



**North Bay-Mattawa Conservation Authority  
ANNUAL GENERAL MEETING – January 26, 2022 5:30pm  
VIA ZOOM**

## **AGENDA**

### **Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome & Introductions and Comments from the Chair
3. Approval of the Agenda
4. Delegation(s)
5. Declaration of Pecuniary Interest
6. Appointment of CAO, Secretary Treasurer as Chair

Election of Officers:

- Chair of the Board
- Vice Chair of the Board
- Executive Committee

7. Adoption of Previous Minutes from December 15, 2021
8. Appointment of Solicitor
9. Appointment of Auditor
10. 2022 Banking & Borrowing Resolution

### **Written Reports**

11. 2022 Board Meeting Schedule (**Appendix #1**)
12. Section 28 Approvals Report and Year End Summary on Reporting on Timelines (**Appendix #2**)
13. Closed Session of the Committee of the Whole

### **Other Business**

14. Conservation Authority Act update
15. New Business
16. Adjournment

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

**FIRST** meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on January 26, 2022 as an electronic meeting via Zoom.

**MEMBERS PRESENT:**

<b>Bonfield, Township of</b>	-	<b>Jane Lagassie</b>	<b>(5:35pm – 6:49pm)</b>
<b>Callander, Municipality of</b>	-	<b>Irene Smit</b>	<b>(5:35pm – 6:49pm)</b>
<b>Calvin, Township of</b>	-	<b>Sandy Cross</b>	<b>(5:35pm – 6:49pm)</b>
<b>Chisholm, Township of</b>	-	<b>Nunzio Scarfone</b>	<b>(5:35pm – 6:49pm)</b>
<b>East Ferris, Municipality of</b>	-	<b>Rick Champagne</b>	<b>(5:35pm – 6:49pm)</b>
<b>Mattawan, Municipality of</b>	-	<b>Michelle Lahaye</b>	<b>(6:19pm – 6:49pm)</b>
<b>North Bay, City of</b>	-	<b>Dave Mendicino</b>	<b>(5:35pm – 6:49pm)</b>
<b>North Bay, City of</b>	-	<b>Chris Mayne</b>	<b>(5:35pm – 6:49pm)</b>
<b>North Bay, City of</b>	-	<b>Ed Valenti</b>	<b>(5:35pm – 6:49pm)</b>
<b>Papineau –Cameron, Township of</b>	-	<b>Shelley Belanger</b>	<b>(5:35pm – 6:49pm)</b>
<b>Powassan, Municipality of</b>	-	<b>Dave Britton</b>	<b>(5:35pm – 6:49pm)</b>

**MEMBER(S) ABSENT:**

<b>Mattawa, Town of</b>	-	<b>Loren Mick</b>
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**ALSO PRESENT:**

**Ann Convery**, Accounts payable Clerk  
**Brian Tayler**, CAO, Secretary-Treasurer  
**David Ellingwood**, Manager, Source Water Protection  
**Helen Cunningham**, Manager, Finance & Human Resources  
**Paula Loranger**, Community Relations coordinator  
**Paula Scott**, Director, Planning & Development/Deputy CAO  
**Rebecca Morrow**, Administrative Assistant  
**Sue Buckle**, Manager, Communications and Outreach  
**Teri Brandt**, NBMSPA Member, Village of South River  
**Valerie Murphy**, Regulations Officer

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

The Chair read a statement acknowledging Indigenous and Treaty Lands

**2. Welcome**

The Chair welcomed everyone to the meeting. The Chair reminded members of the changes to the

Conservation Authorities Act and as a result he is stepping down as Chair. Dave highlighted the accomplishments in 2021 including the Improvements to Laurentian Ski Hill and Snowboarding Club. Dave thanked Brian Tayler, Vice Chair Dave Britton and staff for their hard work and dedication.

**3. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 01-22, Smit-Lagassie

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

**Carried Unanimously**

**4. Delegations**

No delegations.

**5. Declaration of Pecuniary Interest**

None declared.

**6. Appointment of the CAO, Secretary Treasurer as Chair**

After Discussion, the following resolutions were presented:

Resolution No. 02-22, Champagne-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. 03-22, Smit-Scarfone

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

**Carried Unanimously**

**Election of Officers**

The Acting Chair discussed some changes that to the Conservation Authorities Act as they relate to

Conservation Authority Members. After discussion, the members thanked Brian for the update and a call for nominations for the position of Chair was held.

Chris Mayne nominated Dave Britton

After a second and third call for nominations with no response the acting Chair asked Dave Britton if he was willing to accept their respective nomination. Dave accepted the position, and the following resolution was presented:

Resolution No. 04-22, Lagassie-Valenti

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

**Carried Unanimously**

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

Jane Lagassie nominated Chris Mayne  
Shelley Belanger nominated Dave Mendicino

After a second and third call for nominations with no response the acting Chair asked Chris Mayne and Dave Mendicino if they were willing to accept their respective nominations. They both accepted. The Chair invited both Chris and Dave 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 Vice-Chair. Dave accepted the position, and the following resolution was presented:

Resolution No. 05-22, Smit- Valenti

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

The Acting Chair then 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 and the following resolution was presented:

Resolution No. 06-22, Champagne-Smit

**THAT**

Ed Valenti  
Chris Mayne  
Shelley Belanger  
Nunzio Scarfone

Are appointed to the Executive Committee for the year 2022 or until the next AGM, and further;

THAT the Draft 2022 Budget be reviewed by the Executive Committee for a recommendation to the Full Authority Board, and;

That the next Executive Committee meeting be held at 5:40 pm on February 17<sup>th</sup>, 2022.

**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. 07-22, Lagassie-Valenti

**THAT** all electronic ballots and voting records pertaining to elections be destroyed.

**Carried Unanimously**

**7. Adoption of Previous Minutes of December 15, 2021**

After discussion the following resolution was presented:

Resolution No. 08-22, Lagassie-Champagne

**THAT** the minutes of the meeting held December 15, 2021 are adopted as written.

**Carried Unanimously**

**8. Appointment of Solicitor**

After discussion the following resolution was presented:

Resolution No. 09-22, Lagassie-Valenti

**THAT** Russell Christie LLP is appointed as solicitor for the Conservation Authority for the year 2022.

**Carried Unanimously**

**9. Appointment of Auditor**

After discussion the following resolution was presented:

Resolution No. 10-22, Mayne-Scarfone

**THAT** BDO be appointed as auditors for the Conservation Authority for the year 2022.

**Carried Unanimously**

**10. 2022 Banking and Borrowing Resolution**

After discussion the following resolution was presented:

Resolution No. 11-22, Mendicino-Champagne

**THAT** TD Bank be appointed to provide banking services for the Conservation Authority for the year 2022 and,

**THAT** staff are authorized to borrow from TD Bank up to \$300,000.00 for the year 2022 for cash flow purposes.

**Carried Unanimously**

**11. 2022 Board Meeting Schedule**

After discussion the following resolution was presented:

Resolution No. 12-22, Smit-Cross

**THAT** the Board of Directors sets the Board Meeting schedule for 2022 and that staff are directed

to make necessary arrangements to accommodate the agreed upon dates and times;

**AND THAT** the report from the Administrative Assistant dated January 19, 2022 be received and appended to the minutes of this meeting.

**Carried Unanimously**

**12. Section 28 Approvals and Year End Summary on Reporting Timelines**

The members reviewed the report. After discussion, the following resolution was presented:

Resolution No. 13-22, Scarfone-Cross

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses January 20, 2022 members Report and the Annual Reporting on Timelines Year-End Report be received and appended to the minutes of this meeting.

**Carried Unanimously**

**13. Closed Session of the Committee of the Whole**

After discussion, the following resolutions were presented:

Resolution No. 14-22, Valenti-Champagne

**THAT** the meeting move into a closed session of “Committee of the Whole” to discuss legal matters.

**Carried Unanimously**

Ed Valenti declared a Conflict of interest, and did not participate in the Closed session of Committee of the Whole

Resolution No. 15-22, Smit-Lahaye

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

**14. Conservation Authorities Act Update**

Brian Tayler updated members on the Conservation Authorities Act. After discussion, the members

requested that a link to Conservation Ontario's press release pertaining to municipal levies be sent to the members, afterwards the members thanked Brian for the update.

**15. New Business**

None declared.

**16. Adjournment (6:49 p.m.)**

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

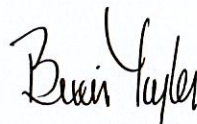
Resolution No. 16-22, Champagne-Lahaye

**THAT** the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday February 23, 2022 in a format to be decided or at the call of the Chair.

**Carried Unanimously**



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Dave Britton, Chair



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Brian Tayler, Chief Administrative Officer, Secretary Treasurer



**APPENDIX #1  
(01-26-22)**

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

**ORIGIN:** Rebecca Morrow, Administrative Assistant

**DATE:** January 19, 2022

**SUBJECT:** **2022 Members Meeting schedule**

**Background:**

The North Bay Mattawa Conservation Authority (NBMCA) Members meeting dates for the upcoming year are typically set at during the first meeting of the year. The NBMCA Members 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 Members 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 2022 the dates would be the following:

- Wednesday February 23, 2022
- Wednesday March 23, 2022
- Wednesday April 27, 2022
- Wednesday May 25, 2022
- Wednesday June 22, 2022
- July – No meeting
- Wednesday August 17, 2022
- Wednesday September 28, 2022
- Wednesday October 26, 2022
- Wednesday November 23, 2022
- Wednesday December 21, 2022

The above dates are a recommendation of the dates using the past Members meeting pattern. The Members reserve 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 2022.

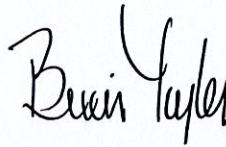
**RECOMMENDED RESOLUTION:**

That the NBMCA Members set the meeting schedule for 2022 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 20, 2022

**SUBJECT:** Report on Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Permits and the North Bay-Mattawa Conservation Authority Annual Reporting on Timelines Year-End Report January 1 to December 9, 2021 for the members information

**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:

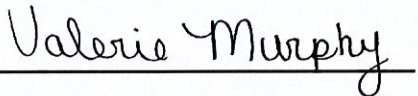
- Chief Administrative Officer, Secretary-Treasurer
- Director, Planning & Development

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


**Analysis:**

Two new permits have been issued by the Conservation Authority 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 the newly issued permits one was issued for the site preparation and construction of a new single-family dwelling. The other was issued under the updated Memorandum of Understanding between Conservation Ontario and Hydro One Networks for routine maintenance and wood pole replacement on Hydro One right of way.



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 18, 2022

PERMIT YEAR: 2022

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
RNB-21-92	Hydro One Networks Inc.	North Bay	Hydro One ROW north of Highway 17 West	Duchesnay Creek and wetland areas	Wood pole replacement project	December 8, 2021	#130-21 December 13, 2021
RNB-21-93	Isaac Fehr	North Bay	452 Surrey Drive	Escarpment	Grading and new single-family dwelling	December 15, 2021	#131-21 December 16, 2021

## North Bay-Mattawa Conservation Authority Annual Reporting on Timelines Year-End Report January 1, 2021 to December 31, 2021

The following is a summary of the permits issued within North Bay-Mattawa Conservation Authority (NBMCA) area of jurisdiction and the project category they fall under. This year end report covers the permits issued in the 2021 permitting year from January 1 to December 31 and how they fit into the previous Policy and Procedure Timelines and the new Conservation Ontario (CO) Guideline Timelines.

NBMCA considers projects under one of four categories of projects. The categories take into account the size, scope and impacts of the proposal on natural hazards and the landscape. They are: Major, Large, Standard and Small Projects.

**Major Projects** – Includes activities such as multiple residential units or blocks, institutional and commercial buildings, new infrastructure, major fill activity (greater than 2000m<sup>3</sup>) and channelization alterations greater than 500m.

**Large Projects** – New single residential development, replacement infrastructure, foundation reconstructions, fill activity between 500-2000m<sup>3</sup>.

**Standard Projects** – Additions, auxiliary buildings or structures less than 1000ft<sup>2</sup>, fill activities 100-500m<sup>3</sup>, boathouses.

**Small Projects** - Auxiliary structures less than 20m<sup>2</sup>, fill activity less than 100m<sup>3</sup>, docks.

For consistency, NBMCA has reviewed the permit categories as outlined in section 2.2 of the Annual Reporting on Timelines Template document and determined how NBMCA categories fit with those in the reporting template.

Generally Major and Large Projects involve significant staff involvement and require more complex technical reviews and supporting reports, such as engineering reports or environmental impact studies. This would fall under the Annual Reporting on Timelines Major applications category.

NBMCA's standard project category generally covers projects with a lower level of risk, not typically within the hazard but within the allowance and impacts to the hazard are small. This would fall under the Annual Reporting on Timelines Minor applications category.

The Small Project category covers activities that are very minor in nature and would have limited impact on the hazard. This would fall under the Annual Reporting on Timelines Routine category.

**January 1 to December 31, 2021**

**Summary of all Section 28 Permits in Area of Jurisdiction of North Bay-Mattawa Conservation Authority**

The following table summarizes all Section 28 permits issued since January 1, 2021 through to December 31, 2021.

Conservation Authority	Number of Permits Issued Within Policy and Procedure Timeline		Number of Permits Issued Outside of Policy and Procedure Timeline		Reason for Variance from Policy and Procedure (Optional)				
	Major	Minor	Major	Minor	Major	Minor			
North Bay-Mattawa Conservation Authority	26	105							
Conservation Authority	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline			Reasons for Variance from Guidelines (Optional)		
	Major	Minor	Routine	Major	Minor	Routine	Major	Minor	Routine
	26	21	84						

A total of 131 permits have been issued since January 1 up to and including December 31, 2021. All permits have been issued within the timelines required by the CO Guidelines.

**Recommended CO Timelines for High Growth CAs**

**Follow-up from pre-consultation meeting:**

Major permit applications: within 14 days of pre-consultation meeting.

Minor permit applications: within 7 days of the pre-consultation meeting.

This will include confirmation of whether the application is considered major or minor, if the application is complete.

**Confirmation that the application has been received and deemed complete of incomplete:**

Major permit applications: within 21 days of the application being received.

Minor permit applications: within 14 days of the application being received.

Routine permit applications: within 10 days of the application being received.

**Completed review and issuance of DIA permit:**

Major permit applications: within 28 days of receiving completed application.

Minor permit applications: within 21 days of receiving completed application.

Routine permit applications: within 14 days of receiving completed application.