

North Bay-Mattawa Conservation Authority
Members Meeting for January 14, 2026
at 4:00 pm IN PERSON AND via ZOOM
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Declaration of Conflicts of Interest
3. Approval of the Agenda
4. Delegations
5. Appointment of Liza Vandermeer as Chair for elections and Aaron Lougheed and Kris Rivard as scrutineers
6. Election of Officers:
 - 6.1. Chair of the Board
 - 6.2. Vice Chair of the Board
 - 6.3. Executive Committee
7. Adoption of Previous Minutes of December 17, 2025 – Page 3
8. Appointment of Solicitor
9. Appointment of Auditor
10. Appointment of MFIPPA Head
11. Correspondence
 - 11.1. None

Business Reports

12. ERO 025-1257 - Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities – Page 8

Other Business

13. New Business
 - 13.1. Approve Board meeting schedule – Page 10
 - 13.2. Approve Statutory Holidays and Board Approved days – Page 11
14. Closed meeting
 - 14.1. Adoption of Minutes from Closed Meeting of December 17, 2025
 - 14.2. Client privilege includes communications necessary for that purpose and personnel matters about identifiable individuals.
 - 14.3. Property matter

15. Other Business

16. Adjournment

<https://zoom.us/j/95314263926?pwd=gzdv8DBTVunYbbk360Pi507hVhXP8r.1>

Meeting ID: 953 1426 3926

Passcode: 204547



North Bay-Mattawa Conservation Authority Board of Director's Meeting

Board of Director's Meeting No. BOD-11-25
December 17, 2025
15 Janey Avenue, North Bay, ON P1C 1N1 and Zoom

Meeting Minutes

Member(s) Present (in person)

Mattawan, Municipality of	Michelle Lahaye
North Bay, City of	Lana Mitchell
Powassan, Municipality of	Dave Britton

Member(s) Present (Zoom)

Bonfield, Township of	Steve Featherstone
Callander, Municipality of	Grant McMartin
Chisholm, Township of	Nunzio Scarfone
East Ferris, Municipality of	Lauren Rooyakers
Mattawa, Town of	Loren Mick
North Bay, City of	Peter Chirico
Papineau Cameron, Township of	Shelley Belanger

Member(s) Absent

Calvin, Township of	Bill Moreton
North Bay, City of	Chris Mayne

Also Present

Manager, Finance	Aaron Lougheed
Engineering & Development Officer	Githan Kattera
Planning & Development Officer	Hannah Wolfram
CBO, Manager, OSS Program	Kris Rivard
Manager, DWSP	Liza Vandermeer

Community Relations Coordinator
Guest (Zoom)

Paula Loranger
Mike Wilmon, CBO Perry Township

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 5:02 pm, and the acknowledgement of Indigenous Traditional and Treaty Lands was read by Dave Britton.

2. Declaration of Pecuniary Interest

None Declared

3. Adoption of Agenda

Resolution #120-25

Moved by Dave Britton

Seconded by Steve Featherstone

THAT the Agenda for the December 17, 2025 meeting of the Board of Directors be approved as amended. **Carried**

Additions: Correspondence - Staff Recognition, New Business - Weather Stations

4. Adoption of Previous Minutes of November 12, 2025

Resolution #121-25

Moved by Grant McMartin

Seconded by Shelley Belanger

THAT the minutes of November 12, 2025 meeting be approved as presented.

Carried

5. Correspondence

5.1 ERO 025-1387 – Proposed administrative changes to OBC related to transfer of enforcement authority of on-site sewage systems.

Resolution #122-25

Moved by Dave Britton

Seconded by Lauren Rooyakkers

THAT the 2026 Budget be approved. **Recorded vote per Dave Britton.**

YES

NO

Lauren Rooyakkers

Dave Britton

Steve Featherstone

Lana Mitchell

Peter Chirico

Loren Mick

Nunzio Scarfone
Grant McMartin
Michelle Lahaye
Shelley Belanger

5.2 Staff Recognition – Kris Rivard, CBO – OSS and Becky DaRosa, Receptionist were recognized on a Google review for excellent customer service during an in-person consultation.

6. Business Report – Section 28 – Summary for October/November

Resolution #123-25

Moved by Peter Chirico

Seconded by Loren Mick

THAT the minutes Section 28 summary for October/November be accepted as presented and attached to the minutes. **Carried**

7. Business Report – 2026 Budget

Resolution #124-25

Moved by Peter Chirico

Seconded by Grant McMartin

THAT the 2026 Budget be approved. **Recorded vote per Michelle Lahaye.**

YES

Lauren Rooyakkers

Dave Britton

Steve Featherstone

Lana Mitchell

Peter Chirico

Loren Mick

Nunzio Scarfone

Grant McMartin

NO

Michelle Lahaye

Shelley Belanger

8. New Business

8.1 Weather Stations

Resolution #125-25

Moved by Dave Britton

Seconded by Grant McMartin

THAT the 2026 operational year includes ensuring that the weather stations are installed and operational in all member municipalities. **Carried**

8.2 ERO-025-1257 – Proposed boundaries for the Regional Consolidation of Ontario’s Conservation Authorities.

Resolution #126-25

Moved by Peter Chirico

Seconded by Dave Britton

THAT the NBMCA endorses the attached resolution and submits such to the ERO 025-1257 consultation process. **Recorded vote per Dave Britton.**

YES

NO

Lauren Rooyakkers

Dave Britton

Steve Featherstone

Lana Mitchell

Peter Chirico

Loren Mick

Nunzio Scarfone

Grant McMartin

Michelle Lahaye

Shelley Belanger

9. Closed Meeting

Resolution #127-25

Moved by Lauren Rooyakkers

Seconded by Nunzio Scarfone

THAT the meeting moves into a closed session to discuss client privileges including communications necessary for that purpose and personnel matters about identifiable individuals. **Carried**

Resolution #135-25

Moved by Dave Britton

Seconded by Shelley Belanger

THAT the meeting moves out of the closed session and back into an open meeting at 7:44 pm. **Carried**

10. Adjournment

Resolution #136-25

Moved by Bill Moreton

Seconded by Lauren Rooyakkers

THAT the meeting be adjourned at 7:45 pm and the next meeting be held on Wednesday January 14, 2026, or at the call of the Chair. **Carried**

X

Lana Mitchell
Acting Chair

Resolution No.

WHEREAS the Ministry of Municipal Affairs and Housing has posted Environmental Registry Notice No. 025-1387 ("Proposed administrative changes to Ontario's Building Code related to the transfer of enforcement authority of on-site sewage systems, and a proposed technical clarification");

WHEREAS under this proposal, the enforcement authority of sewage system regulated under Part 8 of the Building Code would be transferred from the North Bay-Mattawa Conservation Authority to the:

- Township of Perry
- Township of Seguin
- Township of McMurrich-Monteith
- Township of Armour
- Municipality of McDougall;

WHEREAS presently, the North Bay- Mattawa Conservation Authority (NBMCA) is responsible for issuing permits, and enforcement of septic system provisions, including conducting inspections, and issuing orders for remedial actions where necessary, and the NBMCA Board acknowledges and supports staff's ongoing efficient and customer-friendly attitude towards the enforcement of Part 8 of the Building Code in all municipalities;

WHEREAS the NBMCA is a regional authority with a strong understanding of enforcing septic system provisions in the Building Code, providing consistent, timely and cost-effective services throughout the Nipissing and Parry Sound Districts, limiting discrepancies from one jurisdiction to the next and being the "one-stop-shop" for licensed sewage system installers and developers in these districts when applying for sewage system permits;

WHEREAS the NBMCA has a positive impact on the residents/ratepayers with very quick delivery times on permits and inspections, well within the required timelines found in the Building Code, streamlining and expediting housing development processes while also providing strong customer service;

WHEREAS substantial time, resources and effort will be required to complete all aspects of proposed revisions to the Building Code, in all facets, which would divert resources from front-line service delivery and delay desired outcomes if approved;

THEREFORE, BE IT RESOLVED THAT the North Bay-Mattawa Conservation Authority Board of Directors:

1. Formally opposes the proposed revisions to the Ontario Building Code, as they pertain to the NBMCA and the Townships and Municipality outlined in Environmental Registry Notice 025-1387; and
2. Urges the Province of Ontario to reconsider the proposed revisions to row 7 of Table 1.7.1.1. "Enforcement of provisions of the Act and Code Related to Sewage Systems", which forms part of Sentence 1.7.1.1.(1) of Division C of the Building Code; and
3. Requests meaningful consultation with the NBMCA prior to any revisions; and
4. Requests that the province ensure that all proponents have sufficient staff and resources to effectively deliver the services, as two Townships mentioned in the revision are currently without a Chief Building Official; and
5. Requests that affected municipalities and the province take full responsibility for funding all aspects of implementing these changes, if approved, including the transfer of files to the:
 - Township of Perry
 - Township of Seguin
 - Township of McMurrich-Monteith
 - Township of Armour
 - Municipality of McDougall;

AND THAT copies of this resolution be forwarded to the Minister of Municipal Affairs and Housing, local Members of Provincial Parliament, and all Municipalities that fall under the jurisdiction of the NBMCA having authority to enforce Part 8 of the Building Code.

Date:

Moved by:

Seconded by:



North Bay-Mattawa Conservation Authority Members Meetings – Tentative Schedule to be voted on

February 11, 2026

March 11, 2026

April 8, 2026

May 13, 2026

June 10, 2026

July – No meeting

August 12, 2026

September 9, 2026

October 14, 2026

November 11, 2026 (office closed)

December 9, 2026



2026 Office Closure Dates

New Year's Day (January 1)

Family Day (February 16)

Good Friday (April 3)

Easter Monday (April 6)

Victoria Day (May 18)

Canada Day (July 1)

Civic Holiday (August 3)

Labour Day (September 7)

National Day for Truth and Reconciliation (September 30)

Thanksgiving Day (October 12)

Remembrance Day (November 11)

Christmas Day (December 25)

Boxing Day (December 26)

NBMCA offices will be closed on Thursday December 24 at noon and reopen on Monday January 4, 2027.