

**North Bay-Mattawa Source Protection Authority
Members Meeting for January 14, 2026
at 4:30 pm (or immediately after NBMCA members meeting)
In person and via Zoom
NBMCA's Marc Charron Boardroom Office
15 Janey Avenue, North Bay**

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Appointment of Interim Chair
5. Election of Officers:
 - a. Chair of the SPA Board
 - b. Vice Chair of the SPA Board
6. Adoption of Previous Minutes from October 8, 2025 – **page 2**
7. Correspondence
8. Delegations

Business Reports

9. Program Update
10. SPC member appointment – 26-DWSP-01 – **page 5**

Other Business

11. New Business
12. Adjournment

<https://zoom.us/j/95314263926?pwd=gzdV8DBTVunYbbk360Pi507hVhXP8r.1>

Meeting ID: 953 1426 3926

Passcode: 204547

North Bay-Mattawa Source Protection Authority Meeting Minutes

Source Protection Authority Meeting No. SPA-25-04

October 8, 2025

15 Janey Avenue, North Bay Ontario and hybrid via zoom.

Member(s) Present:

Municipality

Callander, Municipality of
Chisholm, Township of
Calvin, Township of
East Ferris, Municipality of
Mattawa, Town of
Mattawan, Municipality of
Nipissing, Township of
North Bay, City of
North Bay, City of
North Bay, City of
Papineau Cameron, Township of
Powassan, Municipality of
South River, Town of
Strong, Township of

Representative

Grant McMartin
Nunzio Scarfone
Bill Moreton
Lauren Rooyakkers
Loren Mick
Michelle Lahaye
Steve Kirkey
Peter Chirico
Chris Mayne
Lana Mitchell
Shelley Belanger
Dave Britton
Terri Brandt
Jim Ronholm

Member(s) Absent:

Municipality

Bonfield, Township of

Representative

Steve Featherstone

Also Present:

Association

Manager, Finance
Engineering and Development Officer
HR Coordinator/Executive Assistant/Deputy CAO
Water Resources Specialist
CBO, Manager, OSS Program
Manager, Drinking Water Source Protection
Planning and Regulations Officer
Media
Public

Name

Aaron Lougheed
Githan Kattera
Rebecca Morrow
Angela Mills
Kris Rivard
Liza Vandermeer
Hannah Wolfram
Jeff Turl
Glen Langlois

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:05 pm, and afterwards Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

Resolution #SPA20-25

Moved by Shelley Belanger

Seconded by Jim Ronholm

THAT the agenda be approved as presented. **Carried.**

3. Declaration of Pecuniary Interest

None

4. Adoption of Previous Minutes of April 9, 2025

Resolution #SPA21-25

Moved by Dave Britton

Seconded by Steve Kirkey

THAT the Minutes from the June 11 2025, meeting be approved. **Carried.**

5. Correspondence

None

6. Delegations

None

7. Source Protection Committee Recruitment

Liza Vandermeer presented the Ontario Transfer Payment Agreement report.

Resolution #SPA22-25

Moved by Nunzio Scarfone

Seconded by Grant McMartin

THAT the Members receive the Report on Ontario Transfer Payment Agreement, DWSP 2024-2027, North Bay-Mattawa for information purposes only and append it to the minutes of this meeting. **Carried.**

8. New Business

None.

9. Adjournment

Resolution #SPA23-25

Moved by Chris Mayne

Seconded by Dave Britton

THAT the meeting is adjourned at 4:30pm, and the next meeting be held at the call of the Chair. **Carried.**

X

Lana Mitchell
Vice Chair

To: The Chairperson and Members of the Board of Directors, North Bay-Mattawa Source Protection Authority

Origin: Angela Mills, Water Resources Specialist

Date: December 3, 2025

Report: 26-DWSP-01

Subject: Source Protection Committee Member Appointment

Background:

The Source Protection Committee (SPC) chair is appointed by the Minister of the Environment, Conservation and Parks, while other members of the SPC are appointed by the Source Protection Authority (SPA). The position of Chair has been vacant since August 2025; there is no known timeline for re-appointment by the Minister.

The North Bay-Mattawa SPC currently has two vacancies: one Municipal representative and one Industry/Economic representative. Quorum requires two thirds of the nine potential members that could be appointed to the SPC (i.e., six members present). When one of the current seven members on the SPC is required to step into the role of Acting Chair for a meeting, they no longer count towards quorum, and we require 100% attendance to achieve quorum.

We know that the Minister has approached us and is likely to appoint Jason Trottier (CAO of East Ferris) as the Chair, but the timeline is unknown. As CAO of one of our municipalities, Mr. Trottier is eligible to be appointed as a municipal representative on the SPC. It has been confirmed that no issue would arise regarding the eligibility of his pending Ministerial appointment should he be appointed by the SPA as a municipal representative to the SPC. He would then be eligible to fill the role of Acting Chair of the SPC until a permanent appointment is made by the Minister.

Municipal representatives are generally to be forwarded by municipal councils, however, pursuant to O. Reg. 288/07, s. 3 (7):

if the councils of the municipalities that are in a group established under clause (1) (a) jointly submit a list for the purpose of subsection (3) by the date specified under paragraph 5 of subsection (5), but the list contains the names of fewer persons than the number of members assigned to the group under clause (1) (b), the source protection authority may select the other persons to be appointed for the group pursuant to subsection (3). O. Reg. 288/07, s. 3 (7)

NBMCA did not receive a list with enough people to fill the three positions when it was posted in winter-spring 2025, and therefore the SPA may appoint other individuals.

To align with the staggered appointments that were made in June of 2025, it is proposed that his term of appointment at this time be 2 years and six months.

Recommended Resolution:

That, pursuant to section 9 and other requirements of O.Reg. 284/07, the North Bay-Mattawa Source Protection Authority hereby appoints Jason Trottier as a Municipal representative on the North Bay-Mattawa Source Protection Committee for the duration of two years and six months, ending June 11, 2028.

And further,

That staff are directed to publish a notice on the internet of this appointment.

Reviewed by:

Liza Vandermeer, Manager, Drinking Water Source Protection