

**North Bay-Mattawa Conservation Authority  
Members Meeting for April 24, 2024  
at 5:00 pm IN PERSON  
OR immediately after the NBMSPA Members meeting  
NBMCA's Natural Classroom, 15 Janey Avenue, North Bay, Ontario**

**Procedural Matters**

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Approval of the Agenda
3. Declaration of Pecuniary Interest
4. Delegations
5. Adoption of Previous Minutes from March 28, 2024
6. Correspondence

**Presentations**

7. MNP – Audited Financial Statements

**Business Reports**

8. Section 28 Permits (**Report #1**)
9. OSS Fee Schedule – motion to adopt (modified) (**Report #2**)

**Other Business**

10. Closed session of Committee of the Whole
11. New Business
  - Meeting schedule
12. Adjournment

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

**FOURTH** meeting of the North Bay-Mattawa Conservation Authority held at 5:00 p.m. on April 24, 2024 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

**MEMBERS PRESENT:**

Bonfield, Township of	-	Steve Featherstone
Calvin, Township of	-	Bill Moreton
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

**MEMBER(S) ABSENT:**

Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
East Ferris, Municipality of	-	Steve Trahan
North Bay, City of	-	Chris Mayne

**ALSO PRESENT:**

Chitra Gowda, CAO, Secretary-Treasurer  
David Ellingwood, Director, Water Resources/Deputy CAO  
Rebecca Morrow, Executive Assistant/Deputy CAO  
Aaron Loughheed, Manager, Finance  
Angela Mills, Water Resources Specialist

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

Lana Mitchell read a statement acknowledging Indigenous and Treaty Lands.

**2. Approval of the Agenda**

After discussion the following resolution was presented:

Resolution No.59-24, Moreton-Lahaye

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

**Carried Unanimously**

**3. Declaration of Pecuniary Interest**

None declared.

**4. Delegations**

None

**5. Adoption of Previous Minutes of March 28 2024**

After discussion the following resolution was presented:

Resolution No. 60-24, Britton-Featherstone

**THAT** the minutes of the meeting held March 28, 2024 be adopted as written.

**Carried Unanimously**

**6. Correspondence**

None presented.

**7. MNP – Audited Financial Statements**

Chris Leduc of MNP presented the draft Audited Financial Statements to members. After discussion the members thanked Chris for his presentation and thanked the MNP team for their work. The following resolution was then presented:

Resolution No. 61-24, Featherstone-Britton

**THAT** the Audited Financial Statements be approved as presented;

**AND THAT** the audited Financial Statements be appended to the minutes of this meeting.

**Carried Unanimously**

**8. Section 28 Permits**

Valerie Murphy presented the report to the Members. After discussion, the Members thanked Valerie and the following resolution was presented:

Resolution No. 62-24, Mitchell-Mick

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

**Carried Unanimously**

**9. OSS Fee Schedule**

David Ellingwood and Chithra Gowda presented the OSS Fee Schedule report. After discussion the members thanked David and Chithra and the following resolution was presented:

Resolution No. 63-24, Chirico-Lahaye

**THAT** the Board of Directors receive the report “Proposed Revision to Fee Schedule for On-site Sewage System Program”; and

**THAT** staff are directed to make minor changes and;

**THAT** the Board adopts the 2024 On-site Sewage System Program by email after public consultation and staff review of all comments received.

**Carried Unanimously**

At this point in the meeting a 5 minutes break was taken by members

**10. Closed Session of Committee of the Whole to discuss property, legal and personnel matters**

After discussion, the following resolutions were presented:

Resolution No. 64-24, Mitchell-Moreton

**THAT** the meeting move into a closed session of “Committee of the Whole” to discuss property legal and personnel matters at 6:01 pm.

**Carried Unanimously**

Resolution No. 65-24, Mick-Britton

**THAT** the meeting out of a closed session of “Committee of the Whole” and back into an open meeting. (6:33pm)

**Carried Unanimously**

Resolution No. 66-24, Mitchell-Moreton

**THAT** staff be directed to initiate preliminary discussions with “Let’s Remember Adam group” to form a draft plan of a playground equipment at the Mattawa Conservation Area.

**Carried Unanimously**

**11. New Business**

The members discussed a new meeting schedule, and agreed on every second Wednesday at

4:00pm or at the call of the Chair.

**16. Adjournment (6:34 p.m.)**

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

Resolution No. 67-23, Chirico-Featherstone

**THAT** the meeting be adjourned, and the next meeting be held at 4:00pm on May 8<sup>th</sup>, 2024 and every second Wednesday of the month for the remainder of the year, or at the call of the Chair.

**Carried Unanimously**

  
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Shelley Belanger, Chair

  
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Chitra Gowda, Chief Administrative Officer,  
Secretary Treasurer



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

**ORIGIN:** Valerie Murphy, Regulations Officer

**DATE:** April 10, 2024

**SUBJECT:** Report on Development, Interference with Wetlands and Alterations to Shorelines  
and Watercourses Permits

**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. On February 29, 2024, the NBMCA Board of Directors updated the delegation of approvals of permit applications to the following designated employees:

- Chief Administrative Officer, Secretary-Treasurer
- Director, Water Resources / Deputy CAO

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

**Analysis:**

All applications for the permits that have been issued up to and including April 10, 2024 were received prior to April 1, 2024. As such, the applications were reviewed with respect to the procedures under the Ontario Regulation 177/06, Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.

Nine new permits and one permit amendment 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 three have been issued for the construction of new dwellings and three for landscaping. One permit has been issued for each of the following activities: construction of a dock, construction of a deck and site preparation for a subdivision.

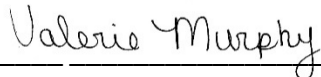
The permit amendment was to include dredging and construction of a boardwalk in a marina area.

**Recommendation:**

**THAT** the members receive and approve the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits as presented.

**Recommended Resolution:**

**THAT** the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.



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**Valerie Murphy, Regulations Officer**

# DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES

FOR NBMCA BOARD INFORMATION ON: April 10, 2024

PERMIT YEAR: 2024

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
<b>RPH-24-01</b>	Jackie and Peter Lange	Phelps	9112 Highway 63	Redbridge Creek	To demolish existing dwelling and construct a new dwelling	March 19, 2024	<b>#15-24</b> March 27, 2024
<b>REF-24-02</b>	John and Joanne Paige	East Ferris	30 Bayshore	Trout Lake	To reconstruct existing dock structure	March 18, 2024	<b>#16-24</b> March 27, 2024
<b>RNB-24-12</b>	Ski Ridge Estates	North Bay	Ski Ridge Estates subdivision	Escarpment	To begin site grading, grubbing and initiate construction of future SWM pond	March 20, 2024	<b>#17-24</b> March 27, 2024
<b>RNB-24-13</b>	Rob Jamieson	North Bay	797 Lakeshore Drive	Lake Nipissing	To remove fill to repair retaining wall	March 25, 2024	<b>#18-24</b> March 27, 2024
<b>RCHI-24-01</b>	Tracey Opperman	Chisholm	1234 Chiswick Line	Unevaluated wetland	To construct a new tiny home	March 27, 2024	<b>#19-24</b> April 5, 2024



**DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

**FOR NBMCA BOARD INFORMATION ON:** April 10, 2024

**PERMIT YEAR:** 2024

<b>RNB-24-14</b>	Dan Jackson for Centennial Contracting	North Bay	3587 Highway 11 North	Chippewa Creek Provincially Significant Wetland	To grub and grade new storage area and construct a new office building	March 28, 2024	<b>#20-24</b> April 5, 2024
<b>RMATT-24-01</b>	Roger Ternan	Mattawa	276 Timmins St	Mattawa River	To construct a new deck	March 28, 2024	<b>#21-24</b> April 10, 2024
<b>RNB-24-15</b>	Jamie Martyn and Erinn Hansman	North Bay	475 Viceroy	Trout Lake	To reclaim beach area due to eroded construction materials	March 27, 2024	<b>#22-24</b> April 10, 2024
<b>RNB-24-16</b>	Adam Avison	North Bay	1300L Four Mile Lake Road	Four Mile Lake	To reclaim beach area due to overgrowth of vegetation	March 28, 2024	<b>#23-24</b> April 10, 2024
<b>Amendment</b>							
<b>RNB-23-09</b>	Tomy Joseph	North Bay	785 Lakeshore Drive	Lake Nipissing	To dredge built up sediment and rock and construct new boardwalk	March 21, 2024	<b>#14-23 Am. #1</b> March 27, 2024



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

**ORIGIN:** David Ellingwood, Director, Water Resources/Deputy CAO  
Chitra Gowda, Chief Administrative Office, Secretary-Treasurer  
Robin Allen, CBCO, Chief Building Official – OSS Manager

**DATE:** April 24, 2024

**SUBJECT:** Proposed Revision to Fee Schedule for On-site Sewage System Program

**Background:**

The Ontario Building Code enables NBMCA to charge fees for services related to the on-site sewage system program (OSS). The services and fees are outlined on the Fee Schedule which is periodically updated and approved by the NBMCA Board of Directors. Our Fees Policy is based on three principles: user-pay, adequate consultation and notification, and right to appeal.

**Analysis:**

NBMCA staff presented a proposed revision to 2023 OSS at the March 2, 2024 NBMCA Board Meeting. The Board directed staff to proceed with posting and public consultation of the proposed fee schedule. The consultation period began April 4, 2024 and ends April 25, 2024 with a public meeting to be held April 25, 2024 at 4:00 pm.

Based on feedback over the first two weeks of consultation, staff will be recommending some minor adjustments to the fees for certain items. These will be presented at the Board meeting. Some additional modifications may be considered pending comments received on the final day of the public consultation and at the public meeting.

Type of Activity under the OSS Program	2024 Fee	2023 Fee for comparison
Class 2	\$ 575	560
Class 3	\$ 575	560
Class 4/5 <3K	\$ 1,000	960
Class 4/5 >3k	\$ 1,200	1100
Non residential	\$ 1,400	1100
Alternative Solutions	\$ 1,600	1300
Tank only	\$ 450	425
Decommission	\$ 200	160
Change of Owner	\$ 150	125
Permit Ext	\$ 200	175
Amendment	\$ 200	175
Amendment with Site Inspection	\$ 350	175
Additional Insp due to deficiencies	\$ 250	200
Conditional Notice of Completion	\$ 200	175
OBC Clearance	\$ 200	150
OBC Clearance with site inspection	\$ 350	300
Occurrence Fee (Mean)	\$ 1,000	0
Copy of permit	\$ 100	90
Legal inquiry (lawyer real estate)	\$ 250	175
File Review	\$ 225	200
Major File Review (more than one structure or more than one system)	\$ 325	290
Planning Act review (\$375 for application, plus \$125 for each additional lot, min. \$500	\$ 500	400
Planning Act review -no inspection (\$225 for application, plus \$75 for each additional lot, min. \$300)	\$ 300	200
Subdivision Vacant Land Condo 10 lots	\$ 1,800	1200
additional lots	\$ 125	60

Review of lands to be sold or developed	\$ 350	300
Review lands to be sold developed with DIA permit	\$ 630	560
MMI	\$ 300	140
Late fee for MMI	\$ 75	50
Treatment Unit maintenace ageement fee	\$140	
Minor Amendment	\$50	

**Recommendation:**

**THAT** the Board of Directors receive the report “Proposed Revision to Fee Schedule for On-site Sewage System Program”, authorize staff to make minor changes based on public comment and direct staff to publish the 2024 OSS fee schedule.

**Recommended Resolution:**

**THAT** the Board of Directors receive the report “Proposed Revision to Fee Schedule for On-site Sewage System Program”; and

**THAT** staff are directed to make minor changes and

THAT the Board adopts the 2024 On-site Sewage System Program fee schedule.

**Submitted by:**

**David Ellingwood, Director, Water Resources/Deputy CAO**

**Robin Allen, CBCO, Chief Building Official – OSS Manager**

**Reviewed by:**

**Chitra Gowda, Chief Administrative Officer, Secretary-Treasurer**