



**North Bay-Mattawa Source Protection Authority (SPA)  
Members Meeting for January 24, 2024  
at 4:30 pm IN PERSON,  
OR immediately after the NBMCA Members meeting  
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. Delegation(s)
4. Declaration of Pecuniary Interest
5. Appointment of CAO, Secretary Treasurer as Chair
6. Election of Officers:
  - Chair of the SPA Board
  - Vice Chair of the SPA Board
7. Adoption of Previous Minutes of August 16, 2023

### **Presentations**

8. Project Manager's Presentations

### **Reports**

9. Appointments to the Source Protection Committee **(SPA Report #1)**

### **Other Business**

10. New Business
11. Adjournment

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

**FIRST** meeting of the North Bay-Mattawa Source Protection Authority was called to order at 4:22 p.m. on January 24, 2024 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>
<b>Calvin, Township of</b>	-	<b>Bill Moreton</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>
<b>Nipissing, Township of</b>	-	<b>Steve Kirkey</b>
<b>North Bay, City of</b>	-	<b>Lana Mitchell</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>
<b>South River, Village of</b>	-	<b>Teri Brandt</b>

**MEMBER(S) ABSENT:**

<b>Bonfield, Township of</b>	-	<b>Steve Featherstone</b>
<b>East Ferris, Municipality of</b>	-	<b>Steve Trahan</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
<b>North Bay, City of</b>	-	<b>Peter Chirico</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>
<b>Strong, Township</b>	-	<b>Jim Ronholm</b>

**ALSO PRESENT:**

**Chitra Gowda**, CAO, Secretary-Treasurer  
**Rebecca Morrow**, Executive Assistant/Deputy CAO  
**David Ellingwood**, Director, Water Resources/Deputy CAO  
**Aaron Loughheed**, Assistant Manager, Finance  
**Paula Loranger**, Community Relations Coordinator  
**Sasha Fredette**, Deputy Chief Building Official, Supervisor, On-Site Sewage Systems  
**Shawn Kozmick**, GIS Specialist  
**Troy Storms**, Manager, Lands & Stewardship  
**Valerie Murphy**, Regulations Officer  
**Amanda Savage**, Building Official Inspector, On-Site Sewage Systems  
**Githan Kattera**, Water Resources Coordinator  
**Adam Whyte**, Supervisor, Maintenance  
**Angela Mills**, Water Resources Specialist  
**Tara Michauville**, Member of the public

**1. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. SPA01-24, Kirkey-Brandt

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

Carried Unanimously

**2. Delegations**

No delegations

**3. Declaration of Pecuniary Interest**

None declared.

**4. Appointment of the CAO, Secretary Treasurer as Chair**

After Discussion, the following resolutions were presented:

Resolution No. SPA02-24, Brandt-Lahaye

**THAT** the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Conservation Authority Officers and Executive Committee.

Carried Unanimously

Resolution No. SPA03-24, Kirkey-Britton

**THAT** Rebecca Morrow and Aaron Lougheed are appointed as scrutineers for the election of Officers.

Carried Unanimously

**5. Election of Officers**

The Acting Chair reviewed the election procedures with the members. After discussion, the members were invited to proceed with a call for nominations for the position of Chair.

Dave Britton nominated Shelley Belanger.

After a second and third call for nominations with no response the acting Chair asked Shelley if she was willing to accept the nomination. Shelley accepted, and the following resolution was presented:

Resolution No. SPA04-24, Britton-Smit

**THAT** nominations for the position of Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the position of Vice Chair.

Shelley Belanger nominated Michelle Lahaye.

After a second and third call for nominations with no response the acting Chair asked Michelle if she was willing to accept the nomination. Michelle accepted and, the following resolution was presented:

Resolution No. SPA05-24, Belanger-Moreton

THAT nominations for the position of Vice-Chair are closed.

Carried Unanimously

**6. Adoption of Previous Minutes of August 16, 2023**

After discussion the following resolution was presented:

Resolution No. SPA06-24, Kirkey-Brandt

THAT the minutes of the meeting held August 16, 2023 are adopted as written.

Carried Unanimously

**7. Project Manager's Presentation**

David Ellingwood presented his update to members and highlighted the requirement to appoint three members to the selection committee for Source Protection Committee (SPC) members. After discussion, members thanked David for his presentation and the following resolution was presented:

Resolution No. SPA07-24, Kirkey-Brandt

**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 Teri Brandt

SPA Member Steve Kirkey

SPA Member Jim Ronholm

SPC Chair Wayne Belter

Program Manager David Ellingwood

Carried Unanimously

**8. New Business**

None.


**9. Adjournment (4:42 p.m.)**


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

Resolution No. SPA08-24, Moreton-Britton

**THAT** the meeting is adjourned, and the next meeting be held on Wednesday April 24, 2024 immediately before the NBMCA Board of Directors meeting or at the call of the Chair.

Carried Unanimously

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer, Secretary  
Treasurer

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

**ORIGIN:** David Ellingwood, Director, Water Resources

**DATE:** January 17, 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.

The terms of all nine SPC members will expire by June 2024. 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.

**Analysis:**

It is recommended that a similar 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. The position openings would be posted online at [nbmca.ca](http://nbmca.ca) and [actforcleanwater.ca](http://actforcleanwater.ca), and promoted through a media release, advertising in the North Bay Nugget, an email notification to municipal clerks, social media, and invitations to several public interest groups. Current SPC members will be encouraged to re-apply for appointment. The proposed closing date for applications is April 15, 2024. Applications will be reviewed and interviews with potential candidates will be conducted by the selection committee. A list of nominees will be presented at the SPA meeting on May 22, 2024.



**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.

**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 (David Ellingwood)

**Submitted By**

**David Ellingwood, Director, Water Resources**

**Reviewed By**

**Chithra Gowda, Chief Administrative Officer, Secretary Treasurer**