



**North Bay-Mattawa Source Protection Authority
Members Meeting for October 8, 2025
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. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from June 11, 2025
5. Correspondence
6. Delegations

Business Reports

7. Ontario Transfer Payment Agreement (TPA)

Other Business

8. New Business
9. Adjournment

Topic: NBMSPA & NBMCA Board meeting Zoom Meeting Details

<https://us06web.zoom.us/j/86139077796?pwd=GnUawF344ataE1vNjIls1es9nPeZWZ.1>

Meeting ID: 861 3907 7796 Passcode: 241729

One tap mobile +17789072071,,86139077796#,,,,*241729# Canada



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

Origin: Liza Vandermeer, Manager, Drinking Water Source Protection

Date: October 8, 2025

Subject: Ontario Transfer Payment Agreement, DWSP 2024 -2027, North Bay - Mattawa

Background:

On April 1, 2024, NBMCA entered into a 3-year Transfer Payment Agreement (TPA) with the Ontario Ministry of Environment, Conservation and Parks (MECP). Maximum total funds available between April 1, 2024, and March 31, 2027, are \$631,011

As the local watershed-level agencies, the Source Protection Authority (SPA) has an important legislated role for source protection under the Act. It is required to:

- establish and maintain the Source Protection Committee (SPC),
- provide program, administrative, technical and scientific support to the SPC that aligns with current Ministry technical rules, technical guidance, technical bulletins and other direction provided through memorandums,
- carry out locally initiated amendments to the applicable Assessment Report (AR) and Source Protection Plans (SPPs), such as for the inclusion of new or changing municipal residential Drinking Water Systems (DWSs),

- maintain and make accessible source protection program data to inform local decision-making,
- monitor SPP implementation,
- prepare an annual progress report for the Minister to report on local progress, and
- support municipalities in fulfilling their SPP implementation responsibilities, and undertake other functions related to their role, including providing advice and technical services to municipal staff, businesses, landowners or other persons about the SPP and the overall drinking water source protection program.

The objective of the Project is to maintain an effective multi-faceted support framework for local source protection work within the North Bay-Mattawa Source Protection Authority. This framework will include maintaining source protection expertise to support source protection activities as prescribed under the *Clean Water Act* (the Act), its regulations and rules for the North Bay-Mattawa SPA and the updating of the SPP(s) as needed.

The TPA contains many conditions, including:

“ A2.1 **General.** The Recipient [NBMCA] represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement [TPA];
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project; ...
- (e) it has and will continue to have for the term of the Agreement, adequate financial resources to cover normal operating expenses and be a going concern; ...

and

- (g) it has, and will continue to have, the appropriate people, processes, and tools in place to ensure that information technology-related work is carried out securely, particularly with respect to the provisions of services online and the collection and storage of sensitive personal data.

A2.3 **Governance.** The Recipient [NBMCA] represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

BUDGET:

1. STAFF	Dollars
Project Manager [0.6 to 0.64 FTE per year]	\$245,364.08
Communication [0.2 to 0.22 FTE per year]	\$66,474.32
Technical (Water Resources Specialist) [0.2 FTE per year]	\$127,036.36
GIS / Info Management [0.16 FTE per year]	\$43,766.72
Sub-total	\$482,641.48
5. ADMINISTRATION COSTS	
Administrative Expenses/Support Services	\$22,672.00
Office Building Operational Expenses	\$50,847.88
Office Equipment Rental and Services	\$20,184.00
Office Supplies	\$2,762.25
Sub-total	\$96,466.13
6. OTHER	
Information Management/Technology (GIS, Web Services, Cloud Services, Records Retention)	\$9,755.00
	Total Approved Budget (\$)
	\$631,011.61

PAYMENT PLAN

PAYMENT TABLE

CRITERIA	AMOUNT
Following Province execution of Agreement evidencing approval of Recipient Project proposal	\$69,411.27
Following Province approval of first interim and financial progress report as set out in Schedule "F"	\$69,411.27
Following Province approval of second interim and financial progress report as set out in Schedule "F"	\$69,411.27 \$30,000
Following Province approval of third interim and financial progress report as set out in Schedule "F"	\$69,411.28 \$30,000
Following Province approval of fourth interim and financial progress report as set out in Schedule "F"	\$69,411.28
Following Province approval of fifth interim and financial progress report as set out in Schedule "F"	\$70,988.81
Following Province approval of sixth interim and financial progress report as set out in Schedule "F"	\$70,988.81
Following Province approval of seventh interim and financial progress report as set out in Schedule "F"	\$70,988.81
Following Province approval of final report as set out in Schedule "F"	\$70,988.81
TOTAL	\$631,011.61 \$552,189.05

Analysis: Correspondence to NBMCA dated March 21, 2025, August 26, 2025 and September 9, 2025 from the Conservation & Source Protection Branch, Ontario MECP have identified numerous concerns with how the Project funded by this Transfer Payment Agreement is progressing. To date, the ministry has withheld \$78,822.56 in funding. NBMCA staff meet with ministry representatives twice a month to review workplans and progress.

Specifically, the ministry requires that the completed revised section 36 update to the North Bay-Mattawa Source Protection Plan be submitted for Minister's approval no later than **May 1, 2026**.

Recommended Resolution: No resolution required.

Recommendation: That the Board members receive this report for information only.

Reviewed by:

Aaron Lougheed, Manager, Finance

North Bay-Mattawa Source Protection Authority (SPA)
Meeting for June 11, 2025
at 4:00 pm – In person and electronic
NBMCA's Marc Charron Boardroom & via Zoom
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. Approval of the Minutes from April 9, 2025
4. Delegation(s)
5. Declaration of Pecuniary Interest

Business Reports

6. Source Protection Committee Recruitment (**Report #1**)

Other Business

7. New Business
8. Adjournment

Topic: NBMSPA & NBMCA Board of Directors meetings

Time: Jun 11, 2025 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85321129591?pwd=c5buNVK3A5GICs9oDbE8IE4swJdpbN.1>

Meeting ID: 853 2112 9591

Passcode: 660376

One tap mobile

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NORTH BAY-MATTAWA SOURCE PROTECTION AUTHORITY
MINUTES
of the

THIRD meeting of the North Bay-Mattawa Source Protection Authority was called to order at 4:00 p.m. on June 11, 2025 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
Chisholm, Township of	-	Nunzio Scarfone
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Lauren Rooyakkers
Mattawan, Municipality of	-	Michelle Lahaye
Nipissing, Township of	-	Steve Kirkey
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Peter Chirico
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton
South River, Village of	-	Teri Brandt

MEMBER(S) ABSENT:

Mattawan, Municipality of	-	Michelle Lahaye
Mattawa, Town of	-	Loren Mick
North Bay, City of	-	Chris Mayne
Strong, Township	-	Jim Ronholm

ALSO PRESENT:

Carolyn Rodgers, P.Eng, Chief Administrative Officer, Secretary-Treasurer
Aaron Lougheed, Manager, Finance
Angela Mills, Water Resources Specialist (Project Manager, DWSP)

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:00 pm, and afterwards Dave Britton read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

The following resolution was presented:

Resolution No. SPA16-25, Belanger-Moreton
THAT the agenda be approved as presented.

Carried Unanimously

3. Adoption of Previous Minutes of April 9, 2025

Resolution No. SPA17-25, Kirkey-Brandt

THAT the Minutes from the April 9, 2025, meeting be approved.

Carried Unanimously

4. Delegations

No delegations

5 Declaration of Pecuniary Interest

None declared.

6. Source Protection Committee Recruitment

Angela Mills presented the report, and the following resolution was presented:

Resolution No. SPA18-25, Moreton-Scarfone

THAT the recommended new and returning candidates put forth by the Selection Committee be endorsed; and further

THAT members' terms be staggered to come due for renewal in three (3), four (4), and five (5) years, split across membership types for this renewal period with the intent to return to all five (5) year memberships upon future renewal.

THAT, pursuant to section 9 and other requirements of O.Reg. 284/07, the North Bay-Mattawa Source Protection Authority hereby appoints the following persons to represent the listed group on the North Bay-Mattawa Source Protection Committee for the following durations:

- Bev Hillier (Municipal representative), Maurice Schlosser (Economic representative) and Andrea Labelle (Member-at-Large) be endorsed for five years, ending June 11, 2030;
- Tim McKenna (Municipal representative), Peter Murray (Economic representative) and Simon Foster (Member-at-Large) be endorsed for four years, ending June 11, 2029; and
- Sheldon Crawford (Economic representative) and Liza Vandermeer (Member at-large) be endorsed for three years, ending June 11, 2028.

THAT staff are directed to publish a notice on the internet of these appointments,

And further,

THAT staff are directed to work with municipalities to have a third Municipal representative endorsed to join the SPC.

Carried Unanimously

7. New Business

Angela Mills provided members with the update below on April 2nd S.36 Submission to MECP:

- MECP requested additional mapping layers, and they have been provided.
- MECP requested copies of the consultation letters, and they have been provided.
- MECP has requested dates for municipal council presentations and previous SPA/SPC minutes but have not been located by current staff and cannot be provided.
- MECP is currently reviewing the submitted material and will provide comments to be addressed. It is anticipated that MECP will identify that the Nipissing First Nation was not consulted.

After discussion, members thanked Ms. Mills for her update.

8. Adjournment

Resolution No. SPA19-25, Chirico-Kirkey

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

Carried Unanimously

Michelle Lahaye, Chair

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 (Project Manager, DWSP)

DATE:

June 11, 2025

SUBJECT:

Source Protection Committee Membership renewal

BACKGROUND:

All nine (9) Source Protection Committee (SPC) positions have come to the end of their term and must be renewed or be replaced to fulfill the requirement under Clean Water Act regulations.

ANALYSIS:

A notice seeking applications from the public to serve on the Source Protection Committee was published online, sent out to contacts, and posted on social media and on local community bulletin boards in March 2025. Economic sector and member-at-large applications are open for one month, per O.Reg. 288/07.

In response, three incumbent SPC members submitted applications for re-appointment: Andrea Labelle, Peter Murray, and Maurice Schlosser. Lucy Emmott, John MacLachlan, and George Stivrins are not seeking re-appointment. Three new applicants came forward.

Concurrently, municipalities were contacted to endorse municipal representatives to the SPC. Municipalities have a two-month window to submit council-endorsed candidates, per O.Reg. 288/07.

In response, two incumbent SPC members were endorsed by their municipalities for re-appointment: Bev Hillier and Tim McKenna. Endorsement was not received for Randy McLaren and no new endorsements were received, leaving one Municipal representative membership vacant at this time.

A Selection Committee was formed with Michelle Lahaye (SPA Chair), Grant McMartin (SPA Member), Loren Mick (SPA Member), Wayne Belter (SPC Chair) and Angela Mills (DWSP Project Manager). The members met in a hybrid meeting and concurred with the five existing SPC members and three new applicants being appointed to the SPC.

Resolution No. SPA 08-16 in response to the revision of Source Protection Committees Regulation (O.Reg. 288/07), stated that the size of the SPC remain at current complement of nine (9) individuals; incumbent members be given the opportunity to be re-appointed, and the term for members going forward be five years.

The term of appointment can be a minimum of six-months to a maximum of 5 years (per O.Reg. 288/07). Since the SPC memberships were all overdue for renewal, it is proposed to re-introduce rotational membership renewal periods by membership type to avoid having all members requiring renewal at the same time, to enable knowledge transfer from experienced members. Following this renewal period, the term for SPC membership should return to five years.

The Selection Committee has put forward the following appointees for consideration by the Source Protection Authority in Table 1. Length of term was selected such that returning members would have longer terms than new members, and each membership association type would have term durations of three, four, and five years. Where two candidates were either returning or being newly appointed in the same category, term duration was randomly selected.

Table 1: List of Source Protection Committee appointees

Name	Member association	Duration
Bev Hiller	Municipal (City of North Bay)	5 years
Tim McKenna	Municipal (Municipality of Callander)	4 years
Maurice Schlosser	Economic (Agriculture)	5 years
Peter Murray	Economic (Transportation)	4 years
Sheldon Crawford	Economic (Industrial/Commercial)	3 years
Andrea Labelle	Member-at-large	5 years
Simon Foster	Member-at-Large	4 years
Liza Vandermeer	Member-at-Large	3 years

Recommended Resolution:

That the recommended new and returning candidates put forth by the Selection Committee be endorsed; and further

That members' terms be staggered to come due for renewal in three (3), four (4), and five (5) years, split across membership types for this renewal period with the intent to return to all five (5) year memberships upon future renewal.

That, pursuant to section 9 and other requirements of O.Reg. 284/07, the North Bay-Mattawa Source Protection Authority hereby appoints the following persons to represent the listed group on the North Bay-Mattawa Source Protection Committee for the following durations:

- Bev Hillier (Municipal representative), Maurice Schlosser (Economic representative) and Andrea Labelle (Member-at-Large) be endorsed for five years, ending June 11, 2030;
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That staff are directed to publish a notice on the internet of these appointments,
And further,

That staff are directed to work with municipalities to have a third Municipal representative endorsed to join the SPC.

Submitted by:

Angela Mills, Water Resources Specialist (Project Manager, DWSP)

Reviewed By:

Carolyn Rodgers, P.Eng, CAO, Secretary/Treasurer