

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

SEVENTH Meeting of the North Bay-Mattawa Conservation Authority held at 5:30 p.m. on July 24, 2019 in the North Bay-Mattawa Conservation Authority Natural classroom, 15 Janey Avenue North Bay, Ontario.

MEMBERS PRESENT:

Bonfield, Township of	-	Jane Lagassie	(5:30pm – 5:55pm)
Callander, Municipality of	-	Rob Noon	(5:30pm – 5:55pm)
Chisholm, Township of	-	Nunzio Scarfone	(5:30pm – 5:55pm)
Mattawa, Town of	-	Loren Mick	(5:30pm – 5:55pm)
Mattawan, Municipality of	-	Michelle Lahaye	(5:30pm – 5:55pm)
North Bay, City of	-	Chris Mayne	(5:30pm – 5:55pm)
North Bay, City of	-	Simon Blakeley	(5:30pm – 5:55pm)
Powassan, Municipality of	-	Dave Britton	(5:30pm – 5:55pm)

MEMBERS ABSENT:

Calvin, Township of	-	Dean Grant
East Ferris, Municipality of	-	Pauline Rochefort
North Bay, City of	-	Dave Mendicino
Papineau –Cameron, Township of	-	Shelley Belanger

ALSO PRESENT:

Brian Tayler, CAO, Secretary-Treasurer
Paula Scott, Director, Planning & Development/Deputy CAO
Rebecca Morrow, Administrative Assistant
Sue Buckle, Manager, Communications & Outreach

1. Chair's remarks

Chris Mayne, Chair thanked Vice Chair, Dave Britton for chairing the last meeting. He also commented on how busy NBMCA staff have been this week with preparations for the upcoming Mattawa River Canoe Race. He also reminded members of the upcoming Friends of LaVase Canoe day, and invited all to attend.

2. Approval of the Agenda

The Chair welcomed everyone to the meeting and extended regrets on behalf of Dave Mendicino, Dean Grant and Pauline Rochefort. After discussion the following resolution was presented:

Resolution No. 72-19, Lagassie-Lahaye

THAT the agenda be approved as presented.

Carried Unanimously

3. Confirmation of Delegation(s)

No delegations.

4. Delegations

None.

5. Adoption of Previous Minutes of June 26, 2019

After discussion the following resolution was presented:

Resolution No. 73-19, Britton-Blakeley

THAT the minutes from the June 26 2019 meeting are adopted as presented.

Carried Unanimously

6. Declaration of Pecuniary Interest

None declared.

7. Interim Flood Plain Management Policy for Mattawa

Paula Scott, Director of Planning & Development/Deputy CAO presented the members with the Interim Flood Plain Management Policy for the Town of Mattawa. After discussion, the members thanked Paula for her presentation and the following resolution was presented:

Resolution No. 74-19, Mick-Lahaye

THAT the Board of Directors approves the Interim Floodplain Policies for the Town of Mattawa and directs staff to regulate development accordingly, and

THAT staff are directed to work with the Town of Mattawa to review and update as necessary Floodplain Policies as funding becomes available, and

FURTHER THAT the report be appended to the minutes of this meeting.

Carried Unanimously

8. Fee Policy

Paula Scott, Director of Planning & Development/Deputy CAO presented the members with the Fee Policy. After discussion, the members thanked Paula for her presentation and the following resolution was presented:

Resolution No. 75-19, Lagassie-Scarfone

THAT the Board of Directors approves the Fees Policies and Schedule as presented, and

THAT staff are directed to work on the remaining checklist items identifies by Conservation Ontario to ensure a consistent client-centric Conservation Authority review and approval process, and

FURTHER THAT this report be appended to the minutes of this meeting.

Carried Unanimously

9. New Business

The following new business items were discussed:

- 1) Brian Tayler gave the members a parking lot update for the main office/ski hill/school complex.
- 2) The September Board of Directors meeting will be held at the Canadian Ecology Centre – more details will follow.

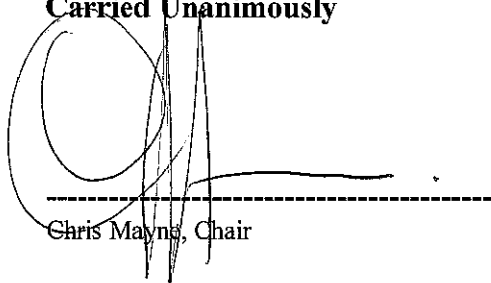
10. Adjournment (5:55p.m.)

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

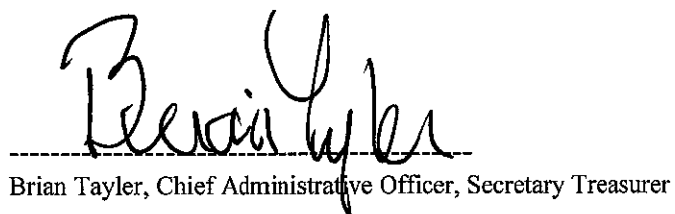
Resolution No. 76-19, Blakeley-Noon

THAT the meeting be adjourned, and the next meeting be held at 5:30 pm Wednesday September 25, 2019 at the Canadian Ecology Centre located in Samuel de Champlain Provincial Park or at the call of the Chair.

Carried Unanimously



Chris Mayne, Chair



Brian Tayler, Chief Administrative Officer, Secretary Treasurer

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

ORIGIN: Paula Scott, Director, Planning & Development/Deputy CAO

DATE: July 24, 2019

SUBJECT: Interim Floodplain Policies – The Town of Mattawa

Background:

In the past, floods have caused frequent property damage, inconvenience and social disruption to residents in the Town of Mattawa. Major floods occurred in 1947, 1952, 1957 and 1960 with the latter event being considered the worst flood in recent memory. Some 30-40 homes and commercial buildings were directly affected. Extensive flooding occurred in the commercial centre along Main Street and also along Mattawan Street, parallel to the river.

In 1982 NBMCA commissioned Proctor and Redfern (P&R) Ltd to undertake a floodplain management study for lands below the 1:100 year flood level (156.4m C.G.D.), for the Town of Mattawa. The 1:100 year flood level from the Ottawa River is 156.6m which P&R stated "agrees quite well with the level used for the Town's floodplain mapping 156.4m produced in an earlier study." The analysis indicated that flooding conditions were primarily a result of backwater from the Ottawa River during periods of high flows. The depths and velocities of flow over the floodplain were relatively small. These factors were considered in the selection of an appropriate floodway.

Amendment #1 to the Town of Mattawa's Official Plan included new Floodplain policies that incorporated a "Special Policy Area" in the downtown core of Mattawa. These floodplain policies were then updated in 1995. Since 1995, there have been no amendments made to the Town of Mattawa's floodplain policies.

NBMCA staff are currently developing overall policies for the Administration of Ontario Regulation 177/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. This comprehensive document will ensure that policies are reflective of current provincial legislation and planning policy, easy to understand, reasonable and defensible, offers a vital foundation for protecting public safety and property along with the features and functions of the NBMCA watershed. These policies contribute to sound and responsible development and the promotion of safe, sustainable communities.

Analysis:

The Town of Mattawa experienced significant flooding in May 2019. It is anticipated that considerable redevelopment and/or construction will occur within the floodplain of the Mattawa River. Given that the floodplain policies for Mattawa are somewhat dated and that NBMCA staff have been preparing a draft, updated policy document for their area of

jurisdiction, an interim policy has been prepared to articulate NBMCA policies and requirements for development and redevelopment in flood prone areas within the Town of Mattawa.

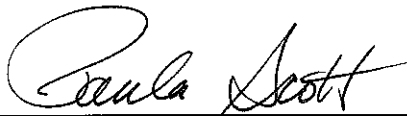
The interim policies reflect the permissive policies found in the Town of Mattawa Official Plan while incorporating recommended policies from the draft policy document. To provide clarity, NBMCA floodproofing requirements have been included.

It is recommended that, as a future task, that staff work with the town to review and update the Town of Mattawa Flood Plain Policies.

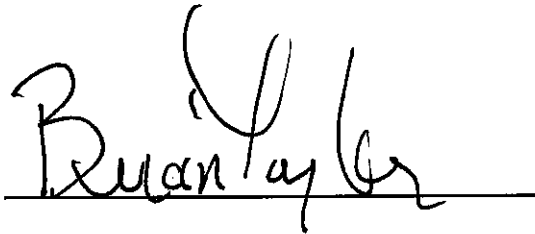
RECOMMENDED RESOLUTION:

That the Board of Directors approves the Interim Floodplain Policies for the Town of Mattawa and directs staff to regulate development accordingly.

Staff are directed to work with the Town of Mattawa to review and update as necessary Floodplain Policies as funding becomes available.

A handwritten signature in cursive script, reading "Paula Scott", positioned above a horizontal line.

Paula Scott
Director, Planning & Development/Deputy CAO

A handwritten signature in cursive script, reading "Brian Tayler", positioned above a horizontal line.

Brian Tayler, Chief Administrative Officer

1.0 Mattawa River Floodway Policies

- 1.1 All lands along the shoreline of the Mattawa River below 155.45m C.G.D. shall be considered as the floodway.
- 1.2 No new buildings or structures shall be permitted below 155.45m except:
 - a. structural works for flood, erosion or sedimentation control;
 - b. for essential public services such as roads, bridges, sewer and water systems, railways, and other public services of approved hydrologic design; and
 - c. docks, boathouses, marina and marina facilities excluding commercial sales and open space for public and private recreation.
- 1.3 Existing uses, buildings and structures shall be recognized as being permitted in the ***Town of Mattawa's Zoning By-law 85-23***.
- 1.4 Renovations to existing uses shall be permitted without a zoning by-law amendment.
- 1.5 The expansion of existing legal non-conforming uses shall not be permitted.
- 1.6 The floodway shall be zoned in a separate classification in the implementing zoning by-law.
- 1.7 An existing building or structure that is damaged or destroyed may be reconstructed, provided that:
 - a. the building or structure to be replaced is relocated outside the Riverine Flooding Hazard or where this is not feasible, the building or structure is relocated to an area within the existing lot where the risk of flooding and property damage is reduced to the greatest extent, wherever possible;
 - b. structural plans and design specifications are to be prepared by a qualified professional engineer which consider regulatory flood depths, velocities, and hydrostatic pressure;
 - c. the structure is flood proofed to the 156.6m C.G.D. elevation;
 - d. the ground floor square footage as defined by the original foundation is not increased;
 - e. the number of dwelling units is the same or less;
 - f. re-development does not cause or increase flood-related damages to existing upstream or downstream property or uses; and
 - g. approval of the North Bay-Mattawa Conservation Authority is obtained.

2.0 Mattawa River Flood Fringe Policies

- 2.1 All lands along the shoreline of the Mattawa River between 155.45m C.G.D. and 156.48 C.G.D. shall be considered as flood fringe.
- 2.2 Additions, alterations, replacement of existing buildings and structures, infilling, redevelopment and new development are all permitted within the flood fringe subject to the policies of the applicable land use designation on Schedule "A" – Land Use Plan, ***Official Plan for the Town of Mattawa, 1991***, provided that:

- a. flood proofing to the regulatory flood elevation, as determined by the local Conservation Authority, shall be undertaken, subject to the approval of the local Conservation Authority; and
- b. in the Commercial designation flood proofing or partial flood proofing of commercial buildings shall be required where feasible, as determined by the local Conservation Authority.

- 2.3 Uses permitted within the flood fringe shall be as designated on Schedule A – Land Use Plan, **Official Plan for the Town of Mattawa, 1991**. Notice of the applicability of flood fringe policies shall be provided within the implementing zoning by-law placing an “X” after individual zoning categories that fall within the flood fringe by including an appropriate explanation within the legend of all zoning schedules.

3.0 Floodproofing Requirements

In general, NBMCA applies the floodproofing criteria outlined in the MNR Natural Hazards Guidelines. The following sections clarify how NBMCA applies floodproofing measures for development within its area of jurisdiction.

In general:

- Active floodproofing is not permitted (any floodproofing that requires human action such as sandbagging or temporary barriers);
- NBMCA does not permit the use of floodproofing based on columns, piles and piers; and
- NBMCA does not permit berms (or levees) and floodwalls to be used for floodproofing.

All new development should be floodproofed to the following standards:

Habitable, Commercial, Industrial and Institutional Uses:

- Where property fabric allows, a minimum of 3 metres of fill shall be placed around the perimeter of any buildings with top of fill at or above the Regulatory Flood Elevation, and/or as specified by NBMCA's Engineer;
- Public roads and driveways must be established no lower than 0.3m below the Regulatory Flood Elevation, (Regulatory Flood Elevation - 0.3m);
- Openings in structures must be established 0.3m above the Regulatory Flood Elevation (Regulatory Flood Elevation + 0.3m);
- Structures should be sealed and made watertight to the Regulatory Flood Elevation + 0.3m;
- Where basements or structures are being proposed more than 0.2m below the Regulatory Flood Elevation, the design of the floor slab must incorporate additional reinforcement to withstand hydrostatic pressures, and basements must incorporate a sump pump.
- Where basements or structures are being proposed more than 0.8m below the Regulatory Flood Elevation, the design of the walls and floor slab must be completed by a qualified structural engineer or architect to be watertight and reinforced to withstand hydrostatic pressures, and basements must incorporate a sump pump.
- All sump pumps shall have the capacity to handle total inflowing water. The sump discharge shall be established above the Regulatory Flood Elevation + 0.3m;
- Septic tank openings and tiles and trenches for effluent disposal beds should be established above the Regulatory Flood Elevation;

- Electrical panels, appliances, mechanical, heating services and other services subject to damage from flooding must be established above the Regulatory Flood Elevation + 0.3m;
- All electrical/mechanical systems and equipment must be located above the Regulatory Flood Elevation + 0.3m unless approved for use in situations where flooding may occur; and
- All storage of chemicals, toxins, pollutants must be located above the Regulatory Flood Elevation + 0.3m;

Auxiliary/Non-Habitable Uses:

- Foundation must be a concrete slab structure with standard anchoring, or designed by a qualified structural engineer to resist hydrostatic and hydrodynamic forces;
- During a flood event, water must be allowed to enter, move within, and exit a proposed accessory structure to prevent differential hydrostatic pressures. It is required that all enclosed structures have a minimum of two exterior openings, located in different walls, located no more than 0.15m above exterior grade, to allow the entry and exit of flood water;
- All storage of chemicals, toxins, pollutants must be located above the Regulatory Flood Elevation + 0.3m;
- All electrical/mechanical systems and equipment must be located above the Regulatory Flood Elevation + 0.3m unless approved for use in situations where flooding may occur; and,
- All materials used to construct below the Regulatory Flood Elevation + 0.3m must not be subject to damage or deterioration as a result of being flooded.

In general, all additions to existing development must be floodproofed to the following standards:

- Any addition will be considered as new development and subject to the same restrictions as above;
- Modifications should be made to the existing structure to bring the existing structure to the highest level of floodproofing possible.

Please note that plans will be required that indicate the following:

- 1) Survey prepared by an Ontario Land Surveyor (O.L.S.) indicating existing ground elevations in the work area as well as Regulatory Flood Elevation;
- 2) A pre and post grading plan prepared by O.L.S. or Professional Engineer (P.Eng) may be required to confirm above requirements;
- 3) In the case of cut/fill work, an as-built grading plan prepared by an O.L.S. or P.Eng may be required to confirm the balance of floodplain storage;
- 4) At the discretion of NBMCA, the O.L.S. or P.Eng shall confirm, in writing, that the site has been constructed as per the plans submitted, and that all structures and access/egress routes have been appropriately floodproofed.
 - a) no openings have been constructed below Regulatory Flood Elevation +0.3m; and,
 - b) access to all residential or occupied buildings by driveways have been floodproofed.

Source: Official Plan for the Town of Mattawa, 1991

NBMCA Draft Policies for the Administration of O.Reg. 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

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

ORIGIN: Paula Scott, Director, Planning & Development/Deputy CAO

DATE: July 24, 2019

SUBJECT: *Conservation Ontario's Client Service and Streamlining Initiative - Fees Policy and Schedules*

Background:

In April 2019, Conservation Ontario (CO) Council endorsed the CO *Client Service and Streamlining Initiative*. This initiative identifies actions to be taken by CAs, in order to help the Province achieve its objective of increasing housing supply while protecting public health and safety, and the environment. CO developed three documents to support the initiative:

1. CA-Municipality MOU Template for Planning and Development Reviews;
2. Guideline for Client Service Standards for Conservation Authority Plan and Permit Review; and
3. Guideline for CA Fee Administration Policies for Plan Review and Permitting.

Conservation Ontario's Client Service and Streamlining Initiative has identified an action to implement a consistent client-centric CA review and approval process checklist for CAs located in high-growth areas, to be completed and made publicly accessible by August, 2019. NBMCA has been identified as a high growth CA (in Northern Ontario). Tasks included in this checklist to be made publicly available are:

1. CA-Municipal MOUs or Technical Service Agreements
2. CA Plan Review Advice and Regulation Approvals Policies
3. CA Complete Application Requirements
4. CA Fee Policies and/or Schedules
5. CA Client Service Standards Commitment / Policy
6. Online Screening Maps
7. Annual Report on Review Timelines

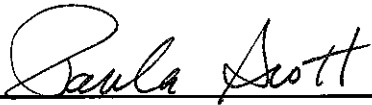
Analysis:

As per the checklist above, NBMCA staff have prepared a Fees Policy and Schedules for Board of Directors approval, to be made publicly available on the NBMCA website. The remaining items will be worked on over the course of July and August.

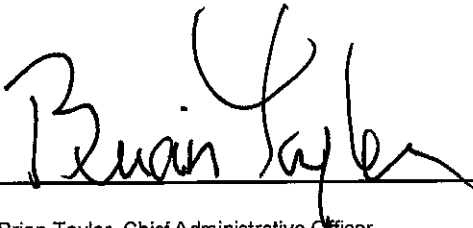
The Fee Policy and Schedules builds on a previous Board resolution and guidance offered in the *Guideline for CA Fee Administration Policies for Plan Review and Permitting*. The fee schedules attached to the policy are those which were approved by the Board in March of 2019.

RECOMMENDED RESOLUTION:

That the Board of Directors approves the Fees Policies and Schedules as presented. Staff are directed to work on the remaining checklist items identified by Conservation Ontario to ensure a consistent client-centric Conservation Authority review and approval process.

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Paula Scott
Director, Planning & Development/Deputy CAO

A handwritten signature in cursive script, reading "Brian Tayler", written over a horizontal line.

Brian Tayler, Chief Administrative Officer

NBMCA Fees Policy and Schedules

Legislative Framework

In January 1996, a provincial Omnibus Bill was passed which amended the Conservation Authorities Act. One of the amendments to the Act empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. The document entitled Policies and Procedures for the Charging of Conservation Authority Fees (June 1997, updated March 1999) included in the MNR Procedural Manual sets guidelines for fee collection. The document states that CA fee structures should be designed to recover, but not exceed, the costs associated with administering and delivering the services on a program basis. It is recognized that the Board may vary the % of cost recovery, based on factors such as the size of a municipality. The manual also states that setting fees are dependent on the complexity of applications and the level of effort required to administer the application. Fees take into account estimated staff time, overhead, travel, and materials costs to provide the service. The following forms the foundation of a policy for the administration and preparation of fee schedules, for the planning and the permitting functions provided by NBMCA.

Principles

NBMCA's planning and permitting programs (Ontario Regulation 177/06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses and Ontario Regulation 332/12 Sewage Systems) Fees Policy is based upon the following three principles:

- User-pay
- Adequate consultation and notification
- Right to appeal

Planning Services Fee Administration

In accordance with the current practice and the *Plan Review Agreements* with our municipalities and the East Nipissing Planning Board, all planning application fees are negotiated with the municipality/planning board and are to be collected by the municipality/planning board and remitted to the CA. When a municipality/planning board requires a new application and fee for a resubmission, NBMCA's planning services fees will also be applicable.

Implementation, Update Process and Public Notification

The attached permitting Fee Schedules form part of this policy. At its February 2015 meeting, NBMCA Board of Directors approved the 2015 budget report in which staff recommended "an annual fee adjustment in line with the Ontario Consumer Price Index (CPI) starting in 2016."

NBMCA staff shall apply the permitting fees as prescribed on the Fee Schedules when reviewing development and on-site sewage system related applications. Plan review fees are set as per the *Plan Review Agreement*. NBMCA does reserve the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment or for applications that have not been included in the Fee Schedules. Any such adjustments from fees outlined in the Fee Schedules due to increased or decreased work required, must be approved by the Chief Administrative Officer.

Fee Schedules are established by NBMCA Board of Directors. NBMCA staff will consult with municipalities and key stakeholders at a level appropriate for proposed changes to the Fee Schedule. The larger the impacts of changes to the fee schedules, the larger the scale of consultation will be.

No guarantees are provided for requested cost adjustments in the consultation process. Fees are necessary to finance NBMCA's plan review and permitting functions in the absence of other provincial or municipal funding.

This Policy including its fee schedules shall be monitored as necessary to evaluate its effectiveness and fairness. The Policy, including its fee schedules will be adjusted annually for cost adjustments and will be subject to a comprehensive staff review at least every five years. Any changes or amendments to the Policy shall proceed through the approval process utilized to establish the fee schedule.

Methodology for Calculating Fees and Increases

Reporting on the administration of fees and consultation will include analysis of the following issues and data, where relevant:

- Analysis of trends in shifts in markets and in cost of living, workload changes, and types of applications;
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining;
- General overview of status of cost recovery, statistics of numbers of applications and annual changes, where required;
- Level of service/review turn-around timing and areas of improvement of level of service/staffing demands;
- Cost cutting measures as required; and
- Status of Local Planning Appeal Tribunal (LPAT) , Mining and Lands Tribunal (MLT) and Building Code Commission appeals – trends in legal costs (no detailed backup of staff time allocations, and file costs will be included).

Appeal

An applicant has the right to appeal a fee and request either a reduction or waiving of the fee. In order to appeal a fee, the applicant must submit in writing the reasons for the appeal. The consideration for waiving/reducing a fee will be based largely on: 1) the scope of work required to administer and review the application and supporting technical reports; and, 2) if the municipality has waived or reduced their application fee.

Appeals will first be heard by the Chief Administrative Officer. If still not satisfied, an appeal may be heard by the Executive Committee. Appeals heard by the Executive Committee will be dismissed or upheld through a resolution. The appellant will then be notified in writing of the Board's decision.

Date of Effect

The Fees Policy becomes effective as of the date of NBMCA Board of Directors approval. Fee schedules are updated annually as per the CPI, and submitted for budget approval of the Board of Directors.

Appendix A

NBMCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (O. Reg. 177/06) Fee Schedule

FEE SCHEDULE

Development, Interference with Wetlands and Alterations to
Shorelines and Watercourses (O. Reg. 177/06)

Under Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

Schedule C – Program Fees Effective March 1, 2019

Application Type (and typical description)	2019 Fee
Major Projects Includes multiple residential units/blocks ¹ , institutional commercial buildings greater than 464 m ² (5,000 ft ²), new or replacement infrastructure (bridges, culverts and utility crossings) greater than 25 m (82 ft) in width of excavation and stormwater management ponds/cells, fill activity greater than 2,000 m ³ (2,616 yd ³), grading greater than 1 ha (2.5 acres), channelization/shoreline alterations greater than 500 m (1640 ft).	\$1,225.00
Large Projects Any new residential dwelling, or new institutional/commercial building less than or equal to 464 m ² (5,000 ft ²), residential additions/ reconstruction/basements greater than 92.9 m ² (1,000 ft ²), new or replacement infrastructure (bridges, culverts, utility crossings) 5 to 25 m (16 to 82 ft) in width of excavation, fill activity 500 to 2,000 m ³ (654 to 2616 yd ³); grading 0.5 to 1.0 ha (1.2 to 2.5 acres); shoreline alterations 50 to 500 m (164 to 1640 m), channel maintenance** greater than 200 m (656 ft) in length and similar.	\$865.00
Standard Projects Additions, reconstruction, auxiliary buildings and structures less than or equal to 92.9 m ² (1,000 ft ²), foundation (crawl space or piers) replacement/reconstruction, new or replacement infrastructure (bridges, culverts, utility crossings) less than 5 m (less than 16 ft) in width of excavation, fill activity 100 to 500 m ³ (131 to 654 yd ³), grading up to 0.5 ha (1.2 acres), channelization/ shoreline alterations less than 50 m (164 ft) in length, docks and boathouses - new construction, modifications, or extensions with lake bed contact area greater than 15 m ² , channel maintenance** less than or equal to 200 m (656 ft) in length and similar.	\$435.00
Small Projects Auxiliary ² buildings and structures less than 20 m ² (215 ft ²), additions with a total gross floor area less than 20 m ² (215 ft ²), fill activity less than 100 m ³ (131 yd ³), docks and boathouses – new construction, modifications, or extensions with lake bed contact area less than or equal to 15 m ² and similar.	\$180.00
Revisions Applications which are modified or amended following approval; overall scope of project remains the same (also includes review of modifications to previously reviewed sediment and erosion control plans).	50% of base permit application fee
Permit Extensions If the CA has granted permission for an initial period that is less than the applicable maximum allowable, an extension may be granted.	\$80.00
Review of Applications Retroactive to Project Commencement (Violations)	100% surcharge of base permit fee
Refund Policy For a withdrawn application prior to a site inspection being conducted: - Application processed– no inspection conducted - Fees are non-refundable once a site inspection has been conducted.	Refund 75% application fee
Property Inquiries For <u>written</u> responses to legal, real estate and related financial inquiries by landowners or others on their behalf. - Written response without a site inspection - With a site inspection (Development Regulations Only) - With a site inspection (Development Regulations and Sewage Systems Combined)	\$145.00 \$260.00 \$510.00

The above permit fees shall include a maximum of 1 pre-consultation meeting and 3 site visits. Where a permit application requires additional site visits or consultations, the NBMCa reserves the right to charge additional fees. All fees are payable at the time the application is submitted.

Permits for multiple residential units/blocks may be issued for a maximum 60 months. All other permits may be issued for maximum 24 months.

Auxiliary buildings or structures shall include sheds, on-land retaining walls, gazebos, decks, etc. which are non-habitable.

** Maintenance shall mean no change in size, location or shape.

Fill Activity – includes the placement, removal or grading of fill material of any kind whether it originated on the site or elsewhere.

NBMCA Fees Policy and Schedules



Appendix B

NBMCA On-site Sewage System Program (O. Reg. 332/12) Fee Schedule

FEE SCHEDULE



**NORTH BAY-MATTAWA
CONSERVATION
AUTHORITY**
www.nbmca.ca

On-site Sewage System (O.Reg. 332/12)

Under the Building Code Act, 1992

Program Fees Effective March 1, 2019

Application Type/Service	2019 Fee
Class 2	\$530
Class 3	\$530
Class 4 and Class 5 (Holding Tank)	
Residential with a daily design flow < 3000 l/day	\$900
Residential with a daily design flow > 3000 l/day	\$990
Non-residential	\$990
Alternative Solutions Application	\$1200
Class 4 Tank Replacement Only	\$395
Sewage System Decommissioning/Demolition	\$155
Change of Registered Owner on Permit	\$100
Permit Extension (per year, maximum 3 years)	\$160
Permit Amendment (other than ownership change)	\$160
Conditional Notice of Completion	\$160
Additional Inspection due to deficiencies	\$160
OBC Clearance (i.e. deck, garage construction)	\$100
OBC Clearance with a site inspection	\$260
Sewage System File Review	
Use Permit provided by owner	\$175
Additional fee for copy of Use Permit	\$265
File Request (copy of sewage system permit)	\$90
Legal Inquiry (Lawyer/Real Estate Inquiry)	\$160
On-site Sewage System Review - Planning Act Proposal	
\$200 for the application plus \$100.00 for each additional lot or part lot created (minimum charge of \$300/application)	\$200+
All lots greater than 4 ha (10 acres) in size with no constraints (no site inspection)	\$200
Review of Lands to be Sold/Developed - Sewage Systems Only	\$270
Review of Lands to be Sold/Developed - Sewage Systems + DIA	\$510
Mandatory Maintenance Inspections (MMI)	\$140
MMI Late Fee (applied after 90 days)	\$50
Refund Policy	
Withdrawn applications, prior to a permit being issued:	
Application processed; no inspection conducted	75% of fee
Application processed; first inspection completed; permit not issued	50% of fee
NO REFUND for fees of \$150.00 or less. NO REFUND once a permit is issued.	