

**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 6, 2019 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(6:45pm – 7:20pm)
Calvin, Township of	-	Dean Grant	(6:45pm – 7:20pm)
East Ferris, Municipality of	-	Pauline Rochefort	(6:45pm – 7:10pm)
Mattawa, Town of	-	Loren Mick	(6:45pm – 7:20pm)
Mattawan, Municipality of	-	Michelle Lahaye	(6:45pm – 7:20pm)
Nipissing, Township of	-	Tom Marchant	(6:45pm – 7:20pm)
North Bay, City of	-	Dave Mendicino	(6:45pm – 7:12pm)
North Bay, City of	-	Simon Blakeley	(6:45pm – 7:20pm)
North Bay, City of	-	Chris Mayne	(6:45pm – 7:20pm)
Papineau –Cameron, Township of	-	Shelley Belanger	(6:45pm – 7:20pm)
Powassan, Municipality of	-	Dave Britton	(6:45pm – 7:20pm)

MEMBER(S) ABSENT:

Callander, Municipality of	-	Rob Noon
Chisholm, Township of	-	Nunzio Scarfone
South River, Village of	-	No Appointed member
Strong, Township of	-	No Appointed member

ALSO PRESENT:

Adam Whyte, Supervisor, Maintenance
Brian Tayler, CAO, Secretary-Treasurer
Crystal Barnes, Acting Area Supervisor, On-Site Sewage Systems
David Ellingwood, Supervisor, Source Water Protection
Kurtis Romanchuk, Water Resources Engineer (P. Eng)
Joel Harrison, Water Resources Scientist
Jos Levesque, Communications Intern
Linda Holmes, Member of the media
Madeleine Poitras, Data Base Management Technician
Paula Scott, Director of Planning and Development/Deputy CAO
Paula Loranger, Community Relations Coordinator
Peggy Walsh Craig, Stewardship Coordinator
Rebecca Morrow, Administrative Assistant
Sasha Fredette, Inspector, On-Site Sewage Systems
Shawn Kozmick, Geographic Information System Specialist
Sue Buckle, Supervisor, Communications and Outreach
Valerie Murphy, Regulations Officer
3 Members of the public

1. Welcome

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

2. Confirmation of Delegation(s)

No delegations.

3. Approval of the Agenda

After discussion, the following resolution was presented:

Resolution No. SPA01-19, Marchant-Rochefort

THAT the agenda is approved as amended.

Carried Unanimously

4. Delegation(s)

No delegations.

5. Declaration of Pecuniary Interest

None declared.

6. Appointment of Chief Administrative Officer as Chair

After discussion the following resolutions were presented:

Resolution No. SPA02-19, Mendicino-Mick

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. SPA03-19, Belanger-Lahaye

THAT Sue Buckle and Paula Scott be appointed as Scrutineers for the election of Officers.

Carried Unanimously

7. Election of Officers

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

Loren Mick nominated Chris Mayne
Jane Lagassie nominated Dave Mendicino. Dave declined the nomination.

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

Resolution No. SPA04-19, Mick-Marchant

THAT nominations for the position of Chair are closed.

Carried Unanimously

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

Chris Mayne 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 resolution was presented:

Resolution No. SPA05-19, Blakeley-Mick

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

Carried Unanimously

8. Adoption of Previous Minutes of October 24, 2018

After discussion the following resolution was presented:

Resolution No. SPA06-19, Britton-Mendicino

THAT the minutes of the meeting held on October 24, 20178 are adopted as written.

Carried Unanimously

9. Video Presentation – NBMCA 2018 in review

Brian Tayler presented a video presentation on the NBMCA 2018 year in review. After discussion, the members thanked Brian for sharing the video.

10. Source Protection Committee (SPC) appointments

David Ellingwood presented a report in regards to Source Protection Committee membership. After discussion the members thanked David for his presentation and the following resolution was presented:

Resolution No.SPA 07-19 Marchant-Mendicino

THAT a Selection Committee be formed to conduct interviews and make recommendations for four (4) individuals to be appointed to the Source Protection Committee (SPC);

AND THAT the following three Source Protection Authority (SPA) Members will serve on the Selection Committee:

Simon Blakeley, SPA member
Jane Lagassie, SPA Member
Shelley Belanger, SPA Member
Jeff Celentano, SPC Chair
David Ellingwood, Project Manager

AND FURTHER THAT this report be received and appended to the minutes of this meeting.

Carried Unanimously

11. Project Managers Report

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

Resolution No.SPA 08-19 Mick-Britton

THAT the Project Manager’s report dated January 25, 2019 be received and appended to the minutes of this meeting.

Carried Unanimously

12. New Business

None declared.

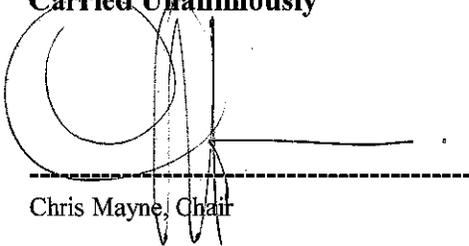
13. Adjournment (7:20p.m.)

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

Resolution No. 09-19, Belanger-Lagassie

THAT the meeting be adjourned, and the next meeting will be held at 5:30pm on Wednesday April 24, 2019 or at the call of the Chair.

Carried Unanimously



Chris Mayne, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

TO: The Chairman and Members of the
North Bay-Mattawa Source Protection Authority

ORIGIN: David Ellingwood, Supervisor, Source Water Protection

DATE: January 25, 2019 (for meeting February 6, 2019)

SUBJECT: Selection Committee for SPC Appointments

RECOMMENDATION: That a selection committee be formed to conduct interviews and make recommendations for four (4) individuals to be appointed to the Source Protection Committee.

BACKGROUND:

The Source Protection Committee (SPC) consists of nine members appointed by the 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 Committees Regulation (O. Reg. 288/07) under the *Clean Water Act* requires that terms of service for all members of the North Bay-Mattawa SPC expire between January 1, 2018 and January 1, 2020. Although the SP 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 first group of five SPC member replacements was made at the SPA's January 2018 meeting. A selection committee was formed by SPA resolution 17-17 on September 27, 2017 consisting of SPA board members Jane Lagassie and Vi Montpetit; the SPC Chair, Jeff Celentano; and the Program Manager. The selection committee was charged to recommend appointments for five SPC positions, which included all three municipal members, one member of the economic sector and one member of the public-at-large.

ANALYSIS:

It is recommended that a similar process be followed for the remaining four positions: two (2) members of the economic sector and two (2) members of the public-at-large. The position openings would be posted online at 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. The proposed closing date for applications is March 20, 2019. Applications will be reviewed and interviews with potential candidates will be conducted by a selection committee. A list of nominees will be presented at the SPA meeting on April 24, 2019.

RECOMMENDED RESOLUTION:

That a selection committee be formed to conduct interviews and make recommendations for four (4) 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 (Jeff Celentano)
- Program Manager (David Ellingwood)



David Ellingwood
Supervisor, Source Water Protection



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: January 25, 2019 (for AGM meeting February 6, 2019)

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. Workplan to Review and Revise the Source Protection Plan
2. SPA Annual Report on Progress of Implementation of Source Protection Plan
3. SPC Membership Appointments
4. DWSP Funding in Current Fiscal and 2019-2020 Fiscal

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. Since 2007, the SPA has been charged with the task of 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. Workplan to Amend the Current Assessment Report and Source Protection Plan

The current Source Protection Plan has been in effect since July 1, 2015. Municipalities, provincial Ministries and other implementing bodies have worked diligently since that time to implement the policies designed to safeguard municipal sources of drinking water. Part of the source protection planning process is the periodic review of the Source Protection Plan and the Assessment Report to ensure these documents remain current and the policy directions are relevant, effective and can be implemented.

In the Minister's approval letter of the Source Protection Plan back in 2015, a directive was made that the NBMSPA submit a workplan by November 30, 2018, for the update and review of the Source Protection Plan. The legislative authority for the workplan and updates is found in section 36

of the *Clean Water Act*. During 2018, NBMCA staff and the Source Protection Committee held three public meetings to advise of possible matters to be examined during the update process. The draft workplan was reviewed by the Source Protection Committee in September 2018. The Source Protection Authority passed a motion at its October 24, 2018 meeting directing staff to complete the workplan and submit it to the MECP. The workplan was sent to the MECP on November 30, 2018 and is currently under review by Ministry staff.

The MECP will use the contents of the workplan to prepare a further section 36 order letter from the Minister. The update process will be a significant part of the tasks coming up in the 2019-2020 fiscal year. Some of the updates are likely to be: 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; making editorial corrections; and updating text to reflect current information.

2. Annual Report to MECP on Source Protection Plan Implementation due May 1, 2019

On May 1, 2019 the second annual report on the progress of Source Protection Plan implementation is due to MECP. Last year SPA staff completed the first annual report which covered the period from the plan effective date of July 1, 2015 up to December 31, 2017. Reports from municipalities and other implementing bodies for activities during the 2018 calendar year will be compiled by SPA staff into the Draft Annual Report. The draft report will be considered by the Source Protection Committee prior to being brought to the SPA for review and approval on April 24, 2019. The findings will be posted online on our local source protection website www.actforcleanwater.ca.

3. SPC Membership Appointments

The *Clean Water Act* regulations require that the membership terms of the Source Protection Committee appointees be renewed by 2020. At the 2018 Annual General Meeting of the SPA, the SPA appointed five members to the Source Protection Committee for a term of five years. Three of these appointees were existing members of the SPC and two others were new to the committee. It is now time to commence the process for the other four positions on the SPC.

The proposed process for seeking these four positions is addressed elsewhere in the agenda for this meeting.

4. DWSP Funding in Current Fiscal and 2019-2020 Fiscal

The current 2018-2019 fiscal year for source water protection extends until March 31, 2019. The Transfer Payment Agreement has a maximum amount of \$276,730. An interim progress report was provided to the Ministry in October 2018 and the second installment payment is expected shortly from the province. A draft version of the final report is due to the province by February 25, 2019; however, the Ministry has not provided a template for the report to-date.

The next funding period for source water protection runs from April 1, 2019 to March 31, 2020. Based on past years, the normal schedule for budgeting and workplanning would have commenced

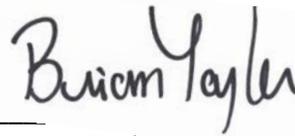
back in November with a request for budget proposals issued by the Ministry and all Source Protection Areas submitting their requests by the end of December. Discussions and clarifications would usually occur over the winter with the final Transfer Payment Agreements executed in mid-to late-March. Currently the Ministry has yet to provide a template for budget submissions. Inquiries of the Ministry by NBMCA staff and Conservation Ontario have not yielded any firm timeframes for when to expect the budget templates.

RECOMMENDED RESOLUTION:

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



David Ellingwood
Supervisor, Source Water Protection



Brian Tayler
CAO, Secretary-Treasurer