



**North Bay-Mattawa Conservation Authority
Members Meeting for October 9, 2024
4:00 pm
IN PERSON & Electronic
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

AMENDED AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from September 11, 2024

Correspondence

Presentations

Business Reports

6. Section 28 Permits (Report #1)
7. October CAO Update (Report #3)

Other Business

8. Closed session of Committee of the Whole
9. New Business
10. Adjournment

[Join the meeting now](#)

Meeting ID: 242 147 750 087

Passcode: eTdkXA

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**

NINTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on October 9, 2024 in the NBMCA’s Marc Charron Boardroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
Chisholm, Township of	-	Nunzio Scarfone
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
Papineau–Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
North Bay, City of	-	Chris Mayne

ALSO PRESENT:

Robin Allen, Interim CAO - Secretary Treasurer
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
Aaron Lougheed, Manager, Finance
Hannah Wolfram, Regulations Officer
Ella Bird, Deputy Chief Building Official, Acting Manager, 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.113-24, Britton-Belanger

THAT the agenda be approved as amended.

Carried Unanimously

3. Declaration of Pecuniary Interest

None declared.

4. Delegations

None

5. Adoption of Previous Minutes of August 14, 2024

After discussion the following resolution was presented:

Resolution No. 114-24, Mitchell-Scarfone

THAT the minutes of the meeting held September 11, 2024 be adopted as amended.

Carried Unanimously

6. Section 28 Permits

Hannah Wolfram presented the report to the Members. After discussion, the Members thanked Hannah and the following resolution was presented:

Resolution No. 115-24, Featherstone-Mitchell

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

Carried Unanimously

7. October CAO Update

Robin Allen presented the October CAO Update. After discussion the members thanked Robin and the following resolution was presented:

Resolution No. 116-24, Britton-McMartin

THAT the Interim CAO's Report dated October 9, 2024 be received and appended to the minutes of this meeting.

Carried Unanimously

8. Closed session of Committee of the Whole

After discussion, the following resolutions were presented:

Resolution No. 117-24, Scarfone-Featherstone

THAT the meeting move into a closed session of "Committee of the Whole" to discuss personnel, property and legal matters at 4:25 pm.

Carried Unanimously

Resolution No. 118-24, Mitchell-Scarfone

THAT the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting at 5:44 pm.

Carried Unanimously

Resolution No. 119-24, Chirico-Moreton

THAT we direct the Interim CAO to contact lawyer Sandro Orlando from Lucenti Orlando & Ellies professional corporation firm to review intent to lease & lease agreement for the Parry Sound office.

Carried Unanimously

Resolution No. 120-24, Chirico-Featherstone

THAT the Interim CAO’s Closed Session of Committee of the Whole report dated October 9, 2024 be received with thanks.

Carried Unanimously

9. New Business

None reported.

10. Adjournment (5:45 p.m.)

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

Resolution No. 121-24, Scarfone-Featherstone

THAT the meeting be adjourned, and the next meeting be held at 4:00pm on November 13, 2024 or 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: Githan Kattera, Regulations Officer / Water Resources, M.Eng.
Hannah Wolfram, Regulations Officer

DATE: September 24, 2024

SUBJECT: Report on O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (Ontario
Regulation 41/24)

Background:

Section 28 of the *Conservation Authorities Act* empowers each Conservation Authority to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. This regulation continues to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas, including areas with floodplains, wetlands, and steep slopes. Within this regulation, an Authority 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

- (a) The activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;
- (b) 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; and
- (c) Any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21. Sched.2, s. 9 (1)

On March 28, 2024, the Chief Administrative Officer, Secretary-Treasurer received delegation from the Board of Directors to issue permits under the amended Ontario Regulation 41/24.

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

Analysis:

Since the approval of the previous minutes, the Conservation Authority has issued **Seven** new permits. Additionally, some properties have been classified as exemptions under Ontario Regulation 41/24. A formal email has been sent to the respective applicants, indicating that a permit is not required and that an email confirmation from our office will suffice. Table 1., below, summarizes the details of the issued permits.

Among the newly issued permits, there are **one** large project, **two** standard projects, such as shoreline protection and garages, and **four** small projects. The average time from when a complete application was received to the permit issue date was 7 days.

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.



Githan Kattera, Regulations Officer/ Water Resources Coordinator

Table 1: Details of seven new issued permits

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Features	Nature of Work	Date Complete Application Received	Prohibited Activities, Exemptions and Permits: Permit #/Date Issued
RNB-24-49	Caitlin Dennis	City of North Bay	43 Lakeview Drive	Escarpment	Pool Construction	September 22, 2024	#68-24 September 24, 2024
RPA-24-04	Degagne Carpentry	Papineau-Cameron	35 Moores Lane	Erosion Hazard - steep slopes	New Residential dwelling	August 26, 2024	#69-24 September 05, 2024
REF-24-18	Dieter Von Doeler	East Ferris	631 Hwy 94	Flood Plain	Land tile draining	September 16, 2024	#70-24 September 19, 2024
RNB-24-51	Shawn Ferguson	City of North Bay	35C Viceroy Road	Erosion Hazard - steep slopes	Additions to an existing building	September 16, 2024	#71-24 September 19, 2024
RNB-24-54	City of North Bay	City of North Bay	Gormanville Road to Cartier Street	Pine wood creek	Extension of the existing stormwater pipe	September 18, 2024	#72-24 September 19, 2024
RCALL-24-08	Municipality of Callander	Municipality of Callander	501 Main Street North	Callander bay	Repair damaged Sheet pile break wall	August 20, 2024	#73-24 September 19, 2024
RNB-24-52	Ryan Allibon	City of North Bay	1070 Four Mile Lake Road	Trout Lake, Floodplain	Boardwalk and shed	September 12, 2024	#74-24 September 19, 2024



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

ORIGIN: Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

DATE: September 24, 2024

SUBJECT: Personnel Policy Update

Background:

With the recent Collective Bargaining Agreement (CBA) ratification and the implementation of the Union, variations between NBMCA Personnel Policy and the CBA were observed. Specifically, employee benefits were found to be inconsistent.

Analysis:

- The current NBMCA Personnel Policy outlines Employee Annual Vacations which are not consistent with the CBA for Regular Employees.
- The CBA outlines progression steps within the wage grid (annually) which is not consistent with the Personnel Policy
- An annual 3% wage increase is received and allocated to Regular Employees in the bargaining unit.
- Currently Standy By and Call-out time allotments are recognized in the CBA.

RECOMMENDED RESOLUTION:

THAT the Personnel Policy be amended to be in line with the Collective Bargaining Agreement for Union & Non Union Regular Staff effective ratification date and there be no discrimination between the Personnel Policy and the CBA.

Submitted by:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer

Reviewed By:

Robin Allen, Interim Chief Administrative Officer, Secretary Treasurer



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

ORIGIN: Robin Allen, Interim CAO – Secretary Treasurer

DATE: October 9, 2024

SUBJECT: General Report – Update from Robin Allen, Interim CAO, Secretary Treasurer

October Update

- Office was closed for four business days due to emergency remedial work, cracked combustion chamber (and smaller issue of wasp nest plugging vents)
- Michelle & Robin attended & provided an update at City of North Bay Council Meeting, Robin to arrange OSS Presentation
- Michelle & Robin attended Miskwaadesi opening, received Certificate
- Robin & Michelle attended in person Conservation Ontario Meeting, very valuable information presented
- Lands Position Filled – **Welcome Darrell O’Neill**
- Funding applications being reviewed for qualification
- Draft Budget, rough draft, Robin & Aaron meeting
- **CBA** is now signed
- Staff Training
 - Hannah training in Sudbury
 - Angela & Kevin attended CO conference / training
 - Paula attended Communications Workshop

- Board Attendance (see attached)



Robin Allen
Interim CAO – Secretary Treasurer

NBMCA BOARD MEETING ATTENDANCE

DATE: _____ LOCATION/TYPE: _____

MEMBER	REPRESENTING	PRESENT YES <input checked="" type="checkbox"/>	ABSENT <input checked="" type="checkbox"/>	MODE (C/V) CLASSIC/VIRTUAL		DISTANCE PER DIEM
Michelle Lahaye (Chair)	Municipality of Mattawan	<input type="checkbox"/>	<input type="checkbox"/>	C	V	143 KM
Loren Mick (Vice Chair)	Town of Mattawa	<input type="checkbox"/>	<input type="checkbox"/>	C	V	130 KM
Peter Chirico	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Chris Mayne	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Lana Mitchell	City of North Bay	<input type="checkbox"/>	<input type="checkbox"/>	C	V	3.5 KM
Grant McMartin	Municipality of Callander	<input type="checkbox"/>	<input type="checkbox"/>	C	V	17.5 KM
Bill Moreton	Municipality of Calvin	<input type="checkbox"/>	<input type="checkbox"/>	C	V	107 KM
Steve Trahan	Municipality of East Ferris	<input type="checkbox"/>	<input type="checkbox"/>	C	V	41 KM
Dave Britton	Municipality of Powassan	<input type="checkbox"/>	<input type="checkbox"/>	C	V	69 KM
Steve Featherstone	Township of Bonfield	<input type="checkbox"/>	<input type="checkbox"/>	C	V	67 KM
Nunzio Scarfone	Township of Chisholm	<input type="checkbox"/>	<input type="checkbox"/>	C	V	87 KM
Shelley Belanger	Township of Papineau-Cameron	<input type="checkbox"/>	<input type="checkbox"/>	C	V	125 KM