

**North Bay-Mattawa Source Protection Committee (SPC)
Meeting for Tuesday, November 4, 2025 at 9:00 am – Hybrid meeting
NBMCA's Marc Charron Boardroom & MS Teams
15 Janey Avenue, North Bay, Ontario**

AGENDA

Administration

1. Call to Order
2. Attendance Record and Quorum (minimum 6 members, plus acting chair required)
3. Acknowledgement of Indigenous Traditional and Treaty Lands
4. Explanation of online meeting procedures – Angela Mills
5. Declaration of Pecuniary Interest
6. Approval of the Agenda
7. Approval of the Minutes from March 5, 2025
8. Delegation(s)

SPC Orientation

9. Round table of introductions
10. Orientation presentation – Angela Mills
11. Review of Rules of Procedure and Code of Conduct – Angela Mills

Other Business

12. Project Manager (PM) updates – Angela Mills
 - a. S.36 Update progress
 - b. Feedback from MECP
 - c. Policy amendments
13. New Business
14. Adjournment

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Meeting ID: 218 653 642 200 4 Passcode: yJ2PM2m5

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

1:30 pm, Wednesday, March 5, 2025

Held at NBMCA Boardroom and via MS Teams

1. Administration

a) Election of temporary chair

Maurice nominated Peter Murray to be acting chair for today's meeting.
No objections.

b) Meeting called to order at 13:38

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

Quorum present when the meeting was called to order

Present:

Peter Murray, acting chair; Lucy Emmott (online); Beverley Hillier;
Andrea Labelle (online); Tim McKenna (online); Randy McLaren
(online); Maurice Schlosser; George Stivrins (online)

NBMCA Staff:

Angela Mills, Water Resources Specialist, DWSP Program Manager;
Rebecca Morrow, HR Coordinator/Executive Assistant/Deputy CAO;
Paula Loranger, Community Relations Coordinator

Regrets:

Wayne Belter, Chair; Laura Collings, MECP; Brent Allen, North Bay
Parry Sound District Health Unit

Confirmed that John MacLachlan has resigned from the SPC.

d) Acknowledgement of Traditional Lands

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

e) Explanation of Online Procedures

The Project Manager reviewed procedures for those participating online for requesting to speak and voting.

f) Declaration of Pecuniary Interest – none

g) Approval of Agenda

Revision: correct meeting date to Wednesday and add NBMCA Staffing update to Program Manager's update

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

Moved by Maurice, seconded by Randy (**Resolution 81-01**). Carried

h) Approval of Minutes

Motion: That the Minutes of the Dec 10, 2024 meeting be approved.

Moved by Tim, seconded by Maurice (**Resolution 81-02**). Carried

i) Business Arising from the meeting Minutes of Dec 10, 2024:

I. Approval of minutes from March 18, 2024.

Full minutes not available. Minutes recreated to the best of our ability.

Motion: That the Minutes of the March 18, 2024 meeting be approved.

Moved by Tim, seconded by Bev (**Resolution 81-03**). Carried

II. Source Protection Committee Renewal process

Angela informed SPC that though the SPC positions were posted in January, the procedure didn't follow the requirements of the Clean Water Act. The positions will be re-posted (targeting this week) with full information package as required under the Act. Economic Sector and Public-at-large representatives will have one month for applications.

Municipal sector representatives are to apply through municipal council. Municipal representative postings have a two-month application period. Nipissing First Nation will also be contacted to see if they would like to designate a First Nation Representative.

Angela will reach out to those who already applied to inform them of the re-posting process and accept any Economic Sector and Public-at-large representative applications that were previously received.

In 2018, members were asked whether they would like to step down or remain. In sectors where all members wanted to remain, lots were drawn to select one member whose position would be advertised, and the current member could reapply. At the time, terms of one member from each sector would expire at the same time. It is unknown if the SPA wishes to follow this process. Request that all members re-apply and the SPA can decide how they wish to proceed.

Members expressed concern if too many committee members are renewed at once. Since all members are overdue for renewal, a process confirming renewal of existing members is required. Through renewal process, SPA can re-establish staggered membership terms.

j) Correspondence

None at this time.

2. Chair's Remarks & Introductions

Chair had no remarks and asked that NBMCA Staff introduced themselves.

3. Delegations

None.

4. Project Manager Update

a) Staffing update

Kevin Taylor is no longer with the Conservation Authority. Angela Mills, Water Resources Specialist, has stepped into the Program Manager Role until a permanent replacement is hired.

Angela has worked in the DWSP program area since 2018 and taken Risk Management Inspector (RMI) training. She was briefly Program Manager at another CA before coming to NBMCA. She has been attending most NBMSPC and SPA meetings since 2021 and aims to keep the program moving forward.

b) Source Protection Annual Report

With the transition of staffing in mid-January, there was insufficient time to distribute Annual Reporting surveys to the municipalities and return responses. It appears there have been minor differences to reporting over the past few years. The 2025 report has updated responses from Ministries and NBMCA MMI program and uses refreshed photographs.

The past annual reporting has indicated 12 municipal DWSP signs have been installed, and staff are working to determine where they have been. It has come to our attention that 2 signs that we know were installed are missing – one in Callander and one in Mattawa.

The SPC has 30 days from receipt of the Annual Report to provide comments (by March 24) prior to passing it through the Source Protection Authority. The deadline for submission to MECP is May 1, 2025.

Motion: That the DWSP Annual Report be Received and any comments received by March 24th be incorporated before forwarding to the Source Protection Authority.

Moved by Tim, seconded by Bev (**Resolution 81-04**). **Carried**

c) s.36 update to Source Protection Plan and Assessment Report

The SPP and AR were approved by the SPC and SPA in December 2024 and distributed to municipalities for review.

The Village of South River expressed concerns with LAU1, specifically the communication and enforcement of the policies. The LAU1 policy applies to three properties in Laurier Township, fronting Forest Lake. MNR has jurisdiction in unincorporated areas of Ontario. There is also a planning board in the area, so there might be an opportunity to incorporate the planning board with regards to policies that are land use-based and add a second policy for education and outreach for other activities.

The Municipality of Callander would like to know if there have been any reviews of program efficiency from the Ministry's perspective, especially with a Northern Ontario context. There are concerns that the program is complex and would like to see if it could be made more user-friendly from a Municipal perspective.

Angela noted that there has been a report that was drafted by Joel, possibly presented in March 2018 to the SPC with phosphorus data in the Callander ICA. Angela has updated the report with recent data where sampling sites remain active through 2023 and can present it to the committee again, perhaps after membership renewal occurs.

In reviewing the SPP, the following discrepancies were found:

- SNO1 omitted North Bay IPZ1 (snow storage >2000m² is now a significant threat where vulnerability score is 8)
- SAL1 in explanatory document indicated it was changing from Education and Outreach to Specify Action. In 2015 SPP, it was a land use prohibition.
 - SAL 1 proposed to revert to Education and Outreach policy as updated by David in early 2024 to cover the Significant threat for storage and handling of road salt where there is more than 20 kg and it's stored to be exposed to

- precipitation or runoff for WHPA with VS 10 and IPZ with VS 9 or potentially exposed >100 kg in WHPA VS 10
- SAL 2 proposed, amended from the revised SAL1 as amended by Kevin in late 2024 to address the application of road salt, where the threat could be a significant threat in the future, encouraging municipalities with low and moderate threats to have a salt management plan. Note that under current circumstances, the application of road salt is not a significant threat anywhere in the Source Protection area (with current mapping, based on 2013 Technical Rules), but should it become a significant threat in the future, this policy would already be in place.
 - Further review of the 2021 Technical Rules surrounding salt policies confirmed that the maps for impermeable surfaces in the vulnerable areas needs to be updated. Past Technical Rules have stated that the mapping was to be based on a 1 km x 1 km grid centred over the SPA. 2021 Technical Rules say the maps should show where the threat is a Significant, Moderate or Low threat in the vulnerable areas (i.e. IPZ, WHPA, and HVA) mapping should be based on those areas, or where there are multiple vulnerability scores, it may be determined within each sub area.
 - Callander IPZ1 boundaries from the 2015 AR and ongoing S.36 update have changed but they shouldn't have. There also appears to be inaccurate 120 m setback in some of the IPZ1 from 2015.
 - LAU1 – Local threat of Transport of Hazardous Substances was not captured (THS1 refers to LAU1) and has been added.

The process for fixing these issues and reviewing other mapping documents could be quite demanding for staff time. SPC recommends proofreading to ensure all cross-referenced items are captured and submit SPP, AR, and Explanatory Document to MECP for the existing deadline of March 31, 2025, with the understanding that the MECP may request further revisions and that a S.34 update could be initiated to address the mapping issues.

Since the s.36 updates for the SPP, AR, and ED had already been approved with motion in December, no motion was proposed after this discussion.

7. New Business and Wrap-up

No new business

The next SPC meeting will be early to TBD; poll to follow.

8. Adjourn

Meeting adjourned at 14:56 on motion by Maurice and Tim.

Peter Murray, SPC Acting Chair

Angela Mills, Project Manager

To: The Chairperson and Members of the Source Protection Committee

Origin: Angela Mills, Water Resources Specialist

Date: October 28, 2025

Report#/Subject: 2025-01 Section 36 update revisions

Background:

The current Source Protection Plan was approved in 2015. There has been an ongoing Section 36 update process, under the *Clean Water Act*. In response to submission to the Ministry of Environment, Conservation and Parks earlier in 2025, there have been numerous comments received back for edits and consultations to be completed and documented before the revised Source Protection Plan and Assessment Report can be approved by the Minister.

Analysis:

A presentation of the specific comments from the Ministry and recommended revisions will be presented.

Recommended Resolution:

That staff be directed to amend the Source Protection Plan, Assessment Report, and Explanatory Document, in line with the discussion any additional comments received from members who were unable to attend today's meeting also be incorporated, and

That staff return with the fully revised Source Protection Plan, Assessment Report, and Explanatory for the next SPC meeting in preparation for Public Consultation to be held in Winter 2026.

Reviewed by:

Liza Vandermeer, Manager, Drinking Water Source Protection