



**North Bay-Mattawa Source Protection Authority (SPA)  
Members Meeting for December 16, 2024  
at 5:00 pm or immediately after the NBMCA Board of Directors meeting  
IN PERSON,  
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario**

## **A G E N D A**

### **Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegation(s)
5. Adoption of Previous Minutes of April 24, 2024

### **Reports**

6. Program Managers Report (including S. 36 Amendments) **(Report #1)**
7. Source Protection Committee Membership **(Report #2)**

### **Other Business**

8. New Business
9. Adjournment

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

**THIRD** meeting of the North Bay-Mattawa Source Protection Authority was called to order at 5:00 p.m. on December 16, 2024 in the NBMCA’s Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
Papineau –Cameron, Township of	-	Shelley Belanger
South River, Village of	-	Teri Brandt

**MEMBER(S) ABSENT:**

Nipissing, Township of	-	Steve Kirkey
North Bay, City of	-	Chris Mayne
North Bay, City of	-	Lana Mitchell
Powassan, Municipality of	-	Dave Britton
Strong, Township	-	Jim Ronholm

**ALSO PRESENT:**

Robin Allen, Interim CAO - Secretary Treasurer  
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO  
Aaron Lougheed, Manager, Finance  
Kevin Taylor, Senior Manager, Lands & Stewardship  
Kris Rivard, Deputy Chief Building Official, On-Site Sewage Systems  
Derek Airdrie, Building Official Inspector, On-site Sewage Systems  
Sara Swaine, Mandatory Maintenance Technician  
Shawn Kozmick, GIS Database department assistant  
Darrell O’Neill, Lands and Property Foreperson  
Layne Duquette, Lands and Property Technician  
Angela Mills, Water Resource Specialist  
Paula Loranger, Community Relations Coordinator

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

Michelle Lahaye read the Acknowledgement of Indigenous Traditional and Treaty Lands

## **2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. SPA13-24, Brandt-Moreton

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

Carried Unanimously

## **3. Declaration of Pecuniary Interest**

None declared

## **4. Delegations**

No delegations

## **5. Adoption of Previous Minutes of April 24, 2024**

After discussion the following resolution was presented:

Resolution No. SPA14-24, Scarfone-Belanger

**THAT** the minutes of the meeting held April 24, 2024 are adopted as written.

Carried Unanimously

## **6. Program Managers Report**

Kevin Taylor presented the Program Managers Report including Section 36 Amendments. After discussion, the members thanked Kevin and the following resolution was presented:

Resolution No. SPA15-24, Trahan-McMartin

**THAT** the Source Protection Authority supports the Section 36 updates to the Assessment Report and Source Protection Plan, and :

**FURTHER** that the Source Protection authority concurs with the revisions proposed to North Bay-Mattawa Conservation Authority's Assessment Report and Source Protection Plan, and.

**THAT** staff are directed to submit the S. 36 update to the Ministry of Environment, Conservation and Parks by Dec. 31, 2024.

Carried Unanimously

**7. Source Protection Committee Membership**

Kevin Taylor presented a report on Source Protection Committee Membership. After discussion the members thanked Kevin and the following resolution was presented:

Resolution No. SPA16-24, Brandt-Mick

THAT the selection committee be formed to conduct interviews and make recommendations for nine (9) individuals to be appointed to the Source Protection Committee;

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

- SPA Member - Grant McMartin
- SPA Member – Michelle Lahaye
- SPA Member – Loren Mick
- SPC Chair (Wayne Belter)
- Program Manager (Kevin Taylor)

Carried Unanimously

**8. New Business**

None

**9. Adjournment (4:52 p.m.)**

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

Resolution No. SPA17-24, Brandt-Belanger

THAT the meeting is adjourned, and the next meeting be held on January 15, 2025 or 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 Source Protection Authority

**ORIGIN:** Kevin Taylor, Project Manager, DWSP

**DATE:** December 16, 2024

**SUBJECT:** Program Manager Report: AR, SPP, S.36

**Background:**

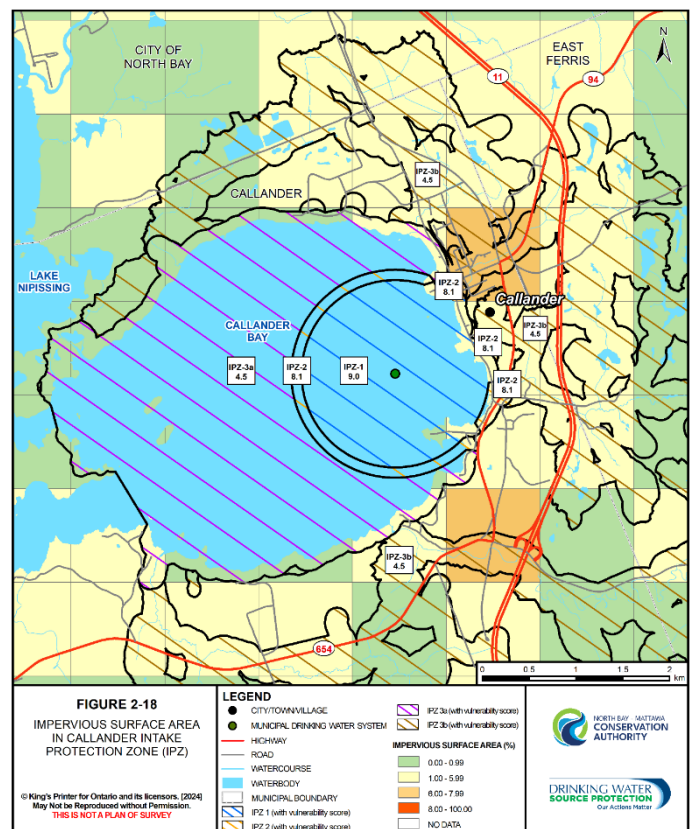
The proposed updates to the Assessment Report (AR) and the Source Protection Plan (SPP) and have been completed as per the Minister’s amended Order under section 36 of the Clean Water Act, 2006 and per the 2021 technical rules. The MECP reviewed and provided comments and feedback to prepare the AR and SPP for final submission.

**Analysis: Summary of Updates to the AR & SPP**

A review of the Intake Protection Zone (IPZ) and the impervious layer in Callander was conducted to determine whether a significant threat existed. A calculation check of the impervious area was completed and found to be just under the significant threat level range of 8-80% (7.2).

The amount of impervious surfaces, such as paved roads, parking lots, sidewalks, and driveways, provides a surrogate measure of the levels of road salt applied in an area. Higher percentages of impervious surfaces would tend to have the greater risk of contaminants from road salt application.

With recent changes to the technical guidelines some areas with paved surfaces within the North Bay-Mattawa Source Protection Area now have low to moderate risks where the application of road salt could pose a threat. An analysis of the % impervious layer near the IPZ in Callander determined that the threat of road salt application needed to be considered in a policy.

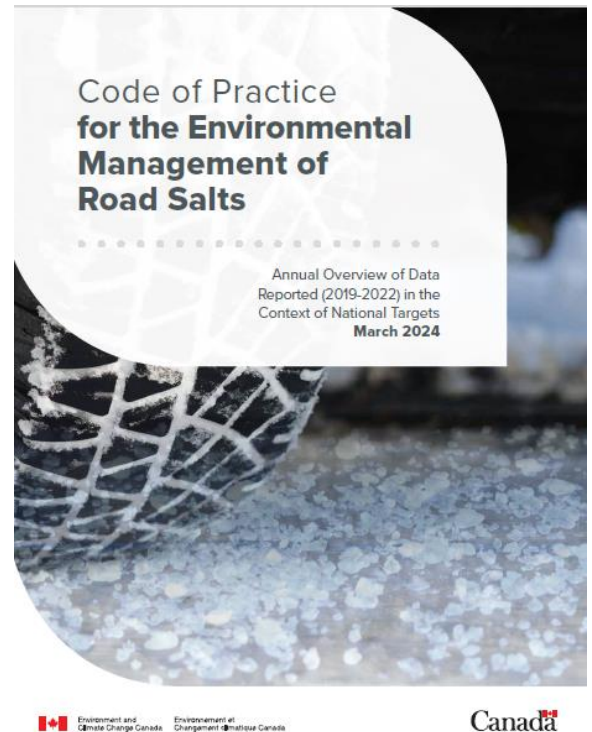


1) **SAL1** policy was updated to include the *application* of road salt.

- Previously the policy only addressed the *storage* of road salt as an education tool.
- This was changed to include road salt *application* and storage as a Specify Action tool.
- Recommends a Salt Management Plan to comply with Environment Canada’s Code of Practice for the Environmental Management of Road Salts and Transportation Association of Canada documents.
- The main objective of the Code of Practice is to ensure environmental protection while maintaining roadway safety.

This policy shall apply in the following vulnerable areas:

- Callander IPZ-1;
- Mattawa WHPA-A and WHPA-B;
- Powassan WHPA-A and WHPA-B1;
- South River IPZ-1 with the exception of lands in Laurier Township (which are subject to LAU1).



2) **SMF3** policy was updated to include the *management* of agricultural source material (ASM) that was not previously addressed as a threat.

- Previously the policy addressed the application of Agricultural Source Materials (ASM) and the grazing of livestock as an education tool.
- This was updated to include the management and application of ASM and the grazing of livestock using an education tool.
- The policy recognizes that some ASM activities are already regulated by the Ontario Ministry of Agriculture, Food and Rural Affairs under the *Nutrient Management Act, 2002*, O. Reg. 267/03.

This policy shall apply in the following vulnerable areas:

- Callander IPZ-1 and IPZ-2;
- Callander IPZ-ICA;
- Mattawa WHPA-A and WHPA-B;
- North Bay IPZ-1;
- Powassan WHPA-A and WHPA-B1;
- South River IPZ-1 with the exception of lands in Laurier Township (LAU1).

3) **LAU1** policy for Laurier Township was updated to include threats previously not included. Still and education tool.

- The management of agricultural source material;
- The handling and storage of fuel;
- The handling and storage of dense non-aqueous phase liquids (DNAPLs);
- Land use screenings to reduce the threat of DNAPLs;
- Land use prohibition for waste disposal sites;
- The application and storage of road salt;

4) A lot of minor changes were made to wording in the AR and SPP at the recommendation of the MECP. Many of the maps were updated for consistency and better resolution.

### **Section 36 Submission to MECP:**

The updated Source Protection Plan, its Explanatory Document and the Assessment Report have been amended. A checklist for the S.36 submission is now being followed for preparation and submission to the MECP. Submission is planned by Dec. 31, 2024.

### **Submission Requirements for Assessment Report and Plan Revisions**

- 1. Revised assessment report** (including technical studies) and/or policies (both change document and clean versions);
- 2. Revised explanatory document** (both change document and clean versions);
- 3. Cover letter** from the SPA in Include any comments the SPA wants to include about the amendments, as well as a brief summary of the amendments and outlining if policies have changed or not;
- 4. Comments** received by the SPA/SPC during consultation;
- 5. Supporting documents** necessary for plan review, including:
  - a.** A sample of early **engagement letters** (optional) sent to persons or bodies engaged in significant threats related to the amended technical or policy work, municipalities or implementing bodies;
  - b.** A sample of the letter sent to the **municipal clerk(s)** regarding the proposed amendments.
  - c.** A sample of the letters sent to **persons** or bodies responsible for **implementing** policies which meets the intent for “pre-consultation” notices;
  - d.** A sample of the **internet posting** of the amended technical or policy work;
  - e.** A sample of **newspaper notices** for the amended technical or policy work;
  - f.** A sample of the notices sent to persons **engaged** in significant drinking **water threats** affected by the amended technical or policy work;
  - g.** A sample of any notification letters sent to other persons or bodies that may not be impacted directly by the amendments but have a **strong interest** in the changes that were made, if
  - h.** A summary of **notification** dates and the **consultation** periods related to various notices issued throughout the process. In relation to the publication period, please include the name of publications used and geographic area served;

**i. Mailing lists** for all parties that received notices (including early engagement, pre-consultation and public posting of amended technical work and/or policies). A complete list of names and their associations, where applicable, without mailing addresses is sufficient;

**j.** If applicable, the dates, locations and number of public meetings held;

**k.** An **analysis** of any outstanding **stakeholder concerns** or issues raised about the amended technical work and/or policies during consultation. The summary of concerns should be organized by topic and should include a detailed response to each issue and an explanation of how the concern was addressed.

**l.** A one-page **summary of changes** to your source protection plan at the front end of the assessment report and plan when the amendment is submitted (this will help summarize for the reader what has changed);

**m.** Consideration of the **timeline** for conformity as it relates specifically to Prescribed Instruments (PI) affecting existing drinking water threats.

**8. Water quality and quantity vulnerability area mapping data.** You must provide us with the electronic data for all revised vulnerable areas as well as any related \*.pdf (static) vulnerable area maps. A complete feature class(es) for the entire source protection area, integrating the new addition(s) or deletion(s) of vulnerable area mapping areas, must also be submitted.

### **Recommended Resolution:**

That the Source Protection Authority supports the Section 36 updates to the Assessment Report and Source Protection Plan:

and further that the Source Protection authority concurs with the revisions proposed to North Bay-Mattawa Conservation Authority's Assessment Report and Source Protection Plan.

That staff are directed to submit the S. 36 update to the Ministry of Environment, Conservation and Parks by Dec. 31, 2024.

*Kevin Taylor*

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Submitted by

Kevin Taylor: Project Manger, DWSP



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

**ORIGIN:** Kevin Taylor, Project Manager DWSP

**DATE:** December 16, 2024

**SUBJECT:** Selection Committee for SPC Appointments

**Background:**

The Source Protection Committee (SPC) consists of nine members appointed by the Source Protection Authority (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. The Source Protection Committees Regulation (O. Reg. 288/07) under the *Clean Water Act* governs the number of members and the appointment process that the Source Protection Authority must follow. Although the Source Protection Authority may reduce the number of SPC members, SPA Resolution 08-16 resolved that:

- the size of the SPC remain at nine,
- incumbent members may reapply when their terms expire, and
- the term for members going forward be five years.

**Analysis:**

The terms of all nine SPC members expired in June 2024. There was a gap in knowledge transfer from previous project manager with respect to timelines and required member renewals. Previous meeting notes indicated that five SPC member replacements were made in January 2018. One SPC member has expressed interest in being replaced (Dec 2024). Current SPC members *will be encouraged to re-apply for appointment*. The project manager will provide an update to the SPA in January with the renewal interest of the current SPC members.

It is recommended that the previous process be followed for the current list of SPC positions, which at this time will include three municipal members, three members from the economic sector and three members from the public-at-large. Applications will be reviewed and interviews with potential candidates will be conducted by the selection committee. Any *new* position openings would be posted online at nbmca.ca and actforcleanwater.ca, and promoted through a media release, advertising in a newspaper, an email notification to municipal clerks, social media, and invitations to several public interest groups.

Sector	Member	Appointed	Renewed	Comments
Chair	Wayne Belter	2019.09.01		Appointed by MECP
Municipal	Beverley Hillier	2018.01.31	renewed 2018	Required Renewal 2025
Municipal	Randy McLaren	2018.01.31	renewed 2018	Required Renewal 2025
Municipal	Tim McKenna	2020.08.10		Required Renewal 2025
Economic (Agriculture)	Maurice Schlosser	2007.12.10	Renewed 2019	Required Renewal 2025
Economic (Industrial/Commercial)	George Stivrins	2007.12.10	Renewed 2019	Required Renewal 2025
Economic (Transportation)	Peter Murray	2018.01.31		Required Renewal 2025
Other (At-large)	Lucy Emmott	2007.12.10	Renewed 2019	intent to be replaced in the future
Other (At-large)	John MacLachlan	2018.01.31	renewed 2018	Required Renewal 2025
Other (At-large)	Andrea Labelle	2019.01.31		Required Renewal 2025

**Recommendation:**

That a selection committee be formed to conduct interviews and make recommendations for nine (9) individuals to be appointed to the Source Protection Committee. The past practice for making SPC member appointments has been for the Source Protection Authority to form a selection committee, which typically consists of three SPA members, plus the SPC Chair and Source Protection Program Manager. The selection committee is charged to recommend appointments for consideration by the full SPA Board.

**RECOMMENDED RESOLUTION:**

**THAT** a selection committee be formed to conduct interviews and make recommendations for nine (9) individuals to be appointed to the Source Protection Committee;

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

- SPA Member \_\_\_\_\_
- SPA Member \_\_\_\_\_
- SPA Member \_\_\_\_\_
- SPC Chair (Wayne Belter)
- Program Manager (Kevin Taylor)

*Kevin Taylor*

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**Submitted By**  
**Kevin Taylor, PM DWSP**