

**North Bay-Mattawa Conservation Authority Members Meeting**

**April 9, 2025**

**at 4:30 pm or**

**immediately after the NBMSPA Meeting**

**In Person and Electronic**

**NBMCA's Marc Charron Boardroom**

**15 Janey Avenue, North Bay, Ontario**

**AGENDA**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Adoption of Previous Minutes from March 12, 2025 and corrected minutes of February 12, 2025
5. Correspondence

**Discussion:**

6. Additional Reserves

**Business Reports**

7. Section 28 Permits **(Report #1)**
8. Monthly Financials **(Report #2)**

**Other Business**

9. Committee of the Whole to discuss personnel and legal matters
10. New Business
11. Adjournment

**ZOOM MEETING LINK**

<https://us06web.zoom.us/j/87818506447?pwd=mc3TL1bbYJtOrNPCCC2MSj4FTYtbX.1>

**Meeting ID: 878 1850 6447**

**Passcode: 359974**

**One tap mobile**

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

**FOURTH** meeting of the North Bay-Mattawa Conservation Authority held at as a hybrid meeting 4:30 p.m. on April 9, 2025 in the NBMCA's Marc Charron Boardroom, 15 Janey Avenue, North Bay, Ontario and via zoom.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Chisholm, Township of	-	Nunzio Scarfone
Callander, Municipality of	-	Grant McMartin
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
Papineau-Cameron, Township of	-	Shelley Belanger

**MEMBER(S) ABSENT:**

North Bay, City of	-	Chris Mayne
Mattawa, Town of	-	Loren Mick
Powassan, Municipality of	-	Dave Britton

**ALSO PRESENT:**

Dave Mendicino, Interim CAO, Secretary-Treasurer  
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO  
Aaron Lougheed, Manager, Finance  
Angela Mills, Water Resources Specialist  
Dave Sweet, Manager, Lands & Stewardship  
Paula Loranger, Community Relations Coordinator

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

The meeting was called to order at 5:10 pm, and afterwards Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No. 38-25, Trahan-Moreton

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

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None.

**4. Adoption of Previous Minutes of March 10, 2025 and corrected minutes of February 12, 2025**

After discussion the following resolution was presented:

Resolution No. 39-25, Belanger-Mitchell

**THAT** the minutes of the meeting held March 10, 2025 be adopted as written, and that the corrected minutes of February 12, 2025 be received as amended.

**Carried Unanimously**

**5. Correspondence**

None presented.

**6. Additional Reserves**

Aaron Lougheed gave a verbal update to members on additional reserves. Members discussed creating four new general ledger reserve accounts and requested that notification be given if the reserves are not used each year. After discussion the members thanked Aaron for the update.

**7. Monthly Financial Statements**

Aaron Lougheed presented the Monthly Financial Statements. After discussion, the following resolution was presented:

Resolution No. 40-25, Chirico-Scarfone

**THAT** the Profit and Loss YTD comparison be accepted for information by the members of the Board of Directors and appended to the minutes of this meeting.

**Carried Unanimously**

**8. Section 28 Permits**

In the absence of both Githan Kattera and Hannah Wolfram, Rebecca Morrow presented the Section 28 permit report. After discussion, the following resolution was presented:

Resolution No. 41-25, McMartin-Featherstone

**THAT** the prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**11. Committee of the Whole to discuss personnel and legal matters**

After discussion, the following resolutions were presented:

Resolution No. 42-25, Belanger-McMartin

**THAT** the meeting moves into a closed session of “Committee of the Whole” to discuss personnel and legal matters at 5:42 pm.

**Carried Unanimously**

Resolution No. 43-25, Scarfone-Mitchell

**THAT** the meeting moves out of a closed session of “Committee of the Whole” and back into an open meeting. (6:35 pm)

**Carried Unanimously**

Resolution No. 44-25, Featherstone-Moreton

**THAT** the hiring freeze be lifted and that the Interim CAO be directed to start the recruitment process for a Source Water Protection Coordinator.

**Carried Unanimously**

**12. New Business**

Rebecca Morrow discussed the platform of electronic meetings with members. After discussion, members requested that zoom be used for future meetings.

**13. Adjournment (6:37 p.m.)**

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

Resolution No. 45-25, Trahan-McMartin

**THAT** the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday May 14, 2025 or at the call of the Chair.

**Carried Unanimously**



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Michelle Lahaye, Chair



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Carolyn Rodgers, P. Eng. CAO Secretary  
Treasurer

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

**Origin:** Hannah Wolfram, Regulations Officer  
Githan Kattera, Regulations Officer / Water Resources Coordinator

**Date:** March 26, 2025

**Subject:** Report on O. Reg. 41/24 Prohibited Activities, Exemptions and Permits

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## Background

On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. Within this regulation, a CA may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock and that the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

## Analysis

# of Permits Issued	Average Permit Processing Time (Days)	# of Small Projects	# of Standard Projects	# of Large Projects	# of Major Projects
3	0 (All permits were issued same day as application deemed complete)	0	3	0	0

## Recommendation

**THAT** the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

## Recommended Resolution

**THAT** the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

**Submitted By:** Hannah Wolfram, Regulations Officer

**Reviewed By:** Dave Mendicino, Acting CAO-Secretary Treasurer



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

**ORIGIN:** Aaron Lougheed, Manager, Finance

**DATE:** April 9, 2025

**SUBJECT:** Profit and Loss YTD Comparison

**BACKGROUND:**

The profit and loss year-to-date comparison for February 2025 is present with monthly totals, ytd amounts, budget 2025, and ytd figures for 2024 for the board's review.

Revenues for the Conservation Authority are tracking at about 36% of annual budget, primarily consisting of levied amounts. For the same period 2024 levies had not yet been invoiced, and revenue figures are largely consisting of 2023 deferred amounts recognized to revenue.

Expenses for the Conservation Authority are tracking below 10% of annual budget through the first two months of the fiscal year and are significantly lower than expenses for the same period of 2024.

There are no staff concerns to report at this time.

**RECOMMENDED RESOLUTIONS:**

**THAT** the Profit and Loss YTD Comparison be approved by the members of the Board of Directors and appended to the minutes of this meeting,

**Prepared by Aaron Lougheed, Manager, Finance**

**Reviewed by Dave Mendicino, Acting CAO and Secretary Treasurer**

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY**  
**Profit & Loss YTD Comparison**  
**For the Period Ending February 28**

	Feb 2025	YTD	Budget	2024 YTD
<b>Income</b>				
3100 · Corporate Services	7,900	233,878	1,138,300	17654
9700 · Corporate Services Capital	0	0	205,987	0
3500 · Planning and Regulations	2,995	113,741	174,480	86067
3600 · Water Resources Management (WRM)	0	442,068	502,068	159626
8300 · Source Water Protection	0	0	212,002	0
3200 · On-site Sewage System Program	20,375	32,300	960,365	105565
6100 · Watershed Support Programs	392	1,178	37,500	23112
6200 · Watershed Support Programs Capital	0	0	0	0
6400 · Watershed Municipal Programs	0	12,000	12,000	0
7000 · Lands & Properties	1,522	471,367	508,324	104475
8600 · Lands & Properties Capital	0	80,000	80,000	0
109-00 · WRM Capital	0	17,983	217,983	8374
112-00 · LSHSC CAPITAL	0	65,000	65,000	0
114-00 · LSHSC OPERATING	0	60,000	60,000	0
<b>Total Income</b>	<b>33,184</b>	<b>1,529,515</b>	<b>4,174,009</b>	<b>504873</b>
<b>Expense</b>				
3100 · Corporate Services	82,664	149,825	1,138,300	300445
9700 · Corporate Services Capital	2,026	3,126	205,987	626
3500 · Planning and Regulations	8,259	17,135	174,480	37100
3600 · Water Resources Management (WRM)	31,414	47,505	502,068	59043
8300 · Source Water Protection	9,001	23,138	212,002	10769
3200 · On-site Sewage System Program	39,688	79,101	960,365	73419
6100 · Watershed Support Programs	754	1,339	37,500	4350
6200 · Watershed Support Programs Capital	0	0	0	0
6400 · Watershed Municipal Programs	0	0	12,000	4370
7000 · Lands & Properties	23,635	42,224	508,324	31327
8600 · Lands & Properties Capital	1,130	2,230	80,000	6827
109-00 · WRM Capital	3,037	6,220	217,983	36968
112-00 · LSHSC CAPTIAL	0	0	65,000	78665
114-00 · LSHSC OPERATING	0	0	60,000	0
<b>Total Expense</b>	<b>201,608</b>	<b>371,844</b>	<b>4,174,009</b>	<b>643909</b>
<b>Net Ordinary Income</b>	<b>-168,424</b>	<b>1,157,671</b>	<b>0</b>	<b>-139,036</b>