

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 other 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
<p>Major Projects Includes multiple residential units/blocks, institutional commercial buildings greater than 464 m² (5,000 ft²), 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 m³ (2,616 yd³), grading greater than 1 ha (2.5 acres), channelization/shoreline alterations greater than 500 m (1640 ft.)</p>	\$1,350.00
<p>Large Projects Any new residential dwelling, or new institutional/commercial building less than or equal to 464 m² (5,000 ft²), residential additions/reconstruction/basements greater than 92.9 m² (1,000 ft²), 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 m³ (654 to 2616 yd³); 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.</p>	\$960.00
<p>Standard Projects Additions, reconstruction, auxiliary buildings and structures less than or equal to 92.9 m² (1,000 ft²), 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 m³ (131 to 654 yd³), 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 m², channel maintenance** less than or equal to 200 m (656 ft) in length and similar.</p>	\$490.00
<p>Small Projects Auxiliary buildings and structures less than 20 m² (215 ft²), additions with a total gross floor area less than 20 m² (215 ft²), fill activity less than 100 m³ (131 yd³), docks and boathouses – new construction, modifications, or extensions with lakebed contact area less than or equal to 15 m² and similar.</p>	\$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