

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	Bill Moreton
Chisholm, Township of	Nunzio Scarfone
East Ferris, Municipality of	Lauren Rooyakkers
Mattawa, Town of	Loren Mick
Mattawan, Municipality of	Michelle Lahaye
North Bay, City of	Chris Mayne
North Bay, City of	Lana Mitchell
North Bay, City of	Peter Chirico
Papineau Cameron, Township of	Shelley Belanger
Powassan, Municipality of	Dave Britton

Member(s) Present (Zoom)

Bonfield, Township of	Steve Featherstone
Callander, Municipality of	Grant McMartin

Also Present

Manager, Finance	Aaron Lougheed
Engineering & Development Officer	Githan Kattera
Planning & Development Officer	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 Loughheed, 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

Lana Mitchell
Chair

DRAFT