

**DRAFT Minutes of the Eighty-Third Meeting of the North Bay-Mattawa  
Source Protection Committee (SPC)**

**9:00 am, Thursday, December 11, 2025**

**Held at NBMCA Boardroom and via MS Teams**

**Administration**

**1. Election of acting Chair**

Maurice nominated Peter Murray as Acting Chair. He accepted the nomination and there were no other nominations. There were no objections to him being acting Chair.

**2. Meeting called to order at 9:09**

**3. Attendance Record and Quorum (minimum number for quorum is 6 SPC Members plus Chair)**

**Present:**

Peter Murray (Acting Chair); Beverley Hillier; Simon Foster; Sheldon Crawford; Maurice Schlosser; Andrea Labelle (online); Tim McKenna (online)

**NBMCA Staff:**

Liza Vandermeer, Manager, Drinking Water Source Protection; Angela Mills, Water Resources Specialist.

**Regrets:**

Brent Allan (NBPSDHU); Monika Lemke (MECP Program Analyst)

**4. Acknowledgement of Traditional Lands**

Bev read a statement of acknowledgement of traditional, ancestral and treaty lands.

## **5. Explanation of Online Procedures**

The Angela Mills reviewed procedures for those participating online for requesting to speak and voting.

## **6. Declaration of Pecuniary Interest – none**

## **7. Approval of Agenda**

It was noted that Business arising should have been included in the agenda for updates in response to previous meeting's minutes.

It was noted that Andrea would have to step away from the meeting between 10:30 and 11:00. It was agreed that discussion would pivot to updates on the Annual Reporting process as no motion would be required and return to S.36 update review upon her return to the meeting.

**Motion: That the amended Agenda for the meeting be approved.**

Moved by Maurice, seconded by Bev (**Resolution 83-01**). **Carried**

## **8. Approval of Minutes**

Deferred to next meeting. No comments received for any edits.

## **9. Business Arising**

- a. Emails may not be reaching all members as intended. Distribution list to be reviewed.

## **10. Delegations**

No delegations present.

## **Other Business**

## **11. Project Manager updates**

### **a. S.36 Update – Review Source Protection Plan and Explanatory Document prior to Public Consultation**

Angela provided an update on the Policy amendments. A thorough review of the draft documents with track changes review was done to

ensure all changes from the 2015 approved version have been adequately noted. Changes to policies were reviewed in detail, reviewing additions and deletions.

A full consultation will occur with mail outs, open houses, meetings with municipal staff and councillors, including full consultation with Nipissing First Nation. SPC Members were advised that during consultation, it will be preferable to have some SPC members attending the various meetings and public open houses.

**Motion: That staff be directed to publish these draft revised documents as amended online and initiate a 35-day public consultation period in January 2026.**

Moved by Simon, seconded by Sheldon (**Resolution 83-02**). Carried

### **b. Annual Reporting process**

At 10:30 when Andrea Labelle had to step away from the meeting, the conversation pivoted to an update on the Annual Reporting process for this year. This year we are asking municipalities to enter their own answers on the portal with staff available to assist as needed. Bev requested a demonstration and has had some difficulties with marking questions as completed. NBMCA staff to provide answers for questions 400-440 as they pertain to mandatory maintenance inspections. Conversation reverted to reviewing the Source Protection Plan upon Andrea's return at 11:00.

### **c. Annual Reporting process**

## **12. New Business and Wrap Up**

Liza provided an update on the MECP appointment of the SPC Chair. There are currently many Source Protection Areas and Regions who do not have a Chair and there is no timeline for when those appointments may occur.

Liza reviewed options for Proxy votes should SPC members not be able to attend a meeting, since full attendance is currently required for quorum with our vacancies. It's critical that members prioritize attending meetings (or forwarding their proxy votes in advance). Recruitment to fill those vacancies is to occur in January.

### **13. Adjournment**

Meeting ended at 11:59  
Moved by Tim, seconded by Andrea.

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Peter Murray, SPC Acting Chair

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Liza Vandermeer, Project Manager

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