

**North Bay-Mattawa Conservation Authority
Members Meeting for February 11, 2026
at 4:00 pm IN PERSON AND via ZOOM
NBMCA's Marc Charron Boardroom
15 Janey Avenue, North Bay, Ontario**

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Declaration of Conflicts of Interest
3. Approval of the Agenda
4. Delegations
 - 4.1. None
5. Correspondence
 - 5.1. None

Business Reports

6. Program Fee Updates – 26-FIN-01 – Page 1
7. Section 28 Summary – 26-PD-01 – Page 9
8. Floodplain Mapping Report - 26-IWM-01 – Page 13
9. Floodplain Mapping Presentation – Page 16
10. OSS Staffing Update - verbal

Other Business

11. New Business
12. Closed meeting
 - 12.1. Adoption of Minutes from Closed Meeting of January 14, 2026
 - 12.2. Client privilege includes communications necessary for that purpose and personnel matters about identifiable individuals.
 - 12.3. Property matter
13. Other Business
14. Adjournment

<https://zoom.us/j/97654776433?pwd=cAv5odj45ACWqPpKWE0yXX7PWWKI4Y.1>

Meeting ID: 976 5477 6433
Passcode: 484869

To: The Chairperson and Members of the Board of Directors

Origin: Aaron Lougheed, Manager of Finance
Kris Rivard, CBO, Manager, OSS
Liza Vandermeer, General Manager/Manager, DWSP

Date: February 11, 2026

Report: 26-FIN-01

Subject: FEE Schedules Update 2026

Background:

Following fee freezes from the Ministry of Natural Resources in 2023, 2024, and 2025 the Planning and Development Fees related to Section 28 Permits have not been increased from their 2019 levels.

After consultation with Conservation Ontario, the Northern Ontario Conservation Authorities and Conservation Authorities at large, a general increase of 5% is expected across the province to slowly bring fees back in line with their intended level of roughly 50% cost recovery.

The Fee Schedule for Prohibited Activities, Exemptions and Permits (O. Reg 41/24) includes a 5% fee increase for all project sizes, a new additional fee for site visits above the permit limit of two (2) and an increase to the Property Inquires Fee of \$100 to better represent the cost of this added service. Fees are generally in line with similar Conservation Authorities in the north.

The OSS program fee schedule has been amended to include a permit search fee of \$50 with an additional fee of \$50 to be charged only once a permit has been located. This will replace the previous fee of \$100 for the copy of a permit and will compensate NBMCA for the high workload of searching for a permit where one does not exist. No others OSS Program fees have been changed following a thorough review in 2023/2024.

The Freedom of Information Act fee schedule has been amended to price in the growing workload associated with FOI requests. Under the previous fee

schedule FOI request came with a \$5 fee. This is no longer the industry standard as FOI's become increasingly common and arduous. Following the Freedom of Information Act and borrowing from member municipalities fees for this service the appended fee schedule will result in fair compensation for work being conducted by NBMCA employees.

Recommendation/Recommended Resolution:

THAT the fee schedules appended to board report 26-FIN-01 be approved for a 30-day consultation period and subsequent implementation.

Reviewed by:

Paula Loranger, Communications & Community Relations Coordinator

Fee Schedule

Prohibited Activities, Exemptions and Permits
(O. Reg 41/24)

Program Fees Effective April 1, 2026

Under Section 28 of the Conservation Authorities Act, R.S.O 1990, c.C27

Application Type	Fee
Major Projects Includes multiple residential units/blocks, 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.)	\$1,350.00
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.	\$960.00
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.	\$490.00
Small Projects Auxiliary 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 lakebed contact area less than or equal to 15 m ² and similar.	\$210.00

Additional Site Visit	\$100.00
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 Application retroactive to project commencement (Violations)	100% surcharge of base permit fee
Refund Policy For a withdrawn application prior to a site inspection being conducted: <ul style="list-style-type: none"> • Application processed– no inspection conducted • Fees are non-refundable once a site inspection has been conducted. 	Refund 75% application fee
Property Inquiries For written responses to legal, real estate and related financial inquiries by landowners or others on their behalf. <ul style="list-style-type: none"> • Written response without a site inspection • With a site inspection 	\$250.00 \$350.00

The above permit fees include a maximum of 1 pre-consultation meeting and 2 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. Permit revisions must be requested a minimum of 60 days before the permit termination date.

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

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

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

2026 OSS Fee Schedule

Program Fees Effective April 1, 2026

Application Type / Service	2026 Fee
Class 2 Septic System (Greywater Pit)	\$575
Class 3 Septic System (Cesspool)	\$575
Class 4 Septic System or Class 5 (holding tank) Residential with ≤ 3000 L/day design flow	\$1,000
Class 4 Septic System or Class 5 (holding tank) Residential with > 3000 L/day design flow	\$1,200
Class 4 Septic System or Class 5 (holding tank) Residential with > 5000 L/day design flow	\$1,400
Non-Residential Class 4 septic system or Class 5	\$1,400
Alternative Solutions	\$1,600
Tank Replacement Only	\$450
Sewage System Decommissioning/Demolition	\$200
Change of Registered Owner on Permit	\$150
Permit Extension	\$200
Change to Application Schedule 2 or Schedule 4 change only; no site inspection	\$50
Amendment to Application (without inspection)	\$200
Amendment to Application (with site inspection)	\$350
Additional Inspection (due to deficiencies)	\$250
Conditional Notice of Completion	\$200
OBC Clearance (without site inspection)	\$200
OBC Clearance (with site inspection)	\$350

Application Type / Service	2026 Fee
Installation without permit (violations)	100% of surcharge of base permit fee
File Request - search Additional \$50 for a copy if record is found	\$50
Legal inquiry (Lawyer / Real Estate Inquiry)	\$250
Sewage System File Review (Performance Level)	\$225
Planning Act Proposal Review -no inspection (for lots greater than 4 hectares in size with no constraints)	\$300 for application, one retained & one severed lot. \$75 for each additional lot
Planning Act Proposal Review with site inspection	\$500 for application, one retained & one severed lot. \$125 for each additional lot
Subdivision / Plan of Condominium (up to 10 lots)	\$1,800
Additional Lots for Subdivision / Plan of Condominium	\$125
Review of Lands to be Sold or Developed Sewage Systems only	\$350
Review of Lands to be Sold or Developed Sewage Systems and Section 28 Permit	\$630
Mandatory Maintenance Inspection (MMI)	\$300
<u>Refund Policy:</u> NO REFUND for fees of \$150.00 or less. Withdrawn applications (must be requested within 6 months of submission/receipt)	
Application processed, no inspection / review conducted / letter issued	75% refund
Application processed, inspection conducted / letter / review completed and first inspection has been completed	50% refund

2026 Summary of Fees

The payment of fees is set out in the *Municipal Freedom of Information and Protection of Privacy Act* and its regulations.

Table 1 – Fees for Personal Information Requests (A request for information about oneself is considered a "personal information request")

Task	Fee
Application Fee (Note: the application fee is mandatory and not subject to waiver)	\$5.00 to be paid when you submit your request
*Photocopying	\$0.20/page
Plotter Photocopies	(18x24) \$4.15/print + HST (24x36) \$8.50/print + HST (36x48) \$17.00/print + HST (42x60) \$35.00/print + HST
USB's	\$10.00 + HST

*Please note that the individual may be provided the option of viewing originals on site. Select photocopying fees may apply.

Table 2 - Fees for General Information Requests (A request for information whether about a person other than yourself or about a government program or activity are considered general information requests”)

Task	Fee
Application Fee (Note: the application fee is mandatory and not subject to waiver)	\$5.00 to be paid when you submit your request
Search Time	\$7.50 per ¼ hour required to search and retrieve records
Record Preparation	\$7.50 per ¼ hour required to prepare records for release
Photocopying	\$0.20/page
Plotter Photocopies	(18x24) \$4.15/print + HST (24x36) \$8.50/print + HST (36x48) \$17.00/print + HST (42x60) \$35.00/print + HST
USB's	\$10.00 + HST

To: The Chairperson and Members of the Board of Directors

Origin: Githan Kattera, Engineering & Development Officer

Date: February 11, 2026

Report: 26-PD-01

Subject: Report on Ontario Regulation 41/24 & Ontario Regulation 686/21

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.

Ontario Regulation 686/21 (Mandatory Programs and Services) was amended on April 1, 2024, to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, NBMCA is required to prepare and publish (on the NBMCA website) an annual report outlining statistics on Section 28.1 permits, including reporting on its level of compliance with the requirements of O. Reg. 41/24, respecting the application for and issuance of permits, including any associated timelines.

NBMCA staff are committed to efficient reviews of permit applications in accordance with legislated timelines and service standards. In 2025, the timelines outlined by O. Reg. 41/24 for Section 28.1 permits were met or exceeded by NBMCA staff for 100% of applications. The average permit processing time was two (2) calendar days (from the time an application was deemed complete to the permit being issued).

The table included in the *Analysis* subsection of this report outlines the annual mandatory reporting requirements to be published to NBMCA's website in 2026.

Analysis:

In 2025, NBMCA issued 82 Section 28.1 permits.

Table 1: Annual Reporting – Permit Statistics

Year	2024 (Jan. 1 – Dec. 31)	2025 (Jan. 1 – Dec. 31)
Major/Large Permits	5	18
Minor/Standard Permits	75	64
Total Permits Issued	80	82
Total Applications Subject to Minister's Order (Minister's Review) O. Reg. 474/24	0	0

Table 2: Annual Reporting - Permit Timelines (Jan. 1 - Dec. 31, 2025)

Permits and Timelines	2025
Total complete application reviews completed in 21 days	82
Total Major/Large permits issued Within decision timeline (90 days)	18
Total Major/Large permits issued Outside decision timeline (90 days)	0
Total Minor/Standard permits issued Within decision timeline (30 days)	64
Total Minor/Standard permits issued Outside decision timeline (30 days)	0
Reason for variance from timelines	N/A
Overall average permit review time	2 days
Average Major/Large permit review timeline (90 days)	2 days
Average Minor/Standard permit review timeline (30 days)	2 days

Table 3: Annual Reporting – Compliance with O. Reg. 41/24 and 2025 Property Inquiries and Reviews.

Mapping and Administrative Reviews	2025
Maps of regulated areas available on the website	Yes
Annual review of the mapping and necessary updates made (ss.4(2))	No
Total requests for administrative reviews made to the Authority	0
Total administrative reviews completed within 30 days	N/A
Total General and Property Inquiries were reviewed and completed in accordance with O. Reg. 41/24 of the <i>Conservation Authority Act</i> .	154

Recommendation/Recommended Resolution:

That the members receive and approve this report as presented.

Reviewed by:

Hannah Wolfram, Planning & Development Officer
Paula Loranger, Community Relations Coordinator

To: The Chairperson and Members of the Board of Directors

Origin: Githan Kattera, Engineering & Development Officer

Date: February 6, 2026

Report: 26-IWM-01

Subject: Ontario Flood Hazard Identification and Mapping Program (FHIMP)
– Transfer Payment Agreement (TPA), Multi-Project

- Project 1: ON24-54 – Centennial Creek Floodplain Mapping Project
- Project 2: ON24-62 – Lansdowne Creek Floodplain Mapping Project

Background:

North Bay–Mattawa Conservation Authority (NBMCA) has received funding over the past eight years to undertake floodplain mapping projects within its jurisdiction. Completed projects include Chippewa Creek, Parks Creek, and Jessup’s Creek in the City of North Bay. The La Vase River floodplain mapping project, spanning the City of North Bay and the Municipality of East Ferris, is currently underway.

Floodplain mapping for Centennial Creek and Lansdowne Creek is scheduled to commence in January 2026. For each project, the retained consultant will collect watershed data, including hydrometric flow records and surveys of watercourse crossings. Hydrologic and hydraulic computer models are then developed to characterize watershed runoff responses to various precipitation events and annual snowmelt conditions. Hydrology and hydraulic reports summarize the modelling methodology and results.

Water surface elevations generated through this analysis are used to produce floodplain maps illustrating areas potentially affected by regulatory flood events. Return period flows and corresponding water levels will be provided for the 1:2, 1:5, 1:10, 1:25, 1:50, and 1:100 events, as well as the Timmins Regional Storm. In addition, climate change scenarios will be assessed using the 200-year and 350-year return period events.

Flood Hazard Identification and Mapping Program (FHIMP)

Under the National Adaptation Strategy, the Government of Canada is investing \$164.2 million from 2024 to 2028 in FHIMP to help Canadians better plan and prepare for future floods. The original FHIMP investment totalled \$63.8 million from 2021 to 2024.

The FHIMP is one of many measures the Government of Canada is pursuing to increase the resiliency of Canadians in the face of the rising frequency and costs of flood events and other climate-related disasters.

In January 2022, Natural Resources Canada (NRCan) launched the [Flood Hazard Identification and Mapping Program](#) (FHIMP).

They are now accepting applications for funding from municipalities, conservation authorities, and Indigenous communities through April 2027, with 50% of the funding provided by the federal government and the remaining 50% covered by the local partner.

Project Overview

The Centennial Creek and Lansdowne Creek Floodplain Mapping Projects will develop new floodplain mapping for two urbanized watercourses that currently do not have approved floodplain maps. Each project area is estimated to cover approximately 2.5 square kilometres. Both creeks originate in the Municipality of East Ferris, flow through the Municipality of Callander, and discharge into Callander Bay on Lake Nipissing.

These projects will support NBMCA, member municipalities, and residents by improving the understanding and management of flood risks associated with these watercourses. The resulting floodplain maps will also support land-use planning and development review by identifying flood hazard areas and restricting inappropriate development within those areas to minimize flood risk.

Transfer Payment Agreement

The Centennial Creek and Lansdowne Creek Floodplain Mapping Projects are being undertaken under a multi-project Transfer Payment Agreement (TPA) through FHIMP. The TPA establishes project funding, reporting requirements, and deliverable timelines in accordance with federal and provincial program guidelines.

Analysis:

The projects are scheduled to commence in January 2026 and are anticipated to be completed by the end of 2026. The Engineering & Development Officer will serve as the Project Lead, responsible for overall project coordination, consultant oversight, reporting, and liaison with federal and provincial funding partners.

The executed Transfer Payment Agreement is attached for the Board's information.

Recommendation/Recommended Resolution:

THAT the Board of Directors receive this report for information and acknowledge the implementation of the FHIMP multi-project Transfer Payment Agreement for the Centennial Creek and Lansdowne Creek Floodplain Mapping Projects;

THAT the Board of Directors of the North Bay–Mattawa Conservation Authority receive and acknowledge the FHIMP Transfer Payment Agreement for the Centennial Creek and Lansdowne Creek Floodplain Mapping Projects;

AND THAT the Board authorize staff to proceed with the necessary steps to implement the projects, including the procurement of a qualified consultant and the initiation of the projects.

Reviewed by:

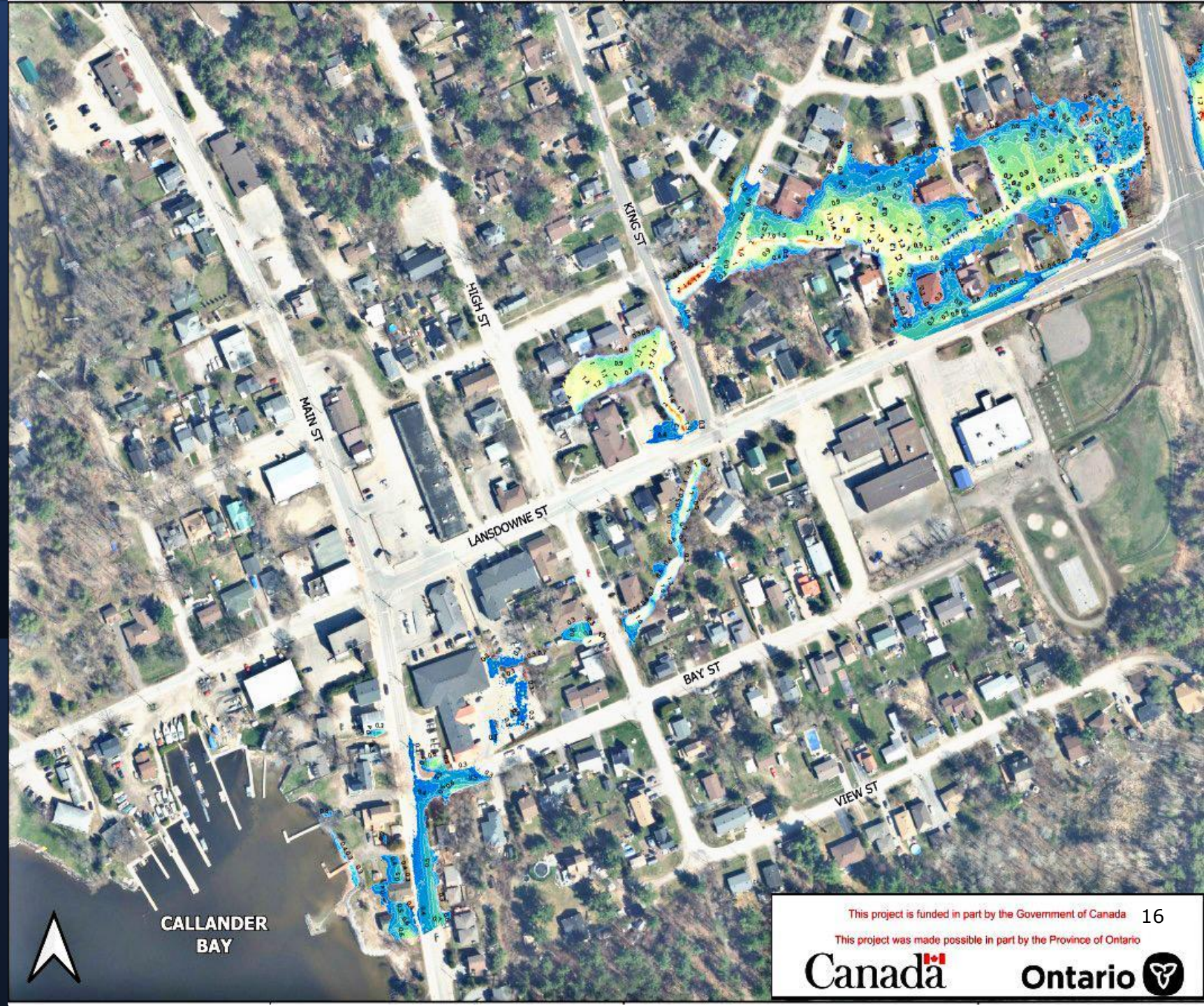
Paula Loranger, Communications & Community Relations Coordinator

NBMCA Members Meeting

By Githan Kattera

February 11, 2026

Floodplain Mapping Projects



This project is funded in part by the Government of Canada 16

This project was made possible in part by the Province of Ontario

Canada

Ontario

Ontario Flood Hazard Identification and Mapping Program (FHIMP)



Under the National Adaptation Strategy, the Government of Canada is investing \$164.2 million from 2024 to 2028 in FHIMP to help Canadians better plan and prepare for future floods.



FHIMP Results

Complementary to Canada's Emergency Management Strategy

\$77M



Cost-shared
investment outlined

1000+



Flood hazard maps
produced

330+

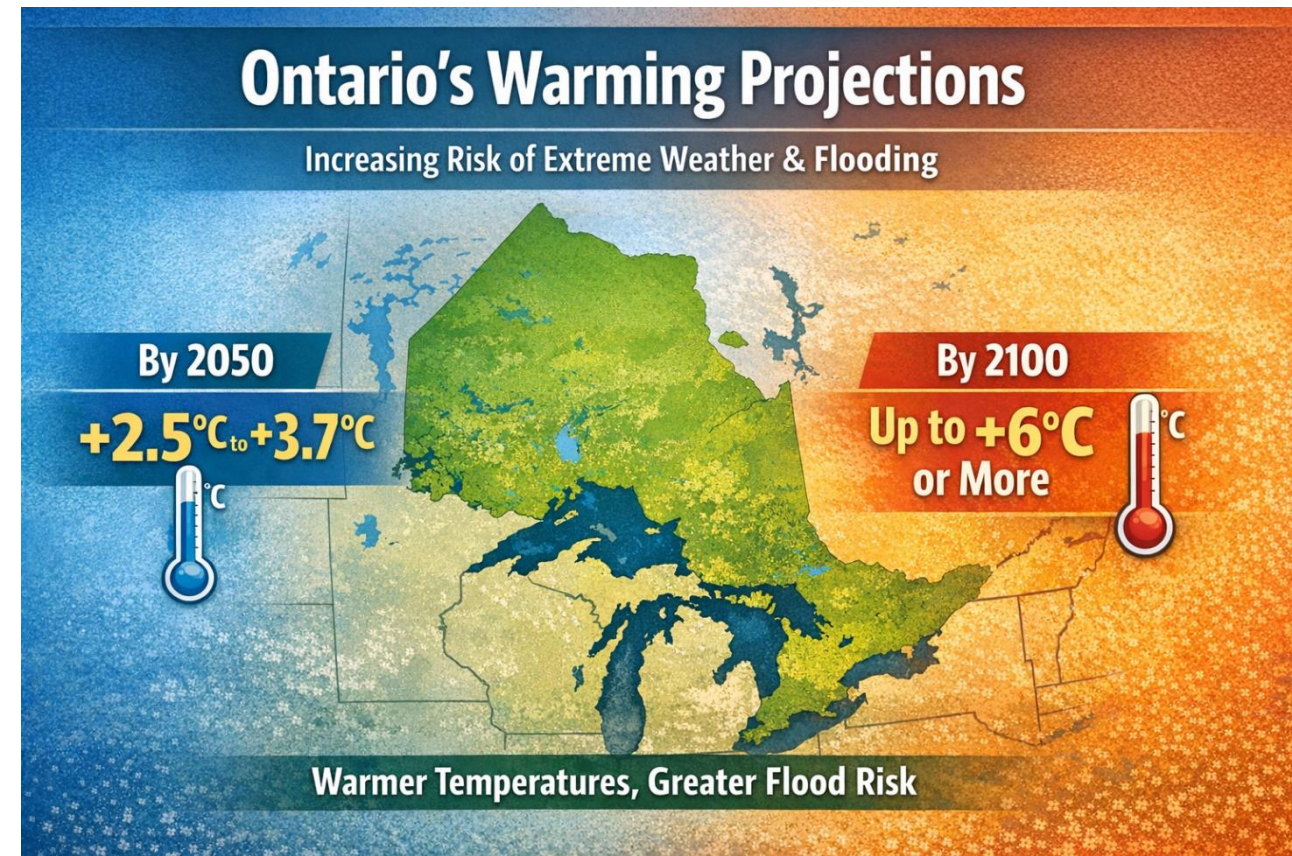


Flood mapping
related projects

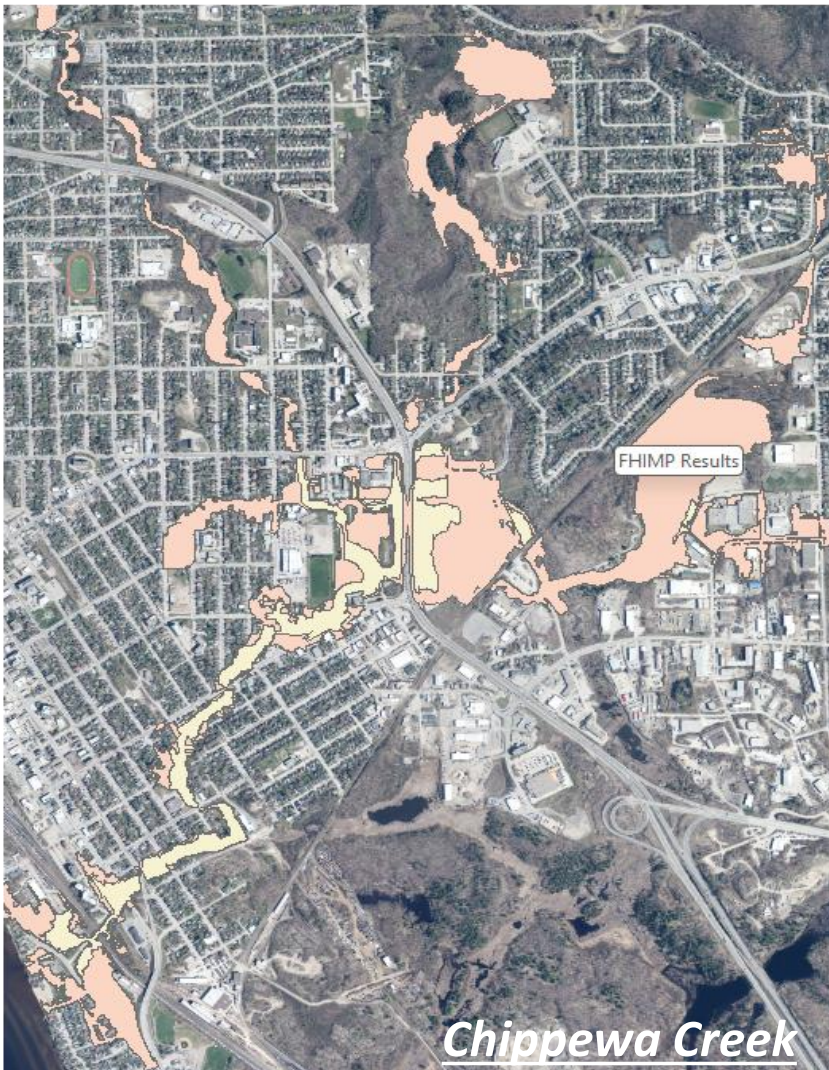
Climate Change

FHIMP incorporates climate change proxies and future scenarios into flood hazard mapping.

FHIMP requires assessment of 200-year and 350-year return period flood events.



Projects in North Bay



Projects in Callander



Lansdowne Creek

Lansdowne Creek Floodplain Mapping Project commenced in 2022.

The project was initially selected for funding under the FHIMP 2022–2023 program, but the funding was later cancelled.

The project was re-applied under the FHIMP 2025–2026 program and was successfully approved for funding.

The project will help protect more than 500 properties in the Municipality of Callander and support improved flood risk management.

A Property Impact Analysis will be completed, and the project report will be updated to meet 2025–2026 provincial standards.

Final deliverables will be submitted to the Province by April 2026.

Projects in Callander



The Centennial Creek Floodplain Mapping project is a new initiative under the FHIMP.

Project will benefit approximately 400–500 homes in the Municipality of Callander.

The total project funding is \$60,000, with 50% provided through FHIMP and the remaining 50% by the Municipality of Callander.

The project is scheduled to run from January 2026 to April 2027.

The project aims to provide data-driven flood protection for the community

Project Outcomes & Goals



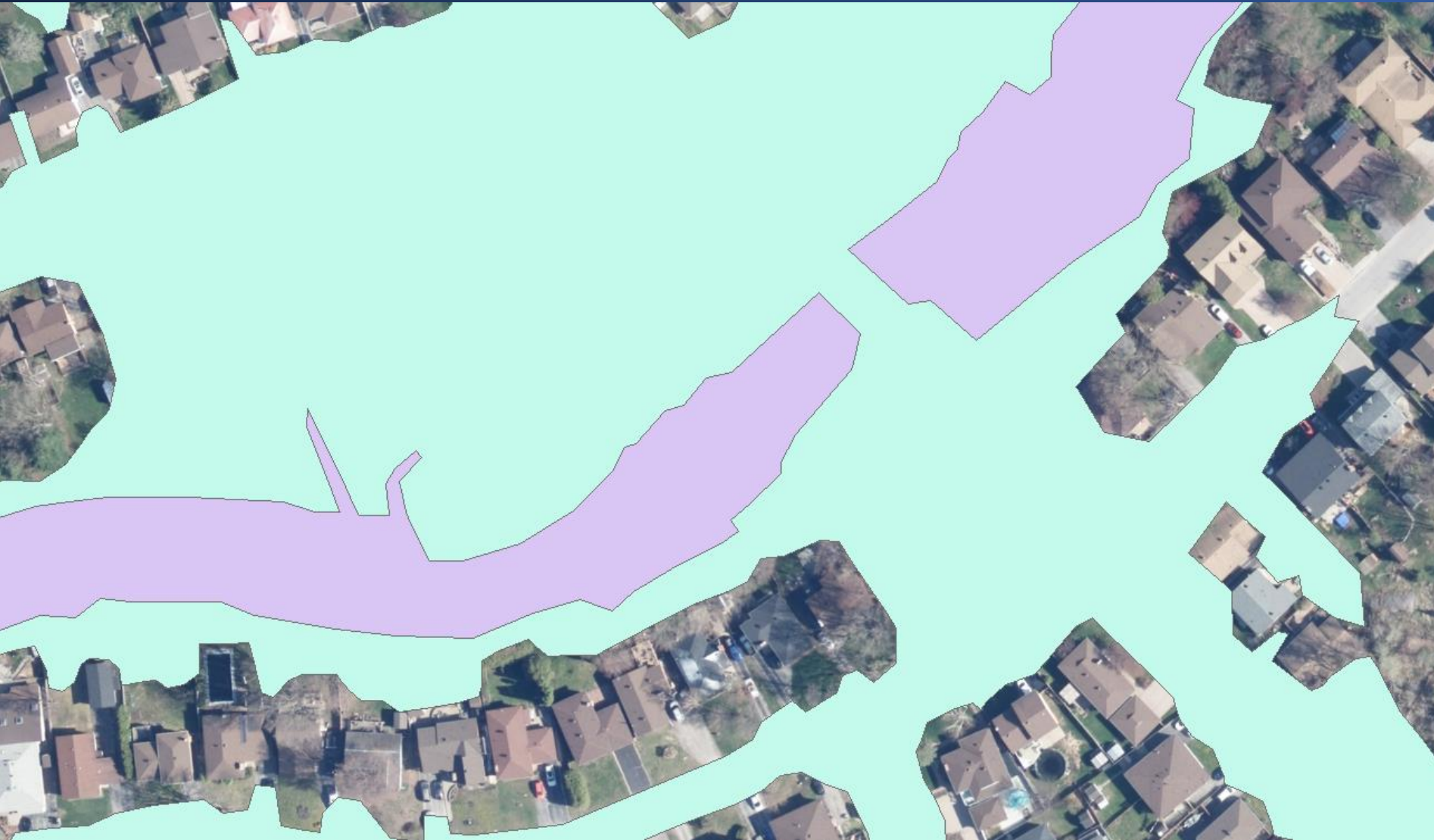
Example:
Locations details: Marshall Park Dr, North Bay

Parks Creek Floodplain Mapping



25-year return period

Project Outcomes & Goals



100 - year
return period

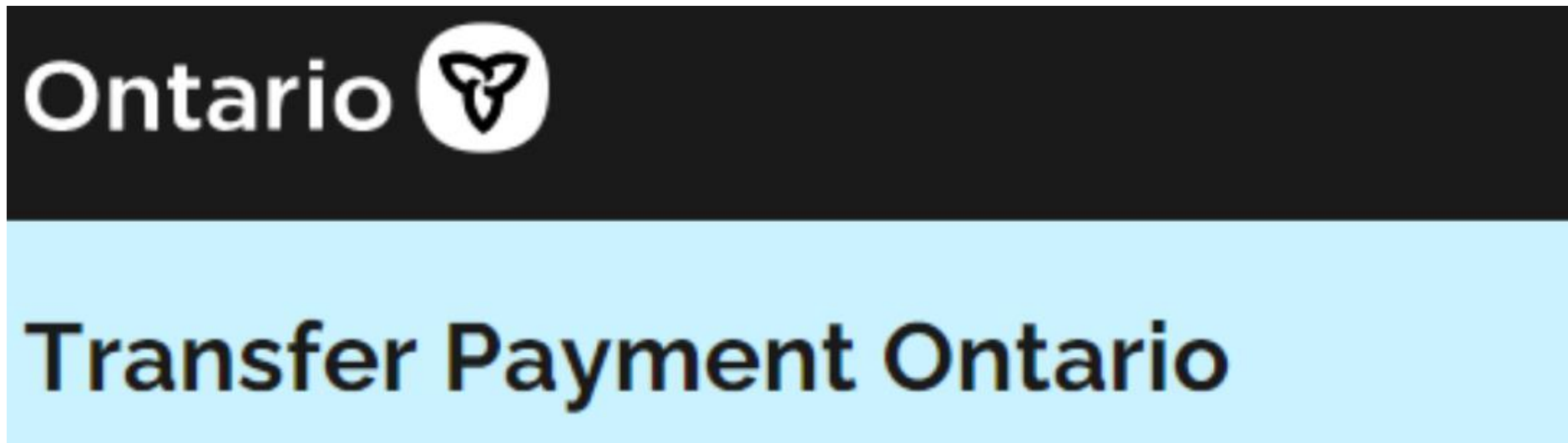
Transfer payment Agreement



TPA has been signed between NBMCA and MNR

TPA has been signed for 2 projects

- Centennial Creek Project - \$30,000
- Lansdowne Creek Project - \$30,000



Request for Proposal



The Request for Proposal (RFP) was completed for Centennial Creek Floodplain project and publicly posted on Bids & Tenders, in accordance with NBMCA's procurement procedures.

Almost 20 consulting firms registered for the project, and nine firms submitted formal proposals prior to the closing date.

All proposals were evaluated based on the NBMCA evaluation and scoring process.

The evaluation committee consisted of myself, Hannah, and Paula, and each proposal was independently scored. Among the nine consulting firms, three were shortlisted, with funding considered a primary factor. Accordingly, 50% of the scoring was based on financial criteria, and the remaining 50% was based on technical merit and other requirements.

Based on the combined evaluation results, Water's Edge Environmental Solutions Team Ltd. received the highest overall score.

Acknowledgements



A sincere thank you to the board members, management team, Paula, and Hannah for their support and guidance as we begin this exciting project.



Questions please

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