

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

**Annual General Meeting** of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on February 6, 2019 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:31pm – 6:42pm)</b>
<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(5:31pm – 6:42pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	<b>(5:31pm – 6:42pm)</b>
<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>	<b>(5:31pm – 6:42pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(5:31pm – 6:42pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:31pm – 6:42pm)</b>
<b>North Bay, City of</b>	-	<b>Simon Blakeley</b>	<b>(5:31pm – 6:42pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:31pm – 6:42pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Beleanger</b>	<b>(5:31pm – 6:42pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:31pm – 6:42pm)</b>

**MEMBER(S) ABSENT:**

<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>

**ALSO PRESENT:**

**Adam Whyte**, Supervisor, Maintenance  
**Brian Tayler**, CAO, Secretary-Treasurer  
**Crystal Barnes**, Acting Area Supervisor, On-Site Sewage Systems  
**David Ellingwood**, Manager, Source Water Protection  
**Ian Kilgour**, Director – Community Development & Growth, City of North Bay  
**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  
**Yan Roberts**, Member of the public  
9 Other members of the public

**1. Welcome**

The Chair welcomed everyone to the meeting and extended regrets on behalf of Nunzio Scarfone. The staff in attendance and Board members introduced themselves at the request of the Chair.

**2. Confirmation of Delegations**

The Chair asked for confirmation of Delegations. Yan Roberts and Ian Kilgour asked for an opportunity to address the Board of Directors. After discussion the following resolution was presented:

Resolution No. 01-19, Mayne-Britton

**THAT** the delegations from Yan Roberts and Ian Kilgour regarding Provincially Significant Wetlands and Species at Risk be approved.

**Carried Unanimously**

**3. Adoption of Agenda**

After discussion the following resolution was presented:

Resolution No. 02-19, Lagassie-Grant

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

**Carried Unanimously**

**4. Delegations**

The Chair called for the delegations to speak. He reminded each delegate that their presentation was to be limited to 10 minutes each.

Yan Roberts thanked the members for allowing him to present. He presented his concerns on the Provincial Policy regarding Provincially Significant Wetlands, and the recent motions that were recently presented at the City of North Bay council meetings asking the Province to review the policy. He asked for the expertise of the North Bay Mattawa Conservation Authority in this matter. After discussion, questions and answers the Chair thanked Yan for his presentation.

Ian Kilgour presented his views and opinions from the City of North Bay perspective regarding species at risk and Provincially Significant Wetland. He reminded all in attendance of the consultation process, and the need to balance the needs of both the environment and the citizens of North Bay. After questions, answers and discussion the Chair thanked Ian for his presentation.

**5. Declaration of Pecuniary Interest**

None declared.

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

After discussion the following resolutions were presented:

Resolution No. 03-19, Blakeley-Lagassie

**THAT** the Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Conservation Authority Officers.

**Carried Unanimously**

Resolution No. 04-19, Lagassie-Mick

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

**Carried Unanimously**

**Election of Officers**

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

Dave Britton nominated Dave Mendicino

Loren Mick 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 their respective nomination. They both accepted. The Chair invited both Dave and Chris to address the Board. They both addressed the Board, and ballots were handed out and collected by the scrutineers. After the votes were counted, Chris Mayne was declared as the Chair. Chris accepted the position, and the following resolution was presented:

Resolution No. 05-19, Blakeley-Rochefort

**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 Dave Mendicino. He declined the nomination.  
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 resolution was presented:

Resolution No. 06-19, Belanger-Lagassie

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

**Carried Unanimously**

The Acting Chair called for nominations for the Executive Committee. He reminded members that the Chair and Vice Chair are automatically appointed as members to the Executive Committee, and that four more members were required. After a call for members, the following members expressed interest in serving as part of the Executive Committee:

Shelley Belanger  
Dean Grant  
Dave Mendicino  
Loren Mick  
Michelle Lahaye

Ballots were handed out and collected by the scrutineers. After the votes were counted, the Chair informed the members that there was a tied vote between Michelle and Dean. He asked the members to vote again, but only for one of the two members who were tied. Ballots were again handed out. After ballots were tallied the following resolution was presented:

Resolution No. 07-19, Lagassie-Mick

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

**Carried Unanimously**

Resolution No. 08-19, Blakeley-Britton

**THAT** Shelley Belanger, Loren Mick, Dean Grant and Dave Mendicino are appointed to the Executive Committee for the year 2019 or until the next AGM.

**Carried Unanimously**

At this point in the meeting the Chief Administrative Officer turned the meeting over to the newly elected Chair. The Chair congratulated everyone on their new appointments. After discussion, the following resolution was presented:

Resolution No. 09-19, Lagassie-Blakeley

**THAT** all ballots pertaining to the elections be destroyed.

**Carried Unanimously**

**7. Adoption of Previous Minutes of December 19, 2018**

After discussion the following resolution was presented:

Resolution No. 10-19, Mendicino-Belanger

**THAT** the minutes of the meeting held on December 19, 2018 be adopted as written.

**Carried Unanimously**

**8. Appointment of the Solicitor**

After discussion the following resolution was presented:

Resolution No. 11-19 Lahaye-Lagassie

**THAT** the Peter Leckie be appointed as solicitor for the Conservation Authority for the year 2019.

**Carried Unanimously**

**9. Appointment of Auditor**

During discussion Simon Blakely asked for clarification from the Chair and CAO that competitive quotes were sought in regards to the Appointment of Auditor. The CAO explained to the Board of Directors that fees pertaining to auditing expenses were reviewed in 2014. After further discussion, the following resolution was presented:

Resolution No. 12-19 Blakeley-Grant

**THAT** the BDO be appointed as auditors for the Conservation Authority for the year 2019.

**Carried Unanimously**

**10. 2019 Banking & Borrowing Resolution**

After discussion the following resolution was presented:

Resolution No. 13-19, Rochefort-Mendicino

**THAT** TD Bank be appointed to provide banking services for the Conservation Authority for the year 2019 and,

**THAT** staff be authorized to borrow from the TD Bank up to \$300,000.00 for the year 2019 for cash flow purposes.

**Carried Unanimously**

**11. 2019 Budget - referral to the Executive Committee**

After discussion the following resolutions were presented:

Resolution No. 14-19, Mick-Britton

**THAT** the 2019 Budget be referred to the Executive Committee for a recommendation to the Full Authority Board in February, and further

**THAT** the next Executive Committee meeting be held in the Marc Charron Boardroom at 15 Janey Avenue, North Bay, Ontario at 4:30pm on February 27, 2019.

**Carried Unanimously**

**12. Board Orientation**

Brian Tayler presented the Board Orientation report to the members. After discussion, the following resolution was presented:

Resolution No. 15-19 Belanger-Lahaye

**THAT** the Board Orientation Report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**13. Board Meeting Schedule**

Brian Tayler presented the Board Report of the Board meeting schedule. After discussion the following resolution was presented:

Resolution No. 16-19, Lagassie-Blakeley

**THAT** the following regular meeting dates of the Board of Directors be approved.

- Wednesday February 27, 2019**
- Wednesday March 27, 2019**
- Wednesday April 24, 2019**
- Wednesday May 22, 2019**
- Wednesday June 26, 2019**
- July No Meeting
- Wednesday August 21, 2019**
- Wednesday September 25, 2019**
- Wednesday October 23, 2019**
- Wednesday November 27, 2019**
- Wednesday December 18, 2019**

**AND THAT** the report dated January 30, 2019 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**14. Section 28 Approvals**

Brian Tayler reported on the section 28 approvals that were issued since the last Board of Directors meeting. After discussion the members thanked Brian, and the following resolution was presented:

Resolution No. 17-19 Grant-Rochefort

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses January 25, 2019 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**14. In-camera Session**

After discussion the following resolutions were presented:

Resolution No. 18-19, Mendicino-Mick

**THAT** the meeting move into a closed in-camera session to discuss property matters.

**Carried Unanimously**

Resolution No. 19-19, Britton-Belanger

**THAT** the meeting move out of a closed in-camera session and into an open session of the Authority meeting.

**Carried Unanimously**

Resolution No. 20-19, Lahaye-Lagassie

**THAT** the North Bay- Mattawa Board Members approves the sale of a parcel of land in Laurentian Escarpment Conservation Area and more particularly described as Plan 36R-14271 Parts 1 and 2 in the amount of Eighty Thousand Dollars (\$80,000), and

**THAT** the North Bay- Mattawa Board Members approves the purchase of a parcel to be added to the Laurentian Escarpment Conservation Area and more particularly described as Plan 36R-14271 Part 3 in the amount of One Thousand Dollars Canadian (\$1,000), and

**FURTHER THAT** the Board Members directs staff to put the net proceeds from the land exchange into a reserve dedicated to furthering the planning and development of Laurentian Escarpment Conservation Area.

**Carried Unanimously**



**16. New Business**

Brian Tayler informed members that our website is currently out of service, and that staff are working at restoring it as soon as possible.

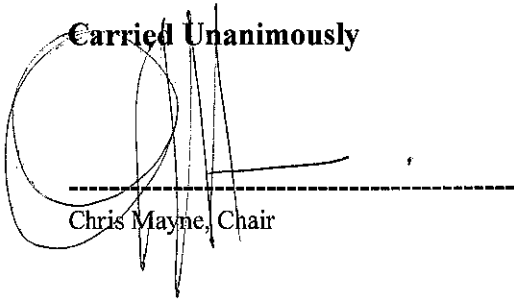
**17. Adjournment (6:42p.m.)**

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

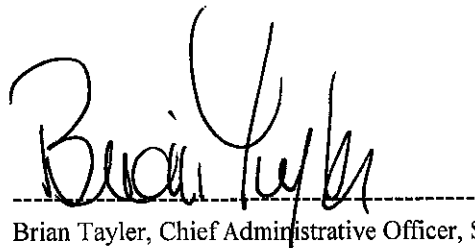
Resolution No. 21-19, Blakeley-Grant

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday February 27, 2019 at the Authority Office, 15 Janey Avenue, North Bay, Ontario or at the call of the Chair.

**Carried Unanimously**



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Chris Mayne, Chair



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Brian Tayler, Chief Administrative Officer, Secretary Treasurer

**TO:** The Chairman and Members  
of the Board of Directors,  
North Bay – Mattawa Conservation Authority

**ORIGIN:** Brian Tayler, CAO / Secretary-Treasurer  
Sue Buckle, Manager Communications and Outreach

**DATE:** February 6, 2019

**SUBJECT:** Board Orientation

**Background:**

North Bay-Mattawa Conservation Authority is a non-share corporation, established under Section 3 of the *Conservation Authorities Act*, with the objects to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources, other than gas, coal and minerals, in watersheds in Ontario.

NBMCA is governed by a 12-member Board of Directors appointed by its 10 member municipalities. According to the Board's Administrative Bylaw, while the administration is responsible for the day-to-day operations, the Board is responsible for matters of governance, ensuring compliance with applicable legislation, appropriate policies are in place, as well as the financial soundness of NBMCA.

Board Members are appointed every four years following municipal elections and can be either elected officials or members of the public who reside in the municipality which appoints them. The 2019-2022 Board includes six returning members and six newcomers. The Members constitute a Board with a varied range of understanding of and appreciation for the role conservation authorities, the science and principles of integrated watershed management, as well as their role as a Board Member for a not-for-profit, charitable environmental organization which works to balance human needs with the needs of the natural environment. The purpose of this proposed Orientation Process is to create synergy in that understanding and appreciation that will assist Members in their decision-making.

**Analysis:**

The proposed Orientation Process will incorporate a review of the 2018 Annual Report in video format, information regarding NBMCA's 2019 organizational priorities, program presentations at Board meetings throughout the year, a training session on Board responsibilities and fiduciary duties, and a watershed tour in the fall. 2019 will also see the development of a new, four year strategic plan for NBMCA.

The Board Member Handbook, a fulsome resource for Members with respect to the mandate, operations, governance and financial management of NBMCA, will be presented to Board members and reviewed at the February Board Meeting.

Through this process, Board Members will understand the:

- mandate and responsibilities of a conservation authority, and specifically NBMCA
- role, responsibilities and fiduciary duties of NBMCA Board Members
- Vision, Mission and Values of NBMCA
- relationship between NBMCA, municipalities, provincial ministries, and key community partners and stakeholders
- current programs, organizational structure, human resources, and general operations
- key initiatives that are in progress and proposed

Outcomes

- Sound governance and decision-making based on an understanding of NBMCA’s mandate and resources
- Unity and alignment of Board Members with NBMCA’s vision, mission and values
- Capacity to communicate the NBMCA narrative, directions and decisions with their municipalities

**Recommendation:**

The Board of Directors receives this report and approves the proposed 2019 Orientation Process for Board Members.

**RECOMMENDED RESOLUTION:**

That the Board approves the 2019 Member Orientation Program and append this report to the minutes of this meeting.



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Sue Buckle, Manager Communications & Outreach



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Brian Tayler, CAO/Secretary-Treasurer

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

**ORIGIN:** Rebecca Morrow, Administrative Assistant

**DATE:** January 30, 2019

**SUBJECT:** 2019 Board Meeting schedule

**Background:**

The North Bay Mattawa Conservation Authority (NBMCA) Board of Directors meeting dates for the upcoming year are typically set at the Annual General Meeting (AGM). All meetings are held at the NBMCA office, 15 Janey Ave, North Bay Ontario in either the Natural Classroom or the Marc Charron Boardroom. The NBMCA Board of Directors set the dates and times of the meetings. The Chair of the NBMCA may call additional meetings, change and/or cancel meetings at their call.

The typical pattern for the NBMCA Board of Directors meeting has been at 5:30 pm every 4<sup>th</sup> Wednesday of the month, with exception to July (there is no meeting in July), August (typically meeting on the 3<sup>rd</sup> Wednesday of August) and December to accommodate Christmas. If this pattern is to continue for the year 2019 the dates would be the following:

- Wednesday February 27, 2019
- Wednesday March 27, 2019
- Wednesday April 24, 2019
- Wednesday May 22, 2019
- Wednesday June 26, 2019
- July – No meeting
- Wednesday August 21, 2019
- Wednesday September 25, 2019
- Wednesday October 23, 2019
- Wednesday November 27, 2019
- Wednesday December 18, 2019

The above dates are a recommendation of the dates using the past Board of Directors Board meeting pattern. The Board of Directors reserves the discretion to set the Board meeting schedule as they see fit in order to accommodate the best interest of all members' ability to attend meetings and taking into consideration the various other committees, Boards and obligations that members are also committed to.

**Analysis**

Members of the Board of Directors shall set a Board meeting schedule for the year 2019.

**RECOMMENDED RESOLUTION:**

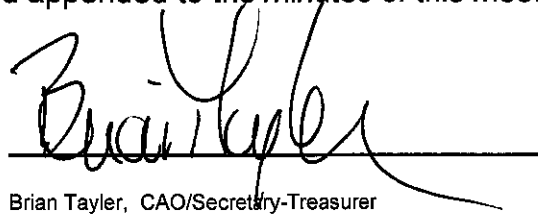
That the Board of Directors sets the Board meeting schedule for 2019 and that Staff are directed to make the necessary arrangements to accommodate the agreed upon dates and times.

And that this Board Report is received and appended to the minutes of this meeting.



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Rebecca Morrow, Administrative Assistant



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Brian Tayler, CAO/Secretary-Treasurer

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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** January 25, 2018

**SUBJECT:** Report On Development, Interference with Wetlands, and  
Alterations to Shorelines and Watercourses Permits for board  
approval

**Background:**

Section 28 of the *Conservation Authorities Act*, and subsequently Ontario Regulation 97/04 empowers each Conservation Authority to establish their own regulation to prevent the loss of life and property due to flooding and erosion, and to conserve and enhance natural resources. On May 4, 2006 the North Bay-Mattawa Conservation Authority (NBMCA) received its regulation entitled the Development, Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation (Ontario Regulation 177/06). This regulation will continue to be used as the tool by which the NBMCA manages issues related to development in natural hazard areas including areas with floodplains, wetlands and steep slopes. Within this regulation, a permit may be given by an Authority for development applications within the Authority's jurisdiction for:

*28(1)(b) prohibiting, regulating or requiring permission of the authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland;*  
*28(1)(c) prohibiting, regulating or requiring the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development.* (Conservation Authorities Act, R.S.O. 1990, Chapter C.27).

On February 8, 2013, the amended Ontario Regulation 177/06 came into effect. These amendments were approved by the NBMCA Board of Directors on December 19, 2012. One of the amendments that was included, and which was approved by the NBMCA Board of Directors, included the delegation of approvals of permit applications to the following designated employees:

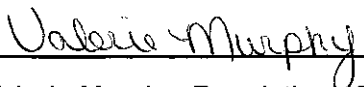
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

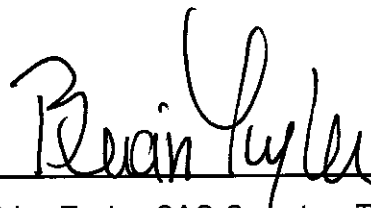
**Analysis:**

Four new permits have been issued by the Conservation Authority in 2019 since the previously approved minutes as per the policies, procedures and guidelines of the NBMCA under Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. A table summarizing the details of these permits is attached to this report.

Of these four permits, two were issued for the installation of watercrossings, one permit was issued for the construction of a new boathouse, and one permit was issued for the construction of a new single family dwelling and accessory structures.



Valerie Murphy, Regulations Officer



Brian Tayler, CAO-Secretary Treasurer

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: January 25, 2019      PERMIT YEAR: 2019

File No.	Name of Applicant	Municipality	Legal Description/ Address	Name of Regulated Feature	Nature of Work	Date Complete/Application Received	Development, Interference with Wetlands and Alterations to Shorelines and Watercourses	
							Permit No./Date of Issuance	
REF-18-11	Nathan Shanmuganathan	East Ferris	Con 16, Pt. lot 15 RP NR 1157, Pt 7-10, 13-16; 10 Montcalm Lane	Trout Lake	To construct a new boat house	December 19, 2018	#101-18	December 19, 2018
RPH-18-03	North Bay Snowmobilers Club on behalf of Ontario Parks	Phelps	Lot 10, Con B, Phelps Township, Walders Creek crossing	Walders Creek	To construct a new clear span bridge water crossing	December 3, 2018	#102-18	December 11, 2018
2019 permits								
REF-19-01	Maurice Pickard c/o Moose Power	East Ferris	Part lot 21, Con. 15; Plan NR-2443, Part 1 PCL 7979 WF 2040 Highway 17 East	Unnamed wetland	To install culvert to cross wetland	January 9, 2019	#01-19	January 18, 2019
RPA-18-01	Lee LaRue	Papineau-Cameron	Part lot 26, Con. 15, PCL 16037 289A Old Highway 17	Lac Chant Plein	To construct new single family dwelling, accessory structures and landscaping	January 8, 2019	#02-19	January 18, 2019