



**North Bay-Mattawa Source Protection Authority  
ANNUAL GENERAL MEETING  
January 27, 2021  
6:30pm  
VIA ZOOM**

**AMENDED A G E N D A**

**Procedural Matters**

1. Welcome & Introductions of Members and Staff
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 Board
  - Vice Chair of the Board
7. Adoption of Previous Minutes of October 28, 2020

**Written Reports**

8. Project Manager's Report (**Appendix #1**)
9. SPA Meeting Schedule for 2020 (**Appendix #2**)

**Other Business**

10. New Business
11. Adjournment

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

**Annual General Meeting** of the North Bay-Mattawa Source Protection Authority held at 6:30 p.m. on February 24, 2021 electronically via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(6:48pm – 7:34pm)</b>
<b>Callander, Municipality of</b>	-	<b>Robb Noon</b>	<b>(6:48pm – 7:34pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(6:48pm – 7:34pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Rick Champagne</b>	<b>(7:07pm – 7:34pm)</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>	<b>(6:48pm – 7:34pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(6:48pm – 7:34pm)</b>
<b>Nipissing, Township of</b>	-	<b>Tom Marchant</b>	<b>(6:48pm – 7:34pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(6:48pm – 7:34pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(6:48pm – 7:34pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(6:48pm – 7:34pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Beleanger</b>	<b>(6:48pm – 7:34pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(6:48pm – 7:34pm)</b>
<b>South River, Village of</b>	-	<b>Teri Brandt</b>	<b>(6:48pm – 7:34pm)</b>
<b>Strong, Township of</b>	-	<b>Marrienne Strickland</b>	<b>(6:48pm – 7:34pm)</b>

**MEMBER(S) ABSENT:**

<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(6:35pm – 7:30pm)</b>
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**ALSO PRESENT:**

**Brian Tayler**, CAO, Secretary-Treasurer  
**David Ellingwood**, Manager, Source Water Protection  
**Kurtis Romanchuk**, Water Resources Engineer  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Paula Loranger**, Community Relations coordinator  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Shawn Kozmick**, GIS Specialist  
**Sue Buckle**, Manager, Communications and Outreach

**1. Welcome**

The Chair welcomed everyone to the meeting and extended regrets on behalf of Dean Grant for not being able to attend the meeting.

**2. Approval of the Agenda**

After discussion, the following resolution was presented:

Resolution No. SPA01-21, Lagassie-Lahaye

**THAT** the agenda is approved as amended.

**Carried Unanimously**

**3. Delegation(s)**

No delegations.

**4. Declaration of Pecuniary Interest**

None declared.

**5. Appointment of Chief Administrative Officer as Chair**

After discussion the following resolutions were presented:

Resolution No. SPA02-21, Mayne-Noon

**THAT** the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Source Protection Authority Chair and Vice Chair.

**Carried Unanimously**

Resolution No. SPA03-21, Scarfone-Belanger

**THAT** Rebecca Morrow and Paula Scott be appointed as Scrutineers for the election of Officers.

**Carried Unanimously**

**6. Election of Officers**

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

Chris Mayne nominated Dave Mendicino

Jane Lagassie nominated Chris Mayne

After a second and third call for nominations with no response the acting Chair asked Dave Mendicino and Chris Mayne if they were willing to accept the nomination. They both accepted their nomination, The Chair invited both Dave and Chris to address the Board. They both addressed the Board, and an electronic vote was cast. After the votes were counted, Dave Mendicino was declared as the Chair. Dave accepted the position, and the following resolution was presented:

Resolution No. SPA04-21, Blakeley-Mick

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

**Carried Unanimously**

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

Dave Mendicino nominated Dave Britton

After a second and third call for nominations and with no response, the acting Chair asked Dave Britton if he was willing to accept the nomination. Dave accepted, and was acclaimed as Vice Chair, and the following resolutions were presented:

Resolution No. SPA05-21, Mayne-Noon

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

**Carried Unanimously**

Resolution No. SPA06-21, Marchant-Lahaye

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

**Carried Unanimously**

**7. Adoption of Previous Minutes of October 28, 2020**

After discussion the following resolution was presented:

Resolution No. SPA07-21, Brandt-Belanger

**THAT** the minutes of the meeting held on October 28, 2020 are adopted as written.

**Carried Unanimously**

**8. Project Managers Report**

David Ellingwood presented his report. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 08-21 Mick-Noon

**THAT** the Project Manager's report dated February 18, 2021 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**9. SPA Meeting Schedule**

David Ellingwood presented proposed meeting dates for 2021. After discussion the members thanked David and the following resolution was presented:

Resolution No.SPA 09-21, Brandt-Lahaye

**THAT** the following regular meeting dates of the Source Protection Authority Board of Directors be approved:

- Wednesday April 28, 2021
- Wednesday June 23, 2021
- September 2021 or October 2021 at the call of the Chair (prior to NBMCA Meeting)

**AND FURTHER THAT** this report dated February 18, 2021 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**12. New Business**

None declared.

**13. Adjournment (7:34p.m.)**

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

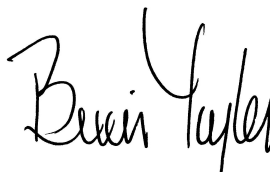
Resolution No. 10-21, Lagassie-Belanger

**THAT** the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 28, 2021 in a format to be determined, immediately after the NBMCA Board of Directors meeting (scheduled for 5:30 pm) or at the call of the Chair.

**Carried Unanimously**



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Dave Mendicino, Chair



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Brian Tayler, Chief Administrative Officer, Secretary Treasurer

**TO:** The Chairman and Members of the  
North Bay-Mattawa Source Protection Authority (SPA)

**ORIGIN:** David Ellingwood, Supervisor, Source Water Protection

**DATE:** February 18, 2021 (for AGM meeting February 24, 2021)

**SUBJECT:** **Project Manager's Report**

**RECOMMENDATION:** That this report of the Project Manager be received for information and appended to the minutes of this meeting.

1. DWSP Funding Request for 2021-2022
2. SPA Annual Report on Progress of Implementation of Source Protection Plan
3. Section 36 Update to the Source Protection Plan

**BACKGROUND:**

The North Bay-Mattawa Source Protection Authority (SPA) works to ensure that local source protection activities are conducted in accordance with the *Clean Water Act*, 2006, associated regulations and the administrative directions of the Ministry of the Environment, Conservation and Parks. The SPA is asked with overseeing the development and implementation of a local Source Protection Plan (SP Plan) developed by the Source Protection Committee (SPC). The North Bay-Mattawa Conservation Authority (NBMCA) administers the program and provides necessary resources according to an agreement with the SPA. The NBMCA also has a role in watershed management mandated by legislation other than the *Clean Water Act*.

**ANALYSIS:**

**1. DWSP Funding Request for 2021-2022**

The Source Protection program has been funded since its inception by the Provincial Government. Annually a request is made by the Source Protection Authority and a transfer payment agreement is signed. The fiscal year for this program runs from April 1<sup>st</sup> to March 1<sup>st</sup>.

On December 23, 2020, SPA staff submitted a funding application for the Drinking Water Source Protection Program 2021-2022 fiscal year. Further discussions with Ministry staff regarding the request are on-going as part of the review and approval process. The requested amount for 2021-2022 is \$200,322.

**2. Annual Report to MECP on Source Protection Plan Implementation due May 1, 2020**

On May 1, 2021 the fourth annual report on the progress of Source Protection Plan implementation is due to MECP. Reports from municipalities and other implementing bodies for activities during the 2020 calendar year will be compiled by SPA staff into the Draft Annual Report. The Source Protection Committee will consider the draft report prior to the report being brought to the SPA for review and approval on April 28, 2021. The findings will be posted online on our local source protection website [www.actforcleanwater.ca](http://www.actforcleanwater.ca).

**3. Section 36 Update to the Source Protection Plan**

The Source Protection Committee and the SPA staff have been working over the past year on various updates to the Source Protection Plan. A Minister's order from May 2019 outlines the process for a review of the Source Protection Plan and the Assessment Report. The current Source Protection Plan has been in effect since July 1, 2015.

The updates to the Source Protection Plan will include: modifications to delineated areas for surface water systems; incorporating threat activities and changes made to the provincial tables of drinking water threats; review of policy wording and potential additions to policy sets; making editorial corrections; and updating text and tables to reflect current information.

As the Source Protection Committee reviews drafts of proposed changes these will be shared with staff at the Ministry of Environment, Conservation and Parks. Rounds of consultation will then occur with municipalities and implementing agencies, followed by a public consultation phase. These consultations are expected to occur over the spring months.

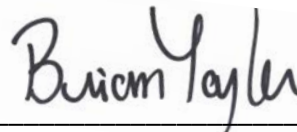
**RECOMMENDED RESOLUTION:**

1. That this report be received and appended to the minutes of this meeting.



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David Ellingwood  
Supervisor, Source Water Protection



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Brian Tayler  
CAO, Secretary-Treasurer



**TO:** The Chairman and Members of the  
North Bay-Mattawa Source Protection Authority (SPA)

**ORIGIN:** David Ellingwood, Supervisor, Source Water Protection

**DATE:** February 18, 2021 (for AGM meeting February 24, 2021)

**SUBJECT:** **SPA Meeting Schedule for 2021**

**RECOMMENDATION:** That this report of the Project Manager be received for information and appended to the minutes of this meeting.

**DISCUSSION:**

The North Bay-Mattawa Source Protection Authority (SPA) will need to meet at least three further times during the 2021 calendar year to conduct business related to: the section 36 update of the Source Protection Plan; endorsement of Annual Report; and other administrative functions.

The following schedule for 2021 is recommended by staff:

Wednesday, April 28, 2021 at 5:30 pm (prior to NBMCA Board Meeting)

Wednesday, June 23, 2021 at 5:30 pm (prior to NBMCA Board Meeting)

September 2021 or October 2021 at call of the Chair (prior to NBMCA Board Meeting)

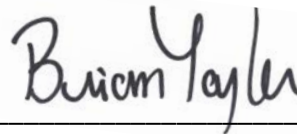
**RECOMMENDED RESOLUTION:**

1. That this report be received and appended to the minutes of this meeting.



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David Ellingwood  
Supervisor, Source Water Protection



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Brian Tayler  
CAO, Secretary-Treasurer