

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

Annual General Meeting of the North Bay-Mattawa Source Protection Authority held at 6:15p.m. on January 29, 2020 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

MEMBERS PRESENT:

Calvin, Township of	-	Dean Grant	(6:35pm – 7:30pm)
Chisholm, Township of	-	Nunzio Scarfone	(6:35pm – 7:30pm)
Mattawa, Town of	-	Loren Mick	(6:35pm – 7:30pm)
Mattawan, Municipality of	-	Michelle Lahaye	(6:35pm – 7:30pm)
Nipissing, Township of	-	Tom Marchant	(6:35pm – 7:30pm)
North Bay, City of	-	Dave Mendicino	(6:35pm – 7:30pm)
North Bay, City of	-	Simon Blakeley	(6:35pm – 7:30pm)
North Bay, City of	-	Chris Mayne	(6:35pm – 7:30pm)
Papineau –Cameron, Township of	-	Shelley Beleanger	(6:35pm – 7:30pm)
Powassan, Municipality of	-	Dave Britton	(6:35pm – 7:30pm)
Strong, Township of	-	Marrienne Strickland	(6:35pm – 7:30pm)

MEMBER(S) ABSENT:

Bonfield, Township of	-	Jane Lagassie
Callander, Municipality of	-	Rob Noon
East Ferris, Municipality of	-	Pauline Rochefort
South River, Village of	-	No Appointed member

ALSO PRESENT:

Adam Whyte, Supervisor, Maintenance
Ann Convery, Accounts Payable Clerk
Brian Tayler, CAO, Secretary-Treasurer
Crystal Barnes, Acting Area Supervisor, On-Site Sewage Systems
David Ellingwood, Manager, Source Water Protection
Helen Cunningham, Manager, Finance & Human Resources
Kurtis Romanchuk, Water Resources Engineer (P. Eng)
Madeleine Poitras, Data Base Management Technician
Paula Scott, Director of Planning and Development/Deputy CAO
Paula Loranger, Community Relations Coordinator
Rebecca Morrow, Administrative Assistant
Sasha Fredette, Inspector, On-Site Sewage Systems
Shawn Kozmick, Geographic Information System Specialist
Sue Buckle, Supervisor, Communications and Outreach
Teri Brandt, Village of South River
Troy Storms, Manager, Lands & Stewardship
Valerie Murphy, Regulations Officer

1. Welcome

The Chair welcomed everyone to the meeting and extended regrets on behalf of Jane Lagassie and Pauline Rochefort for not being able to attend the meeting.

2. Approval of the Agenda

After discussion, the following resolution was presented:

Resolution No. SPA01-20, Strickland-Lahaye

THAT the agenda is approved as presented.

Carried Unanimously

3. Delegation(s)

No delegations.

4. Declaration of Pecuniary Interest

None declared.

5. Appointment of Chief Administrative Officer as Chair

After discussion the following resolutions were presented:

Resolution No. SPA02-20, Blakeley-Scarfone

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. SPA03-20, Mick-Belanger

THAT Helen Cunningham and Paula Scott be appointed as Scrutineers for the election of Officers.

Carried Unanimously

6. Election of Officers

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

Chris Mayne nominated Dave Mendicino

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

Resolution No. SPA04-20, Lahaye-Mick

THAT nominations for the position of Chair are closed.

Carried Unanimously

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

Dave Mendicino nominated Dave Britton

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

Resolution No. SPA05-20, Strickland-Blakeley

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

Carried Unanimously

7. Adoption of Previous Minutes of June 26, 2019

After discussion the following resolution was presented:

Resolution No.SPA06-20, Marchant-Grant

THAT the minutes of the meeting held on June 26, 2019 are adopted as written.

Carried Unanimously

8. Video Presentation – NBMCA 2019 in review

Brian Tayler presented a visual presentation on the NBMCA 2019 year in review. After discussion, the members thanked Brian for sharing the presentation.

9. Source Protection Committee (SPC) Membership appointments

David Ellingwood presented a report in regards to Source Protection Committee membership appointments. After discussion the members thanked David for his presentation and the following resolution was presented:

Resolution No.SPA 07-19 Strckland-Blakeley

THAT a Selection Committee be formed to conduct interviews and make recommendations for one (1) individual to be appointed as a municipal representative to the Source Protection Committee (SPC);

AND THAT the following individuals will serve on the selection committee:

Shelley Belanger SPA member
SPA Member Marianne Lahaye
SPA Chair Dave Mendicino
CAO, Secretary Treasurer – Brian Tayler

AND FURTHER THAT this report be received and appended to the minutes of this meeting.

Carried Unanimously

10. Project Managers Report

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

Resolution No.SPA 08-20 Mayne-Lahaye

THAT the Project Manager’s report dated January 22, 2020 be received and appended to the minutes of this meeting.

Carried Unanimously

11. SPA Meeting Schedule

David Ellingwood presented proposed meeting dates for 2020. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 09-20 Belanger-Mick

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

- Wednesday April 22, 2020
- Wednesday June 24, 2020
- September 2020 or October 2020 at the call of the Chair (prior to NBMCA Meeting)

AND FURTHER THAT this report be received and appended to the minutes of this meeting.

Carried Unanimously

12. New Business

None declared.

13. Adjournment (7:30p.m.)

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

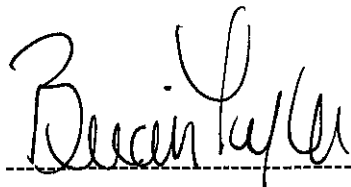
Resolution No. 10-20, Scarfone-Grant

THAT the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 22, 2020 at the Authority Office, 15 Janey Avenue, North Ba, Ontario or at the call of the Chair.

Carried Unanimously



Dave Mendicino, 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 22, 2020 (for AGM meeting January 29, 2020)

SUBJECT: **SPC Membership Appointment**

RECOMMENDATION: That this report be received for information and appended to the minutes of this meeting
AND FURTHER
That a selection committee be formed to conduct interviews and make recommendations for one (1) individual to be appointed as a municipal representative to the source protection committee.

BACKGROUND:

The Source Protection Committee (SPC) consists of nine members appointed by the SPA, and the Chair who is appointed by the Minister of Environment, Conservation and Parks. The committee is structured to provide equal representation for each of three sectors: municipal, economic and the general public.

DISCUSSION

As SPA members are likely aware, Hector Lavigne, Mayor of Callander, passed away at the beginning of January. Mayor Lavigne had served as one of the three municipal representatives on the Source Protection Committee since January 2018. His passing leaves a vacancy on the Source Protection Committee.

The Committees Regulation (O. Reg. 288/07) under the Clean Water Act requires certain procedures for appointing municipal SPC representatives. All municipalities in the Source Protection Area are considered as one 'group' with three (3) representatives. Members are to be appointed by the Source Protection Authority "...from a list of persons that is jointly submitted by the councils of the municipalities that are in the group." (O.Reg 288/07, s.3(3)). A notice of the vacancy must be published on the Internet with additional information and the date by which applications must be submitted.

Municipal councils will be encouraged to collaborate in developing a list with a person (or persons) for the Source Protection Authority to consider. Should more than one name be put forward, it may be necessary for the Source Protection Authority to decide whom to appoint. A recommended motion is included at the end of this report to form a Selection Committee from among the Source Protection Authority members. The purpose of the Selection Committee would be to conduct interviews with the nominees and make a recommendation to the Source Protection Committee.

The position openings would be posted online at actforcleanwater.ca and promoted through a media release, an email notification to municipal clerks, and social media. The proposed closing date for applications is March 12, 2020. Applications will be reviewed and interviews with potential candidates will be conducted by a selection committee. A report and recommendation will be presented at the SPA meeting on April 22, 2020.

RECOMMENDED RESOLUTION:

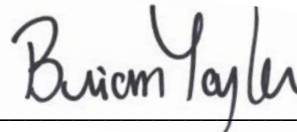
That a selection committee be formed to conduct interviews and make recommendations for one (1) individual to be appointed as a municipal representative to the Source Protection Committee;

And that the following individuals will serve on the selection committee:

- SPA Member _____
- SPA Member _____
- SPA Chair
- CAO, Secretary-Treasurer (Brian Tayler)



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, 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 22, 2020 (for AGM meeting January 29, 2020)

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 2020-2021
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. Since 2007, the SPA has been charged with the task of 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 2020-2021

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.

SPA staff prepared and submitted a funding application for the Drinking Water Source Protection Program 2020-2021 on November 28, 2019. Ministry staff will be discussing the request with SPA staff as part of the review and approval process. The requested amount for 2020-2021 is \$205,099.

2. Annual Report to MECP on Source Protection Plan Implementation due May 1, 2020

On May 1, 2020 the third 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 2019 calendar year will be compiled by SPA staff into the Draft Annual Report. The draft report will be considered by the Source Protection Committee prior to being brought to the SPA for review and approval on April 22, 2020. 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 current Source Protection Plan has been in effect since July 1, 2015. Municipalities, provincial Ministries and other implementing bodies have worked diligently since that time to implement the policies designed to safeguard municipal sources of drinking water. The Minister provided an updated section 36 order in May 2019 which outlined the process for a review of the Source Protection Plan and the Assessment Report.

The Source Protection Committee and the SPA staff have been working over the past several months on various updates to the Source Protection Plan. These updates 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; making editorial corrections; and updating text to reflect current information.

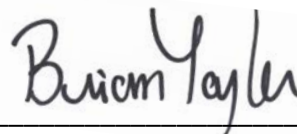
Once the Source Protection Committee has reviewed the proposed changes, rounds of consultation will occur with staff at the Ministry of Environment, Conservation and Parks, then municipalities and implementing agencies, followed by a public consultation phase.

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

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

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 22, 2020 (for AGM meeting January 29, 2020)

SUBJECT: **SPA Meeting Schedule for 2020**

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 at least three further times during the 2020 calendar year to conduct business related to: the section 36 update of the Source Protection Plan; the appointment of member(s) to the Source Protection Committee; endorsement of Annual Report; and other administrative functions.

The following schedule for 2020 is recommended by staff:

Wednesday, April 22, 2020 at 5:30 pm (prior to NBMCA Board Meeting)

Wednesday, June 24, 2020 at 5:30 pm (prior to NBMCA Board Meeting)

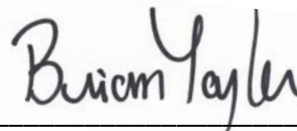
September 2020 or October 2020 at call of the Chair (prior to NBMCA Board Meeting)

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