



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

Board of Director's Meeting No. BOD-01-26

January 14, 2026

15 Janey Avenue, North Bay, ON P1C 1N1 and Zoom

## Meeting Minutes

### Member(s) Present (in person)

Calvin, Township of  
Chisholm, Township of  
East Ferris, Municipality of  
Mattawa, Town of  
Mattawan, Municipality of  
North Bay, City of  
North Bay, City of  
North Bay, City of  
Papineau Cameron, Township of  
Powassan, Municipality of

Bill Moreton  
Nunzio Scarfone  
Lauren Rooyakkers  
Loren Mick  
Michelle Lahaye  
Chris Mayne  
Lana Mitchell  
Peter Chirico  
Shelley Belanger  
Dave Britton

### Member(s) Present (Zoom)

Bonfield, Township of  
Callander, Municipality of

Steve Featherstone  
Grant McMartin

### Also Present

Manager, Finance  
Engineering & Development Officer  
Planning & Development Officer

Aaron Lougheed  
Githan Kattera  
Hannah Wolfram

CBO, Manager, OSS Program  
Manager, DWSP

Kris Rivard  
Liza Vandermeer

## 1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:04 pm, and the acknowledgement of Indigenous Traditional and Treaty Lands was read by Peter Chirico.

## 2. Declaration of Pecuniary Interest

None Declared.

## 3. Adoption of Agenda

Resolution #01-26

Moved by Shelley Belanger  
Seconded by Nunzio Scarfone

**THAT** the Agenda for the January 14, 2026 meeting of the Board of Directors be approved as amended. **Carried**

Additions: New Business – Centennial Creek Floodplain Mapping and appointment to Conservation Ontario Council.

## 4. Delegations

None.

## 5. Appointments for elections

Resolution #02-26

Moved by Loren Mick  
Seconded by Bill Moreton

**THAT** Liza Vandermeer, Manager, DWSP be appointed as Acting Chair for the purpose of conducting the election of Conservation Authority Officers and Executive Committee. **Carried**

Resolution #03-26

Moved by Lauren Rooyakkers  
Seconded by Nunzio Scarfone

**THAT** Aaron Lougheed, Manager, Finance and Kris Rivard, Manager, OSS be appointed as scrutineers for the purpose of conducting the election of Conservation Authority Officers and Executive Committee. **Carried**

## 6. Election of Officers

6.1 Chair of the Board – Nominations were called three times, and no further nominations were put forward.

Resolution #04-26

Moved by Peter Chirico

Seconded by Nunzio Scarfone

**THAT** Lana Mitchell is acclaimed as Chair for the year 2026 or until the next Annual General Meeting. **Carried.**

Resolution #05-26

Moved by Peter Chirico

Seconded by Bill Moreton

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

### 6.2 Vice Chair of the Board

Nominations were called three times and Bill Moreton and Dave Britton were nominated and accepted the nomination.

Resolution #06-26

Moved by Lana Mitchell

Seconded by Chris Mayne

**THAT** Bill Moreton be nominated for position of Vice Chair.

Resolution #07-26

Moved by Shelley Belanger

Seconded by Michelle Lahaye

**THAT** Dave Britton be nominated for position of Vice Chair.

Resolution #08-26

Moved by Peter Chirico

Seconded by Lana Mitchell

**THAT** nominations for position of Vice Chair are closed. Bill Moreton voted as Vice Chair for the year 2026 or until the next Annual General Meeting. **Carried.**

### 6.3 Executive Committee

Nominations were called three times and Dave Britton, Lauren Rooyakkers, Michelle Lahaye, Shelley Belanger and Loren Mick were nominated and accepted the nomination.

Resolution #09-26

Moved by Bill Moreton

Seconded by Loren Mick

**THAT** Dave Britton be nominated for a position on the Executive Committee.

Resolution #10-26

Moved by Lana Mitchell

Seconded by Bill Moreton

**THAT** Lauren Rooyakkers be nominated for a position on the Executive Committee.

Resolution #11-26

Moved by Bill Moreton

Seconded by Lauren Rooyakkers

**THAT** Loren Mick be nominated for a position on the Executive Committee.

Resolution #12-26

Moved by Shelley Belanger

Seconded by Dave Britton

**THAT** Michelle Lahaye be nominated for a position on the Executive Committee.

Resolution #13-26

Moved by Michelle Lahaye

Seconded by Dave Britton

**THAT** Shelley Belanger be nominated for a position on the Executive Committee.

Resolution #14-26

Moved by Lauren Rooyakkers

Seconded by Chris Mayne

**THAT** nominations for the Executive Committee are closed. **Carried.**

Resolution #15-26

Moved by Peter Chirico

Seconded by Lana Mitchell

**THAT** the Chair, Vice Chair, Dave Britton, Lauren Rooyakkers and Loren Mick are appointed to the Executive Committee for the year 2026 or until the next Annual General Meeting.

Resolution #16-26

Moved by Chris Mayne

Seconded by Bill Moreton

**THAT** all electronic ballots and voting records pertaining to the elections be destroyed. **Carried.**

Resolution #17-26

Moved by Bill Moreton

Seconded by Nunzio Scarfone

**THAT** Liza Vandermeer be thanked and turn Chair back over to Lana Mitchell. **Carried.**

#### 6.4 Meeting Suspension

Resolution #18-26

Moved by Steve Featherstone

Seconded by Grant McMartin

**THAT** the NBMCA meeting be suspended at 4:43 pm to allow the SPA meeting to be held. **Carried.**

Resolution #19-26

Moved by Peter Chirico

Seconded by Nunzio Scarfone

**THAT** NBMCA meeting reconvene at 5:26 pm. **Carried.**

#### 7. Adoption of Previous Minutes

Resolution #20-26

Moved by Nunzio Scarfone

Seconded by Loren Mick

**THAT** the amended Minutes of the meeting held on December 17, 2025 be approved as presented. **Carried.**

#### 8. Appointment of Solicitor

Resolution #21-26

Moved by Bill Moreton

Seconded by Shelley Belanger

**THAT** Elizabeth Keenan be appointed as the Employment Solicitor and Russell Christie as the Real Estate Solicitor for the year 2026. **Carried.**

#### 9. Appointment of Auditor

Resolution #22-26

Moved by Dave Britton

Seconded by Nunzio Scarfone

**THAT** BDO be appointed as auditor for the operational year 2026. **Carried.**

#### 10. Appointment of MFIPPA Head

Resolution #23-26

Moved by Grant McMartin

Seconded by Steve Featherstone

**THAT** Liza Vandermeer be appointed as MFIPPA Head for the year 2026. **Carried**

#### 11. Correspondence

None

#### 12. Business Report

ERO 25-1387 – Proposed administrative changes to Ontario’s Building Code related to the transfer of enforcement authority of on-site sewage systems.

Resolution #24-26

Moved by Bill Moreton

Seconded by Loren Mick

**THAT** the attached resolution be forwarded to the Minister of Municipal Affairs and Housing, local member of provincial parliament in response to ERO 25-1387.

**Carried.**

#### 13. New Business

##### 13.1 Approval of firm for Centennial Creek Floodplain Mapping

Resolution #25-26

Moved by Steve Featherstone

Seconded by Grant McMartin

**THAT** the Board of Directors of the North Bay-Mattawa Conservation Authority direct staff to move forward with awarding the contract for the Centennial Creek Floodplain Mapping project to Waters Edge Environmental Solutions Team Ltd.

**Carried.**

##### 13.2 Approval of Statutory Holidays and Board meeting schedule.

Resolution #27-26

Moved by Bill Moreton

Seconded by Steve Featherstone

THAT the Board of Directors approve the 2026 office closures and be posted to the website. **Carried.**

Resolution #28-26

Moved by Dave Britton

Seconded by Chris Mayne

THAT the Board of Directors approve the 2026 meeting schedule as amended and be posted to the website. **Carried.**

### 13.3 Appointment to Conservation Ontario Council

Resolution #29-26

Moved by Peter Chirico

Seconded by Bill Moreton

THAT the Board of Directors appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2026 and that the Vice Chair be appointed as first and second alternate respectively. **Carried.**

## 14. Closed Meeting

Resolution #30-26

Moved by Nunzio Scarfone

Seconded by Grant McMartin

**THAT** the meeting moves into a closed session at 5:55 pm to discuss client privileges including communications necessary for that purpose and personnel matters about identifiable individuals. **Carried**

Resolution #35-26

Moved by Chris Mayne

Seconded by Steve Featherstone

**THAT** the meeting moves out of the closed session and back into an open meeting at 7:23 pm. **Carried**

## 15. Adjournment

Resolution #36-25

Moved by Chris Mayne

Seconded by Loren Mick

**THAT** the meeting be adjourned at 7:25 pm and the next meeting be held on Wednesday February 11, 2026, or at the call of the Chair. **Carried**

X

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Lana Mitchell  
Chair

DRAFT