

**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 January 29 2020 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

**MEMBERS PRESENT:**

<b>Calvin, Township of</b>	-	<b>Dean Grant</b>	<b>(5:31pm – 6:42pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</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>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:31pm – 6:42pm)</b>
<b>Callander, Municipality of</b>	-	<b>Rob Noon</b>	
<b>East Ferris, Municipality of</b>	-	<b>Pauline Rochefort</b>	<b>(5:31pm – 6:42pm)</b>

**ALSO PRESENT:**

**Adam Whyte**, Supervisor, Maintenance  
**Ann Convery**, Accounts Payable Clerk  
**Brian Tayler**, CAO, Secretary-Treasurer  
**Crystal Barnes**, Acting Area Supervisor, On-Site Sewage Systems  
**David Ellingwood**, Manager, Source Water Protection  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Kurtis Romanchuk**, Water Resources Engineer (P. Eng)  
**Madeleine Poitras**, Data Base Management Technician  
**Marrienne Strickland**, NBMSPA Member  
**Paula Scott**, Director of Planning and Development/Deputy CAO  
**Paula Loranger**, Community Relations Coordinator  
**Rebecca Morrow**, Administrative Assistant  
**Sasha Fredette**, Inspector, On-Site Sewage Systems  
**Shawn Kozmick**, Geographic Information System Specialist  
**Sue Buckle**, Supervisor, Communications and Outreach  
**Teri Brandt**, Village of South River  
**Troy Storms**, Manager, Lands & Stewardship  
**Valerie Murphy**, Regulations Officer

**1. Welcome**

The Chair welcomed everyone to the meeting and extended regrets on behalf of Jane Lagassie and Pauline Rochefort.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 01-20, Mick-Lahaye

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

**Carried Unanimously**

**3. Delegations**

None.

**4. Declaration of Pecuniary Interest**

None declared.

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

After discussion the following resolutions were presented:

Resolution No. 02-20, Britton-Belanger

**THAT** the 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. 03-20, Belanger-Lahaye

**THAT** Helen Cunningham and Paula Scott be appointed as Scrutineers for the election of Officers and Executive Committee.

**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, Dave Mendicino was declared as the Chair. Dave accepted the position, and the following resolution was presented:

### Resolution No. 04-20, Blakeley-Grant

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

### **Carried Unanimously**

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

Loren Mick nominated Chris Mayne

Dave Mendicino nominated Dave Britton

After a second and third call for nominations with no response the acting Chair asked Dave Britton 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, Dave Britton was declared as the Vice-Chair. Dave accepted the position, and the following resolution was presented:

### Resolution No. 05-20, Lahaye-Blakeley

**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 were

acclaimed to the Executive Committee:

Shelley Belanger  
Dean Grant  
Loren Mick  
Michelle Lahaye

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. 06-20, Mayne-Belanger

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

**Carried Unanimously**

**6. Adoption of Previous Minutes of December 18, 2019**

After discussion the following resolution was presented:

Resolution No. 07-20, Lahaye-Blakeley

**THAT** the minutes of the meeting held on December 18, 2019 be adopted as written.

**Carried Unanimously**

**7. Appointment of the Solicitor**

After discussion the following resolution was presented:

Resolution No. 08-20 Mick-Mayne

**THAT** the Peter Leckie be appointed as solicitor for the Conservation Authority for the year 2020.

**Carried Unanimously**

**8. Appointment of Auditor**

The CAO explained to the Board of Directors that fees pertaining to auditing expenses were last reviewed in 2014. After further discussion, the following resolution was presented:

Resolution No. 09-20 Britton-Belanger

**THAT** Members direct staff to obtain quotes for Audit services starting in 2020, and further;

**THAT** staff are to report back to the Board of Directors once the quotes have been received.

**Carried Unanimously**

**9. 2020 Banking & Borrowing Resolution**

After discussion the following resolution was presented:

Resolution No. 10-20, Lahaye-Blakeley

**THAT** TD Bank be appointed to provide banking services for the Conservation Authority for the year 2020 and,

**THAT** staff be authorized to borrow from the TD Bank up to \$300,000.00 for the year 2020 for cash flow purposes.

**Carried Unanimously**

**10. 2020 Draft Budget - referral to the Executive Committee**

After discussion the following resolutions were presented:

Resolution No. 11-20, Scarfone-Mick

**THAT** the 2020 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 6, 2020.

**Carried Unanimously**

**11. Board Meeting Schedule**

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

Resolution No. 12-20, Mayne-Belanger

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

Wednesday February 26, 2020  
Wednesday March 25, 2020  
Wednesday April 22, 2020  
Wednesday May 27, 2020  
Wednesday June 24, 2020  
July No Meeting  
Wednesday August 19, 2020  
Wednesday September 23, 2020  
Wednesday October 28, 2020  
Wednesday November 25, 2020  
Wednesday December 16, 2020

**AND THAT** the report dated January 21, 2020 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**12. 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. 13-20 Blakeley-Mick

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses January 21, 2020 board report is received and appended to the minutes of this meeting.

**Carried Unanimously**

### **13. Conservation Authority Act Consultations**

Brian Tayler reported to the members on some upcoming dates for Conservation Authority Act consultations. After discussion, the members thanked Brian for his update.

### **14. Municipal Correspondence**

Brian Tayler discussed the following items of correspondence with the members:

- Letter from Seguin Township dated January 15, 2020
- Letter from the City of Quinte West dated January 15, 2020
- Council Resolution from the Municipality of Dutton Dunwich dated January 15, 2020
- Email correspondence from Strathroy-Caradoc Council meeting dated January 24, 2020
- Letter from the Corporation of the Town of Mattawa dated January 29, 2020

After discussion, Brian encouraged members to ask their respective councils to consider presenting a resolution similar to that of the Corporation of the Town of Mattawa supporting the role of Conservation Authorities. After discussion, the members thanked Brian for the information.

### **15. In-camera Session**

After discussion the following resolutions were presented:

#### Resolution No. 14-20, Mayne-Mick

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

**Carried Unanimously**

#### Resolution No. 15-20, Belanger-Grant

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

**Carried Unanimously**

Resolution No. 16-20, Lahaye-Lagassie

**THAT** the North Bay- Mattawa Board Members receive the report “Agreement – Friends of Laurier Woods and North Bay- Mattawa Conservation Authority dated January 29, 2020, and;

**THAT** the North Bay- Mattawa Conservation Board Members approves the Management Agreement and directs staff to execute the Agreement subject to approval by the Friends of Laurier Woods Incorporated, and;

**THAT** this report be received and appended to the full minutes of this meeting.

**Carried Unanimously**

The above noted resolution is appended to the formal minutes of this meeting.

**16. New Business**

Brian Tayler informed members of the upcoming stewardship meetings. After discussion, the members thanked Brian for the information.

**17. Adjournment (6:45p.m.)**

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

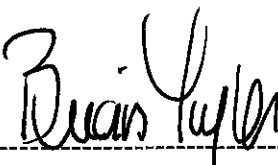
Resolution No. 17-20, Mayne-Mick

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday February 26, 2020 at the Authority Office, 15 Janey Avenue, North Bay, Ontario 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 Board of Directors,  
North Bay-Mattawa Conservation Authority

**ORIGIN:** Rebecca Morrow, Administrative Assistant

**DATE:** January 21, 2020

**SUBJECT:** 2020 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 unless advised otherwise. 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 dates and locations 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 2020 the dates would be the following:

- Wednesday February 26, 2020
- Wednesday March 25, 2020
- Wednesday April 22, 2020
- Wednesday May 27, 2020
- Wednesday June 24, 2020
- July – No meeting
- Wednesday August 19, 2020
- Wednesday September 23, 2020
- Wednesday October 28, 2020
- Wednesday November 25, 2020
- Wednesday December 16, 2020

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 2020.

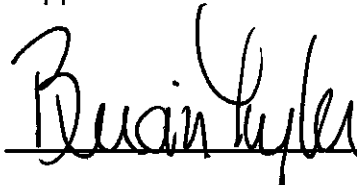
**RECOMMENDED RESOLUTION:**

That the Board of Directors sets the Board meeting schedule for 2020 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.



Rebecca Morrow, Administrative Assistant



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 21, 2020

**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:

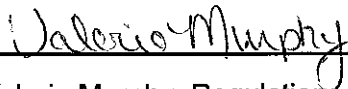
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

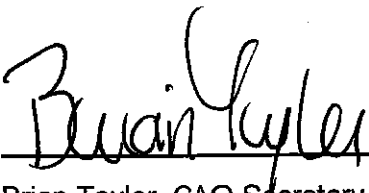
As such, this Board Report is being presented to the NBMCA Board of Directors for information purposes.

**Analysis:**

Three new permits and one permit amendment have been issued by the Conservation Authority in 2020 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 this permit is attached to this report.

Of the newly issued permits, one permit was issued for the blasting of a bore pit for directional drilling, one for an addition to an existing dwelling and one for a repair to a foundation of an existing dwelling. The permit amendment was to place additional fill along the shoreline of Lake Nipissing and construct a rock revetment wall.

  
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Valerie Murphy, Regulations Officer

  
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Brian Tayler, CAO-Secretary Treasurer

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

**FOR NBMCA BOARD INFORMATION ON: January 21, 2020 PERMIT YEAR: 2020**

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
<b>RNB-19-75</b>	Jesse Shortt / Ski Ridge Estates	North Bay	Pt Lot 46 Plan 36M595 Janey Ave	North Bay Escarpment and Johnson Creek	To blast to construct a bore pit, direction drilling to install sanitary sewer line	December 13, 2019	<b>#122-19</b> December 18, 2019
<b>RNB-19-76</b>	Tammy Harling	North Bay	Pt Lot 1 Plan 36M629 153 Bain Drive	North Bay Escarpment and Chippewa Creek	Addition to existing dwelling	December 18, 2019	<b>#123-19</b> December 19, 2019
<b>RMATT-20-01</b>	Susan Turgeon	Mattawa	Con D, 3SPT; 299 Gorman Street	Mattawa River	Repair to existing foundation	January 10, 2020	<b>#01-20</b> January 15, 2020
<b>Amendments</b>							
<b>RNB-19-70</b>	Dave Mason and Tracey Busch	North Bay	Plan M206 L 99 PCL 2606 F 1051 Premier Rd	Lake Nipissing	To fill along shoreline to build up and meet neighboring properties, to place large rock along new shoreline bank	January 9, 2020	<b>#112-19</b> <b>Amendment #1</b> January 15, 2020