



**North Bay-Mattawa Conservation Authority  
Members Meeting for January 15, 2025  
at 4:00 pm In Person  
NBMCA's Natural Classroom  
15 Janey Avenue, North Bay, Ontario**

**AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome and Introductions
3. Approval of the Agenda
4. Declaration of Pecuniary Interest
5. Delegations
6. Appointment of Interim CAO, Secretary Treasurer as Chair
7. Election of Officers:
  - Chair of the Board
  - Vice Chair of the Board
  - Executive Committee
8. Adoption of Previous Minutes from December 11<sup>th</sup> and December 16, 2024
9. Appointment of Solicitor
10. Appointment of Auditor
11. 2025 Banking and Borrowing Resolution
12. Correspondence
  - Mayor Richard Gould, Municipality of Calvin

**Presentations**

**Business Reports**

13. Section 28 Permits **(Report #1)**

**Other Business**

14. Closed session of Committee of the Whole
15. New Business
16. Adjournment

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**NORTH BAY-MATTAWA CONSERVATION AUTHORITY  
MINUTES  
of the**

**FIRST** meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on January 15, 2025 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Chris Mayne
North Bay, City of	-	Lana Mitchell
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

Bonfield, Township of	-	Steve Featherstone
Mattawa, Town of	-	Loren Mick

**ALSO PRESENT:**

Robin Allen, Interim CAO, Secretary-Treasurer  
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO  
Aaron Loughheed, Manager, Finance  
Paula Loranger, Community Relations Coordinator  
Shawn Kozmick, GIS Database Department Assistant  
Githan Kattera, Water Resources Coordinator/Regulations Officer  
Angela Mills, Water Resources Specialist  
Ella Bird, Deputy Chief Building Official, On-Site Sewage Systems  
Hannah Wolfram, Regulations Officer  
Kris Rivard, Building Official Inspector, On-Site Sewage Systems  
Derek Airdrie, Building Official Inspector, On-Site Sewage Systems

**1. Acknowledgement of Indigenous Traditional and Treaty Lands**

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 01-25, Britton-Belanger

**THAT** the agenda as amended be accepted.

Carried Unanimously

**3. Declaration of Pecuniary Interest**

None.

**4. Delegations**

None.

**5. Appointment of the Interim CAO, Secretary Treasurer as Chair**

After Discussion, the following resolutions were presented:

Resolution No. 02-25, Belanger-Mitchell

**THAT** the Interim 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. 03-25, Moreton-Lahaye

**THAT** Aaron Lougheed and Ella Bird be appointed as scrutineers for the election of Officers and Executive Committee.

Carried Unanimously

**6. 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.

Lana Mitchell nominated Michelle Lahaye

After a second and third call for nominations with no response the acting Chair asked the Michelle Lahaye if she was willing to accept the nomination. Michelle accepted. The acting Chair

declared Michelle Lahaye as the Chair. Afterwards the following resolution was presented:

Resolution No. 04-25, Chirico-Britton

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

**Carried Unanimously**

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

Michelle Lahaye nominated Lana Mitchell

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

Resolution No. 05-25, Trahan-Belanger

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

**Carried Unanimously**

The Acting Chair then called for nominations for the Executive Committee. She reminded members that the Chair and Vice Chair are automatically appointed as members to the Executive Committee, and that four more members were required.

Michelle Lahaye nominated Peter Chirico  
Shelley Belanger nominated Dave Britton  
Shelley Belanger nominated Chris Mayne  
Dave Britton nominated Shelley Belanger  
Dave Britton nominated Bill Moreton.

After a call for members, the Chair asked all members nominated if they were willing to accept their nominations. Chris Mayne declined the nomination. All others accepted their nominations. The following resolutions was then presented:

Resolution No. 06-25, Mayne-Mitchell

THAT nominations for the Executive Committee are closed.

**Carried Unanimously**

Resolution No. 07-25, Belanger-Moreton

**THAT**

Dave Britton  
Peter Chirico  
Bill Moreton  
Shelley Belanger

Are appointed to the Executive Committee for the year 2025 or until the next Annual General Meeting.

**Carried Unanimously**

At this point in the meeting the Interim Chief Administrative Officer turned the meeting over to the newly elected Chair. The Chair congratulated everyone on their new appointments.

**7. Adoption of Previous Minutes of December 11, 2024 & December 16, 2024**

After discussion the following resolution was presented:

Resolution No. 08-25, Mayne-Scarfone

**THAT** the minutes of the meeting held December 11, 2024 & December 16, 2024 are adopted as written.

**Carried Unanimously**

**8. Appointment of Solicitor**

After discussion the following resolution was presented:

Resolution No. 09-25, Mitchell-Trahan

**THAT** Russell Christie LLP is appointed as solicitor for the Conservation Authority for the year 2025.

**Carried Unanimously**

**9. Appointment of Auditor**

After discussion the following resolution was presented:

Resolution No. 11-25, Trahan-Belanger

**THAT** MNP be appointed as auditor for the Conservation Authority for the fiscal year 2024.

**Carried Unanimously**

**10. 2025 Banking and Borrowing Resolution**

After discussion the following resolution was presented:

Resolution No. 10-25, Chirico-Mayne

**THAT** TD Bank be appointed to provide banking services for the Conservation Authority for the year 2025 and,

**THAT** staff are authorized to borrow from the TD Bank up to \$300,000.00 for the year 2025 for cash flow purposes.

**Carried Unanimously**

**11. Conservation Ontario Voting Delegates**

After discussion the following resolution was presented:

Resolution No. 12-25, Scarfone-Britton

**THAT** the Board of Directors of the North Bay-Mattawa Conservation Authority appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2025 and that the Vice-Chair and CAO be appointed as first and second alternate respectively.

**Carried Unanimously**

**12. Correspondence**

Robin Allen updated members on the correspondence received from Mayor Richard Gould, Municipality of Calivn dates December 11, 2024. Members asked that staff begin to promote the Conservation Areas by asking member municipalities to get involved in promoting the Conservation Areas within their respective municipalities. After further discussion, members thanked Robin for her update.

**Carried Unanimously**

**13. Section 28 Approvals**

Hannah Wolfram presented the Section 28 Approvals report. After discussion, the members

thanked Hannah for her presentation and the following resolution was presented:

Resolution No. 13-25, Scarfone-Moreton

**THAT** the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**14. Closed Session – Committee of the Whole to discuss Property, Financial and personnel matters**

After discussion the following resolutions were presented:

Resolution No. 14-25, Chirico-Mayne

**THAT** the meeting move into a closed session of “Committee of the Whole” to discuss Property, Financial and personnel matters at 4:35pm.”

**Carried Unanimously**

Resolution No. 15-25, Trahan-McMartin

**THAT** Michelle Lahay, Lana Mitchell, Peter Chirico and Shelley Belanger be appointed to the selection committee for the CAO position.

**Carried Unanimously**

Resolution No. 16-25, Moreton-Trahan

**THAT** the meeting move out of a closed session of “Committee of the Whole and back into an open meeting at 5:02pm.”

**Carried Unanimously**

**15. New Business**

None noted.


**16. Adjournment (5:03 p.m.)**

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

Resolution No. 17-25, McMartin-Trahan

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

**Carried Unanimously**



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Michelle Lahaye, Chair



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Robin Allen, Interim Chief Administrative Officer,  
Secretary Treasurer



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

**Origin:** Hannah Wolfram, Regulations Officer  
Githan Kattera, Regulations Officer / Water Resources Coordinator

**Date:** January 2, 2025

**Subject:** Report on Ontario Regulation 41/24 and Ontario Regulation 686/21

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## Background

On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. Within this regulation, a CA may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock and that the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Ontario Regulation 686/21 (Mandatory Programs and Services) was amended on April 1, 2024 to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, NBMCA is required to prepare and publish (on the NBMCA website) an annual report outlining statistics on Section 28.1 permits, including reporting on its level of compliance with the requirements of O. Reg. 41/24, respecting the application for and issuance of permits, including any associated timelines.

NBMCA staff are committed to providing positive and transparent client service and undertaking efficient reviews of permit applications in accordance with legislated timelines and service standards. In 2024, the timelines outlined by O. Reg. 41/24 for Section 28.1 permits were met or exceeded by NBMCA staff for 100% of applications. Some key statistics from 2024 include:

- average permit processing time of 8 calendar days (from the time an application was deemed complete to the permit being issued)
- 40% of all permits were issued in 5 calendar days or less and 70% were issued in 10 calendar days or less
- The median processing time for a permit in 2024 was 7 days

The table included in the *Analysis* subsection of this report outlines the annual mandatory reporting requirements to be published to the 'Governance' and 'Section 28 Permits' sections of the NBMCA website in early 2025.

## Analysis

Since the approval of the previous minutes, NBMCA has issued one (1) new permit to The City of North Bay for a major project. In 2024, NBMCA issued 80 Section 28.1 permits, as follows:

<b>Annual Reporting – Permit Statistics</b>		
January 1 – December 31, 2024		
<b>Total Permits Issued</b>	Overall	<b>80</b>
	Major	<b>5</b>
	Minor	<b>75</b>
April 1 – December 31, 2024		
<b>Total Permits Issued</b>	Overall	<b>62</b>
	Major	<b>4</b>
	Minor	<b>58</b>
Total Applications Subject to Minister’s Order (Minister’s Review) – O. Reg. 474/24		<b>0</b>
<b>Annual Reporting – Permit Timelines (January 1 to December 31, 2024)</b>		
Total complete application reviews completed in 21 days		<b>80</b>
<b>Permits and Timelines</b>	Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days)	<b>5</b>
	Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days)	<b>0</b>
	Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days)	<b>75</b>
	Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days)	<b>0</b>
Reason for Variance from Timelines:	<b>N/A</b>	
<b>Average Permit Timelines (Days)</b>	Overall Average Permit Review Time	<b>8</b>
	Average Major Permit Review Timeline (90 days)	<b>9</b>
	Average Minor Permit Review Timeline (30 days)	<b>8</b>
<b>Annual Reporting – Compliance with O. Reg. 41/24</b>		
<b>Mapping</b>	Maps of regulated areas available on the website (ss. 4(1))	<b>Yes</b>
	Annual review of the mapping and necessary updates made (ss. 4(2))	<b>Yes</b>
<b>Administrative Reviews</b>	Total requests for administrative reviews made to the Authority	<b>0</b>
	Total administrative reviews completed within 30 days	<b>N/A</b>

## Recommendation

**THAT** the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

## Recommended Resolution

**THAT** the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

**Submitted By:** Hannah Wolfram, Regulations Officer

**Reviewed By:** Robin Allen, Interim CAO Secretary Treasurer

Resolution No. 17-25, McMartin-Trahan

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

**Carried Unanimously**



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Michelle Lahaye, Chair



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Robin Allen, Interim Chief Administrative Officer,  
Secretary Treasurer