



**North Bay-Mattawa Source Protection Authority
ANNUAL GENERAL MEETING
January 26, 2022
6:30pm or immediately after the NBMCA Annual General Meeting
Electronic Meeting Via Zoom**

A G E N D A

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome
3. Approval of the Agenda
4. Delegation(s)
5. Declaration of Pecuniary Interest
6. Appointment of CAO, Secretary Treasurer as Chair
7. Election of Officers:
 - Chair of the Board
 - Vice Chair of the Board
8. Adoption of Previous Minutes of April 28, 2021

Written Reports

9. Project Manager's Report (**Appendix #1**)
10. SPA Meeting Schedule for 2022 (**Appendix #2**)

Other Business

11. New Business
12. Adjournment

**NORTH BAY-MATTAWA SOURCE PROTECTION AUTHORITY
MINUTES**

of the

Annual General Meeting of the North Bay-Mattawa Source Protection Authority held at 6:30 p.m. on January 26, 2022 electronically via Zoom.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(6:50pm – 7:07pm)
Callander, Municipality of	-	Irene Smit	(6:50pm – 7:07pm)
Calvin, Township of	-	Sandy Cross	(6:50pm – 7:07pm)
Chisholm, Township of	-	Nunzio Scarfone	(6:50pm – 7:07pm)
East Ferris, Municipality of	-	Rick Champagne	(6:50pm – 7:07pm)
Mattawan, Municipality of	-	Michelle Lahaye	(6:50pm – 7:07pm)
Nipissing, Township of	-	Tom Marchant	(6:50pm – 7:07pm)
North Bay, City of	-	Dave Mendicino	(6:50pm – 7:07pm)
North Bay, City of	-	Ed Valenti	(6:50pm – 7:07pm)
North Bay, City of	-	Chris Mayne	(6:50pm – 7:07pm)
Papineau –Cameron, Township of	-	Shelley Beleanger	(6:50pm – 7:07pm)
Powassan, Municipality of	-	Dave Britton	(6:50pm – 7:07pm)
South River, Village of	-	Teri Brandt	(6:50pm – 7:07pm)
Strong, Township of	-	Marriane Strickland	(6:50pm – 7:07pm)

MEMBER(S) ABSENT:

Mattawa, Town of	-	Loren Mick
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ALSO PRESENT:

Ann Convery, Accounts Clerk
Brian Tayler, CAO, Secretary-Treasurer
David Ellingwood, Manager, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Paula Scott, Director, Planning & Development/Deputy CAO
Paula Loranger, Community Relations coordinator
Rebecca Morrow, Administrative Assistant
Sue Buckle, Manager, Communications and Outreach
Valerie Murphy, Regulations Officer

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The Chair read a statement acknowledging Indigenous and Treaty Lands.

2. Welcome

The Chair welcomed everyone to the meeting.

3. Approval of the Agenda

After discussion, the following resolution was presented:

Resolution No. SPA01-22, Champagne-Valenti

THAT the agenda is approved as presented.

Carried Unanimously

4. Delegation(s)

No delegations.

5. Declaration of Pecuniary Interest

None declared.

6. Appointment of Chief Administrative Officer as Chair

After discussion the following resolutions were presented:

Resolution No. SPA02-22, Belanger-Britton

THAT the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Source Protection Authority Chair and Vice Chair.

Carried Unanimously

Resolution No. SPA03-22, Champagne-Cross

THAT Sue Buckle and Paula Scott be appointed as Scrutineers for the election of Officers.

Carried Unanimously

7. Election of Officers

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

Dave Mendicino nominated Dave Britton

After a second and third call for nominations with no response the acting Chair asked Dave Britton if he was willing to accept the nomination. Dave accepted the position, and the following resolution

was presented:

Resolution No. SPA04-22, Mendicino-Lahaye

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 Dave Mendicino

Jane Lagassie nominated Chris Mayne

After a second and third call for nominations and with no response, the acting Chair asked Dave Mendicino and Chris Mayne if they were willing to accept the nomination. Dave accepted the nomination, and Chris declined the nomination. As a result Dave Mendicino was appointed as Vice Chair.

8. Adoption of Previous Minutes of April 28, 2021

After discussion the following resolution was presented:

Resolution No.SPA05-22, Lagassie-Belanger

THAT the minutes of the meeting held on April 28, 2021 are adopted as written.

Carried Unanimously

9. Project Managers Report

David Ellingwood presented his report. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 06-22, Smit-Mayne

THAT the Project Manager's report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

10. SPA Meeting Schedule

David Ellingwood presented proposed meeting dates for 2022. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 07-22, Marchant-Lahaye

THAT the following regular meeting dates of the Source Protection Authority Board of Directors be approved:

- Wednesday April 27, 2022
- Wednesday June 22, 2022
- Wednesday October 26, 2022

AND FURTHER THAT this report dated January 20, 2022 be received and appended to the minutes of this meeting.

Carried Unanimously

11. New Business

None declared.

12. Adjournment (7:07p.m.)

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

Resolution No. 08-22, Valenti-Champagne

THAT the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 27, 2022 in a format to be determined, immediately after the NBMCA Board of Directors meeting (scheduled for 5:30 pm) or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority (SPA)

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 20, 2022 (for AGM meeting January 26, 2022ry 24, 2021)

SUBJECT: **Project Manager’s Report**

RECOMMENDATION: That this report of the Project Manager be received for information and appended to the minutes of this meeting.

1. DWSP Funding Request for 2022-2023 and 2023-2024
2. SPA Annual Report on Progress of Implementation of Source Protection Plan
3. Section 36 Update to the Source Protection Plan

BACKGROUND:

The North Bay-Mattawa Source Protection Authority (SPA) works to ensure that local source protection activities are conducted in accordance with the *Clean Water Act*, 2006, associated regulations and the administrative directions of the Ministry of the Environment, Conservation and Parks. The SPA is tasked with overseeing the development and implementation of a local Source Protection Plan (SP Plan) developed by the Source Protection Committee (SPC). The North Bay-Mattawa Conservation Authority (NBMCA) administers the program and provides necessary resources according to an agreement with the SPA. The NBMCA also has a role in watershed management mandated by legislation other than the *Clean Water Act*.

ANALYSIS:

1. DWSP Funding Request for fiscal 2022-2023 and fiscal 2023-2024

The Source Protection program has been funded since its inception by the Provincial Government. Annually a request is made by the Source Protection Authority and a transfer payment agreement is signed. The fiscal year for this program runs from April 1st to March 1st.

In late November 2022, the MECP issued a call for funding applications for the Drinking Water Source Protection Program. Unlike recent years, the application was open for requests for a two-year funding window covering the 2022-2023 fiscal year and 2023-2024 fiscal year. NBMCA staff prepared a submission with FTE (full-time equivalent) staff level, overhead and total budget amounts similar to the 2021-2022 fiscal. Further discussions with Ministry staff regarding the request are anticipated over the next month or so as part of the review and approval process. A transfer payment agreement is expected to be signed on or around the end of March. The requested amount for 2022-2023 is \$196,685 and for 2023-2024 is \$197,894.

2. Annual Report to MECP on Source Protection Plan Implementation due May 1, 2022

On May 1, 2022 the fifth annual report on the progress of Source Protection Plan implementation is due to MECP. Reports from municipalities and other implementing bodies for activities during the 2021 calendar year are being compiled by SPA staff into the Draft Annual Report. The Source Protection Committee will consider the draft report prior to the report being brought to the SPA for review and approval on April 27, 2022. The findings will be posted online on our local source protection website www.actforcleanwater.ca.

3. Section 36 Update to the Source Protection Plan

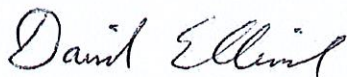
The Source Protection Committee and the SPA staff have continued through the process of updating the approved Assessment Report and the Source Protection Plan. The current Source Protection Plan has been in effect since July 1, 2015.

The updates to the Source Protection Plan will include: modifications to delineated areas for surface water systems; incorporating threat activities and changes made to the provincial tables of drinking water threats; review of policy wording and additions to policy sets for certain activities, such as pipelines; making editorial corrections; and updating text and tables to reflect current information.

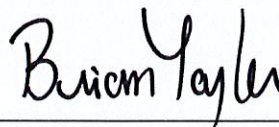
The Source Protection Committee will review comments from the staff at the Ministry of Environment, Conservation and Parks. Rounds of consultation will then occur with municipalities and implementing agencies, followed by a public consultation phase. These consultations are expected to occur in March and into the spring months. Following the municipal and public consultation phases the Source Protection Committee will review the comments and make any modifications to the documents. The proposed updated Assessment Report and Source Protection Plan will then be forwarded to the MECP for approval.

RECOMMENDED RESOLUTION:

1. That this report be received and appended to the minutes of this meeting.



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, Secretary-Treasurer

SPA January 26, 2022

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority (SPA)

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 20, 2022 (for AGM meeting January 26, 2022)

SUBJECT: **SPA Meeting Schedule for 2022**

RECOMMENDATION: That this report of the Project Manager be received for information
and appended to the minutes of this meeting.

DISCUSSION:

The North Bay-Mattawa Source Protection Authority (SPA) will need to meet three further times during the 2022 calendar year to conduct business related to: the section 36 update of the Source Protection Plan; endorsement of Annual Report; and other administrative functions.

The following schedule for 2022 is recommended by staff:

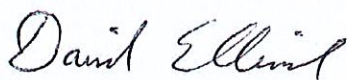
Wednesday, April 27, 2022 at 5:30 pm (prior to NBMCA Board Meeting)

Wednesday, June 22, 2022 at 5:30 pm (prior to NBMCA Board Meeting)

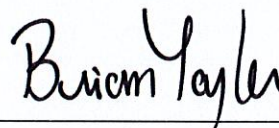
Wednesday, October 26, 2022 at 5:30 (prior to NBMCA Board Meeting)

RECOMMENDED RESOLUTION:

1. That this report be received and appended to the minutes of this meeting.



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, Secretary-Treasurer