

# POLICY

## GROUP / SPECIAL USES / EVENTS AT CONSERVATION AREAS

This policy applies to all NBMCA Conservation Areas including:

Corbeil Conservation Area	Laurentian Escarpment Conservation Area
Eau Claire Gorge Conservation Area	Laurier Woods Conservation Area
Eva Wardlaw Conservation Area	La Vase Portage Conservation Area
J.P. Webster Conservation Area	Mattawa Island Conservation Area
Kate Pace Way Trail	Papineau Lake Conservation Area
Kinsmen Trail	Powassan Mountain Conservation Area
Elks Lodge #25 Family Park Conservation Area	Shields McLaren Conservation Area
	Shirley Skinner Conservation Area

---

North Bay-Mattawa Conservation Authority (NBMCA) welcomes individuals, groups, and special events at its Conservation Areas. Use of the conservation area for education purposes and outdoor recreation activities are normally available free of charge. Under certain circumstances, Users may require a permit and may be asked to pay a fee.

Permits are required for the following uses:

- 1) **Groups of 15 or more:** – Groups of fifteen (15) or more people are required to contact the NBMCA for approval. A Booking Request form may be required at the discretion of NBMCA.
- 2) **Special Request** – any use for which participants are charged a fee by a User, or are outside of normal educational and outdoor recreation activities ( ie filming, fundraising events, commercial activities, ceremonies, sponsored events, competitions or similar events) must complete a Booking Request form and provide a certificate or proof of insurance for a minimum of \$2 million liability naming NBMCA as an additional insured.

### **Fee Guidelines for Access for Special Events**

Fees are subject to negotiations on a case by case basis to be determined solely at the discretion of NBMCA and related to Users' needs and complexities associated with the request. Some factors associated with the fee charged may include but are not limited to: the nature of the location, the number of participants, facilities involved, requirements on NBMCA staff and resources, activity complexities, impacts to NBMCA revenue and duration of access to area.

All requests will be approved on an case by case basis, first come first serve. ***Allow seven (7) working days prior to the day of request for application review.*** Please email the completed booking form to Manager, Field Operations - [troy.storms@nbmca.ca](mailto:troy.storms@nbmca.ca)

10/2021

# BOOKING REQUEST

**GROUP / SPECIAL EVENTS AT CONSERVATION AREAS**

Date: \_\_\_\_\_

Group / Event Title: _____	Event Date (s): _____
Conservation Area: _____	
Time: _____ (am/pm) to _____ (am/pm) Number of people: _____	
User: (Organization or Individual) _____	
Contact Name: _____	Phone: _____
Full Mailing Address: _____	
Email: _____	

**DESCRIPTION OF ACTIVITY**

*Please attach additional page if required.*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Rules and Regulations**

In keeping with good management of conservation area lands, NBMCA rules and regulations and Group/Special Event Policy must be followed at all times as per the *Conservation Authorities Act* and Regulations RSO 1990. It is the responsibility of the User to understand the Policy, rules and regulations and to operate in a safe and professional manner within them. Removal of any materials, flora and/or fauna is strictly prohibited. Failure to provide the requested information and/or any contravention of the Act may result in penalties or property evictions. [www.nbmca.on.ca](http://www.nbmca.on.ca)

**Indemnification**

All permitted use of the conservation lands shall be at the User's own risk. During the period of granted access, the User indemnifies and saves harmless NBMCA and its staff and agents against and from any and all claims including, without limitation, all claims for personal injury or property damage arising from the conduct of the User or any assignee, invitee, or licensee of the User, work by or through any act or omission of the aforementioned and against and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon.

NBMCA reserves the right to review the nature of activity and may reject the granting of permission based on this review. The User warrants that the activity being conducted does not knowingly break any law and will not reflect inappropriately or negatively represent NBMCA, member municipalities or governments.

In some instances, NBMCA may require the User to provide a certificate of comprehensive general liability insurance for no less than \$5 million with the NBMCA listed as additional insured. Higher insurance may be required and requested based on the nature of work and will be at NBMCA discretion.

**Fees**

Fees are subject to negotiations on a case by case basis to be determined solely at the discretion of North Bay-Mattawa Conservation Authority and related to User's request and complexities associated with request. Some factors associated with the fee structure may include but are not limited to; the nature of the location, the number of participants, facilities involved, requirements on Authority staff and resources, and activity complexities.

**Name of Applicant:** \_\_\_\_\_

**Position within Organization (if applicable):** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form is to be returned to NBMCA for review.  
NBMCA  
15 Janey Avenue  
North Bay Ontario,  
P1C 1N1  
or  
email: Manager, Lands & Stewardship - troys.storms@nbmca.ca

**Privacy Policy**

The North Bay–Mattawa Conservation Authority is committed to respecting the personal privacy of individuals. All personal information you provide is collected and stored in accordance with the privacy guidelines of the Municipal Freedom of Information and Privacy Act.

<b><u>For office use only</u></b>	
<b>Approved by:</b> _____	<b>Date:</b> _____