



NORTH BAY - MATTAWA
CONSERVATION
AUTHORITY

PUBLIC MEETING NOTICE REGARDING FEE INCREASE

Meeting Date: Thursday, April 25, 2024

Subject: Proposed Fee By-Law Revisions for On-Site Sewage
System Program

Part of Section 7 of the Building Code Act permits a Conservation Authority to pass a by-law prescribing classes of permits requiring the payment of fees on application for, and issuance of permits and prescribing the amounts thereof.

The fee structure for on-site sewage system activities is designed to recover but not exceed the costs associated with the administration and delivery of the services within the program. In accordance with Section 8 of the Ontario Building Code, these funds are administered specifically for this purpose, separate from other NBMCA accounts.

NBMCA is proposing to revise the schedule of fees for the OSS (on-site sewage system) program in 2024. Refer to Table 1 on the following page. Some new fees have been introduced and some fees are based on minor / major projects and are up to the discretion of NBMCA Staff & the CBO and are subject to change. Section 7(2) of the Building Code Act states that the total amount of fees authorized must not exceed the anticipated reasonable costs of administration and enforcement.

The Building Code Act requires that notice of the proposed changes in fees be given to such persons as prescribed and that a public meeting be held concerning the proposed changes before the regulation, bylaw or resolution to implement the proposed changes are made.

A Public Meeting will be held by the North Bay-Mattawa Conservation Authority for Proposed Building Permit Fee Revisions. An opportunity for verbal comments will be provided during the Public meeting on:

Thursday, April 25, 2024

4:00 pm EDT

North Bay-Mattawa Conservation Authority office

15 Janey Avenue

North Bay ON P1C 1N1

Anyone wishing to provide comments may write to NBMCA at septic.northbay@nbmca.ca before April 25, 2024 at 4:00 pm.

Table 1. OSS (On-site Septic System) Program 2024 Proposed Fee Schedule

Application Type / Service	Proposed 2024 Fee
Class 2 septic system	\$600
Class 3 septic system	\$600
Class 4 septic system or Class 5 (holding tank) (residential with \leq 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
Non residential Class 4 septic system or Class 5 (holding tank)	\$1,400
Alternative Solutions	\$1,600
Class 4 Tank Replacement Only	\$460
Sewage System Decommissioning/Demolition	\$200
Change of Registered Owner on Permit	\$150
Permit Extension	\$210
Amendment to Schedule (change of installer)	\$50
Amendment to Application (no site inspection)	\$210
Amendment to Application with Site Inspection	\$385
Additional Inspection due to deficiencies	\$250
Conditional Notice of Completion	\$210
OBC Clearance	\$210
OBC Clearance with site inspection	\$385
Occurrence Fee	Double the applicable fee
File Request (copy of sewage system permit)	\$105
Legal inquiry (Lawyer / Real Estate Inquiry)	\$250
Sewage System File Review (subject to discretion of CBO)	\$250
Major Sewage System File Review (more than one structure or more than one system)	\$400

Application Type / Service	Proposed 2024 Fee
Planning Act Proposal Review -no inspection (for lots greater than 4 hectares in size with no constraints)	\$225 for application, plus \$75 for each additional lot, Minimum \$300
Planning Act Proposal Review with site inspection	\$375 for application, plus \$125 for each additional lot, Minimum \$500
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 DIA permit	\$630
Mandatory Maintenance Inspection (MMI)	\$300
Late fee for MMI (applied after 90 days)	\$75
Treatment Unit Maintenance Agreement Fee	\$140
Credit Card Surcharge applies to all above fees when paid by credit card.	2.4% of applicable fee(s)
Refund Policy: NO REFUND once a permit or letter is issued. NO REFUND for fees of \$150.00 or less. NO REFUND after 6 months from date receipt issued.	
Application withdrawn before staff review has commenced	75% refund
Application withdrawn after staff review has commenced	50% refund