member responsibilities, the public notice for applications, and the application form.

The term for the three municipal representatives on the committee has ended, and existing members need to either be re-appointed or have new members join the committee. Municipal representatives must be forwarded by the municipalities that are wholly or partially within the Source Protection Area. A map is included in the Committee and Member Responsibilities document.

In addition to Municipal representatives, the Economic sector and Public-at-large representatives have also come to the end of their term and may have their membership renewed or may welcome new members. There is a sample posting attached that we ask be added to your municipal websites. If there is a public notice bulletin board at your municipal offices, we ask that the public notice kindly be posted for public review. I will also be endeavouring to post the public notice on such boards that may be located at community centres and libraries within the Source Protection Area.

Please forward Source Protection Committee Municipal Representative nominees to dwsp@nbmca.ca by May 12, 2025. I am happy to address any questions you may have.

Thank you,

Angela

Angela Mills (she/her)

Water Resources Specialist

North Bay-Mattawa Conservation Authority

15 Janey Avenue

North Bay, ON P1C 1N1

Office: [705-474-5420 ext. 2012](tel:705-474-5420)

Cell: [705-497-4668](tel:705-497-4668)

Fax: [705-474-9793](tel:705-474-9793)

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CAO

From: NBMCA Source Protection <dwsp@nbmca.ca>
Sent: March 12, 2025 10:02 AM
To: CAO
Subject: RE: [EXTERNAL]RE: North Bay-Mattawa Source Protection Committee member recruitment

Hi Donna,

Per O.Reg. 288/07 under the Clean Water Act, the Source Protection Authority consults with all municipalities that are located in whole or in part within the Source Protection Area when appointing members to the Source Protection Committee to “reflect the interests of the municipalities that are located, in whole or in part, in the Source Protection Area”. There is no reference to whether those municipalities have a municipal supply or are impacted by the vulnerable area (e.g. wellhead protection area or intake protection zone) of another municipality’s municipal system.

Due to the size of the North Bay-Mattawa Source Protection Committee (nine members), three shall be municipal representatives. There are 15 municipalities that are in whole or in part within our Source Protection Area and five municipal supplies with vulnerable areas that extend into 12 of the municipalities.

Regards,

Angela

Angela Mills (she/her)
Water Resources Specialist
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Office: [705-474-5420](tel:705-474-5420) ext. 2012
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From: CAO <CAO@calvintownship.ca>
Sent: March 12, 2025 9:19 AM
To: NBMCA Source Protection <dwsp@nbmca.ca>
Subject: [EXTERNAL]RE: North Bay-Mattawa Source Protection Committee member recruitment

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Hi Angela

I just want to be sure before posting and sharing at a council meeting.

Must applicants be from the municipalities served by Source Protection services? Or is membership on the committee open to any municipal council member or citizen within the entire area served by NBMCA?

Thank you

Donna

Donna Maitland

CAO/Clerk/Treasurer

Municipality of Calvin

1355 Peddlers Dr., R.R.#2, Mattawa, ON. POH 1V0

Ph: 705-744-2700

www.calvintownship.ca



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From: NBMCA Source Protection <dwsp@nbmca.ca>

Sent: March 11, 2025 3:59 PM

To: NBMCA Source Protection <dwsp@nbmca.ca>

Cc: Michelle Lahaye <queenbz63@hotmail.com>; Robin Allen <Robin.Allen@nbmca.ca>; Wayne Belter (waynebelter@gmail.com) <waynebelter@gmail.com>

Subject: North Bay-Mattawa Source Protection Committee member recruitment

To: Municipal Clerks, CAOs, and Mayors of municipalities within the North Bay-Mattawa Source Protection Area,

Please see attached memo regarding recruitment for the North Bay-Mattawa Source Protection Committee. Also attached are the Committee and Member responsibilities, the public notice for applications, and the application form.

The term for the three municipal representatives on the committee has ended, and existing members need to either be re-appointed or have new members join the committee. Municipal representatives must be forwarded by

the municipalities that are wholly or partially within the Source Protection Area. A map is included in the Committee and Member Responsibilities document.

In addition to Municipal representatives, the Economic sector and Public-at-large representatives have also come to the end of their term and may have their membership renewed or may welcome new members. There is a sample posting attached that we ask be added to your municipal websites. If there is a public notice bulletin board at your municipal offices, we ask that the public notice kindly be posted for public review. I will also be endeavouring to post the public notice on such boards that may be located at community centres and libraries within the Source Protection Area.

Please forward Source Protection Committee Municipal Representative nominees to dwsp@nbmca.ca by May 12, 2025. I am happy to address any questions you may have.

Thank you,

Angela

Angela Mills (she/her)
Water Resources Specialist
North Bay-Mattawa Conservation Authority
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CAO

From: CAO
Sent: March 12, 2025 9:58 AM
To: Councillor Bill Moreton
Subject: FW: North Bay-Mattawa Source Protection Committee member recruitment
Attachments: 2025 Sample Municipal Posting.docx; 2025 SPC Application Final (Fillable).pdf; 2025 Committee and Member Responsibilities_Municipal.pdf; 2025 Public Notice for SPC Applications.pdf; 2025 Municipal Memo re SPC Membership.pdf

Hi Bill

I'll place this in the ABC area, next council meeting?

While there are a number of vacancies, only council member appointments need to go through council. You probably know this.

We will post the link to NMBCA www on our fb to promote the others.

Donna

Donna Maitland
CAO/Clerk/Treasurer

Municipality of Calvin

1355 Peddlers Dr., R.R.#2, Mattawa, ON. P0H 1V0

Ph: 705-744-2700

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Subject: North Bay-Mattawa Source Protection Committee member recruitment

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Please forward Source Protection Committee Municipal Representative nominees to dvsp@nbmca.ca by May 12, 2025. I am happy to address any questions you may have.

Thank you,

Angela

Angela Mills (she/her)
Water Resources Specialist
North Bay-Mattawa Conservation Authority
15 Janey Avenue
North Bay, ON P1C 1N1
Office: [705-474-5420 ext. 2012](tel:705-474-5420)
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From: Rebecca Morrow <Rebecca.Morrow@nbmca.ca>

Date: March 20, 2025 at 10:18:16 AM EDT

Subject: Staffing update - North Bay Mattawa Conservation Authority

Hello,

Please be advised that effective today (March 20, 2025), Robin Allen is no longer the Interim CAO, Secretary Treasurer for the North Bay-Mattawa Conservation Authority. Dave Mendicino will be the Acting CAO Secretary Treasurer starting on Monday March 24, 2025.

Rebecca Morrow remains the Deputy CAO. Please update your contacts accordingly.

Please don't hesitate to contact Dave Mendicino or Rebecca Morrow if you require any assistance.

Thank you.

Rebecca Morrow (she/her)

Human Resources Coordinator/Executive Assistant/Deputy CAO

North Bay-Mattawa Conservation Authority

15 Janey Avenue

North Bay, ON P1C 1N1

Cell: 705-303-8434

Office:: 705-474-5420

Fax: 705-474-9793

Web: www.nbmca.ca

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THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2025-17

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of March 25, 2025, excluding Closed Meeting Agendas and Closed Meeting Minutes.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2024- this 25th Day of March 2025.

X

X

MAYOR

CAO