



## CONSOLIDATED VERSION

### Financial By-law 2-2020, as amended

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#### **By-law 2-2020 enacted on 23 July 2020:**

Amended by By-law 3-2020 on 17 September 2020 to update Schedule F (mileage rates)

Amended by By-law 1-2021 on 16 February 2021 to:

- revise Schedule A (increase Certificate fee to \$300.00)
- revise Schedule E (new Honorarium for signatory sessions)
- revise Schedule F (title of this section to cite *reimbursement* for mileage allowance)
- add a NEW Schedule G (reimbursement allowance for use of personal electronic devices for NAPBoard business)

Amended by By-law 3-2021 on 1<sup>st</sup> April 2021 to add a NEW fee of \$600.00 for substantive revision to a condition of approval issued in a Notice of Decision

Amended by By-law 7-2021 on 24 June 2021 to:

- add a NEW fee of \$60.00 to do OMAFRA MDS work sheets, and
- add a NEW Honorarium for OMAFRA MDS work sheet preparation by a trained NAPBoard Member

Amended by By-law 8-2021 on 14 December 2021 to:

- increase the Consent application fee to \$1350.00 effective 1<sup>st</sup> January 2022
- increase the Certification fee to \$500.00 as assigned in Notices of Decision issued in the year 2022
- increase each Honorarium for Certification Review and Certification Signature, each to \$30.00
- add a NEW Consent Application fee of \$675.00 for processing anew, Consent applications which lapsed due to COVID impacts.



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Being a by-law to set rates for:

- (a) planning services provided by the North Almaguin Planning Board according to the authority delegated by the Ministry of Municipal Affairs and Housing; and
- (b) remuneration to the Members, Officers and Signatories of the North Almaguin Planning Board for Member attendance at meetings and tasks performed by the officers and signatories

WHEREAS subsection 69(1) of the *Planning Act*, S.O. 1990, c.P.13 provides for the charging of fees for planning services performed by a planning board;

AND WHEREAS subsection 391(4) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a fee or charge may be imposed whether or not it is mandatory for the municipality or local board imposing the fee or charge to provide or do the service or activity, pay the costs or allow the use of its property;

AND WHEREAS subsection 283(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides for a local board to remunerate its Members;

AND WHEREAS the fees and charges and payouts as listed in the Schedules (attached hereto) may be administered and calculated in accordance with the definitions set out in the respective Schedules and/or other provincial legislation, including but not limited to:

- (i) Fees for Planning Services
- (ii) Annual Honorarium (Meeting Attendance)
- (iii) Honorarium for Administrative Coverage
- (iv) Honorarium for Certification of Consents
- (v) Honorarium for Signatory Duties (Administrative)
- (vi) Mileage Reimbursement

NOW THEREFORE the North Almaguin Planning Board ENACTS the respective fees and charges as defined in the Schedules A through E attached to this by-law:

#### Schedules to this By-law

- Schedule A – Fees for Planning Services
- Schedule B - Annual Honorarium (Meeting Attendance)
- Schedule C - Honorarium for Administrative Coverage
- Schedule D - Honorarium for Certification of Consents
- Schedule E - Honorarium for Signatory Duties (Administrative)
- Schedule F – Mileage Reimbursement

ORIGINAL BY-LAW:

READ A FIRST AND SECOND TIME THIS 23<sup>rd</sup> DAY OF July 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF July 2020.

Signed by:

January 2022



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"Dean Gates"

CHAIRPERSON Dean Gates

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"Dave Britton"

SECRETARY-TREASURER Dave Britton



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#### By-law 2-2020 as amended Schedule A - Planning Services

Service	Fee	Definitions/Explanation
Consent Application Fees <i>(By-law 1-2018)</i> <i>(Bylaw 8-2021)</i>	<del>\$1200.00</del> \$1350.00 <i>effective 1<sup>st</sup></i> <i>January 2022</i>	Each requested Consent requires a separate fee. (More than one Consent may be submitted on one application form.)
	\$675.00	Each Consent application to be processed anew due to its lapse as a result of COVID 19 pandemic impacts on services required to complete the process (survey, reference plan registration, certification and conveyance process delays)
Revision to Consent Application	\$25.00	Minor Revision to a Consent application prior to its distribution to agencies and Members for review and comment.
	\$30.00	Minor Revision to a Consent application after it has been circulated for review and comment but prior to issuance of the Notice of Meeting.
	\$75.00	Minor Revision to a Consent application after Notice of Meeting is issued but prior to being heard by the NAPBoard
<i>(By-law 3-2021)</i>	\$600.00	Substantive Revision to a Consent application after Notice of Meeting has been issued and the matter heard and a Notice of Decision issued.
Withdrawal of Consent Application	See chart	Refund of a portion of a Consent Application Fee can be considered by the NAPBoard when the application is withdrawn due to unforeseen circumstances.  Refunds rates set out below according to the following circumstances: (i) \$1100.00 prior to any administrative processing. (ii) \$750.00 after administrative processing is commenced but before the application is deemed complete and the Notice of Meeting issued (iii) \$200.00 after administrative processing and issuance of the Notice of Meeting but prior to listing on the agenda of the meeting.
Consent Certification <i>(By-law 1-2021)</i> <i>(By-law 8-2021)</i> FORM 2 or FORM 3	<del>\$250.00</del> <del>\$300.00</del> \$500.00	Review and Certification that conditions of approval have been met (within 365 days of the mailing of the Notice of Decision)
Subdivision / Condo Application	\$4,000.00	NAPBoard only has authority to deal with subdivision and condominium applications in the municipalities in its jurisdiction.
OMAFRA MDS I or II <i>(By-law 7-2021)</i>	\$60.00	Site Visit, Review and MDS Work Sheet preparation
Letters of Conformity	\$100.00	Responding to enquiries about the status of Zoning and Official Plan compliance in municipal areas.



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		Responding to enquiries for lands in unincorporated townships explaining there is no Official Plan or Zoning Bylaw (where applicable)
Pre-Consultation Meeting	\$50.00	A meeting prior to submission of a Consent application with NAPBoard administrator and possibly a Member, at which potential to review proposal for severance.
Special Meeting	\$800.00	A meeting requested by an applicant to expedite hearing their Consent application ahead of the scheduled meeting.
Zoning By-law Preparation	\$1,500.00	For instances where a Zoning Bylaw is permitted in the unincorporated townships (and subject to MMAH directive)

#### Schedule B - NAPBoard Member Honorarium (Meeting Attendance)

Task	Honorarium Rate
<u>Item 1</u> Review of Consent Applications and Attendance at Meetings for Hearing Consent Applications and/or Board business items)	\$500.00 flat rate per annum to each NAPB Member in payment for attendance at 6 meetings of which some may be special meetings. [*\$83.00 per meeting attended or missed for unforeseen circumstances. Non-attendance by choice (e.g. vacation precludes the per meeting rate.)]
<u>Item 2</u> Attendance at a Special Meeting (Requested by the Applicant(s) and/or Agent to hear a Consent Application(s) )	\$83.00 per meeting attended in addition to the 6 meetings remunerated per item 1 of this Schedule.
<u>Item 3</u> Attendance at a Special Meeting (Called for NAPBoard Business)	\$83.00 per meeting attended in addition to the 6 meetings remunerated per item 1 of this Schedule.
<u>Item 4</u> Attendance at Pre-Consultation Meeting (Requested by the Applicant(s) and/or Agent)	\$30.00 per pre-consultation meeting attended

#### Schedule C – Honorarium for Administrative Coverage

Task	Honorarium Rate
Administrative coverage of the office / project tasks	\$75.00 per half day (3.5 hours)
Administrative coverage of the office /project tasks	\$120.00 per full day (7 hours)

#### Schedule D - Honorarium for Certification of Consents

Task	Honorarium Rate
Member Reviewing the Certification Request(s)	(By-law 8-2021) \$30.00 per session
Signatory Member Signing the Certificate(s) of Official	(By-law 8-2021) \$30.00 per session

#### (By-law 1-2021) Schedule E - Honorarium for Signatory Duties (Administrative)

Task	Honorarium Rate
Signatory Member signing Cheques* (*two signatories are required to issue a cheque)	\$25.00 each signatory session

(By-law 1-2021)

#### Schedule F – Mileage Reimbursement



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<b>Task</b>	<b>Honorarium Rate</b>
Travel via personal vehicle for NAPBoard business	\$0.59 kilometre
Travel via personal vehicle(s) for NAPBoard site visits to areas with rough roads/terrain in the Unincorporated Townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson	\$0.75 kilometre



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*(By-law 1-2021)*

#### **Schedule G – Use of Personal Electronic Device - Reimbursement**

<b>Task</b>	<b>Reimbursement Rate</b>
An allowance to be paid semi-annually to Members: Staff:	Members: \$25.00 per month (mobile phone data, personal computer and printer) Staff: \$75.00 per month during COVID containment (mobile phone data, personal computer and printer) or \$50.00 per month during regular operation (mobile phone data, personal computer and printer for workload offset)