



# Lower Trent Conservation Fee Policy and Schedules

*This manual outlines Lower Trent Conservation's policies  
for setting and charging fees*

Approved by Lower Trent Conservation Board of Directors –  
RES: GXX/21

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## POLICY

### Legislative Framework

The *Conservation Authorities Act* allows for conservation authorities to charge fees for services where the service is not supported through provincial grant funding:

- *Conservation Authorities Act* Section 28 permit fees
- Plan Review
- Response to legal, real estate and public inquiries
- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events and rental of CA owned buildings,)
- Sale of products (e.g. reports, maps, photographs)
- Any services under other legislation authorized under agreement with the lead ministry

### Basis

This Fee Policy and associated Schedules has been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. Fees take into account estimated staff time, travel, materials costs to provide the service, but do not exceed the cost of the service.

### Process and Public Notification

The Fee Policy and Schedules has been established by the Lower Trent Conservation (LTC) Board of Directors following consultation with local municipalities and other stakeholders.

Consultation includes, at a minimum, direct mail-out to key stakeholders (e.g., municipalities), posting the notice of development or revisions to the Fee Policy and Schedules on the LTC website, and posting a notice in the LTC administrative office.

### Implementation

It is the objective of LTC to provide an effective and efficient delivery of services. To achieve this objective:

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.
- Permit applications under the *Conservation Authorities Act* generally will be processed within timelines outlined in MNR's May 2010 "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities" (30 days after receipt of complete applications for minor applications / 90 days for major applications).
- Fees will not exceed the costs to deliver the service.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH) for permit applications, *Planning Act* applications, inquiries, and site assessments;
- Local municipalities forming part of the LTC for permit applications, inquiries, and site assessments (excluding exceptional circumstances where considerable staff time is required to conduct the review).

### **Refunds**

Lower Trent Conservation does not issue refunds for services or products once the application or order is submitted and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer. If a refund is approved, a 10% refund fee will apply.

### **Appeal**

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Any deviation from this Policy requires the approval of the Board of Directors. The appellant must submit in writing to the Chief Administrative Officer the reasons for the appeal. The written request will also identify the need and desire to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

### **Date of Effect**

The Fee Policy and Schedules becomes effective as of the date set by the LTC Board of Directors.

### **Transition**

The establishment of this Fee Policy and Schedules supersedes and replaces all previous fee policies and/or schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

### **Review Process**

This Fee Policy and Schedules will be reviewed annually by LTC staff to monitor effectiveness and amended by the Board of Directors as deemed appropriate, following a period of public consultation comparable to the process used to establish the Policy.

## **FEE SCHEDULES**

**Schedule 1: LTC Planning and Technical Review Fees**

**Schedule 2: LTC Section 28 Permit Fees**

**Schedule 3: LTC General Fees**

**Schedule 4: LTC Stewardship Services Pricing**

# Schedule 1

## LTC Plan Review Fees for 2022

Service		2022 Fee	Comments
Official Plan Amendment (OPA)*		\$525	
Zoning By-Law Amendment (ZBA)*		\$420	
ZBA as condition of previously reviewed consent application*		\$210	
Concurrent OPA, ZBA*		\$835	Circulated at same time
Minor Variance*		\$315	
Consent* Multiple – Up to 3		\$420 / \$630	Higher fee applies to adjacent consent applications
Site Plan*	Minor	\$520	No technical studies other than lot drainage and grading plan
	Major	\$1,560	Includes review of technical reports
*Resubmission of above noted applications		50% of original fee	
Subdivision/ Condominium Note: Files are subject to current fee schedule at time of resubmission	Draft Plan Circulation Basic	\$2,600	No technical studies other than lot drainage and grading plan
	Draft Plan Circulation Complex	\$5,200	Includes technical review of studies
	Phase Submission	50% of original + major revision fee if applicable	Applicable to subsequent phases
	Red-line Revision, Extension, Resubmission or Major Revision	\$520	no technical reports to review
		\$1,570	technical reports required

Service		2022 Fee	Comments
	<b>Clearance</b>	\$520 /phase	Clearance of conditions of approval
		\$1,225/phase if >5 years after Draft Plan Approval	
<b>Report Review (EIS, SWM, Geotechnical)</b>		At hourly LTC rate (see Schedule 3)	
<b>Ministerial Zoning Order (MZO)</b>		Surcharge <u>\$7,500 deposit required</u>	Review of technical reports, consultant costs, compensation development and implementation and legal fees

Note: No fees apply to applications for municipality-led initiatives (excluding major technical reviews)

***Payments can be made by cash, cheque, or credit card (Visa or MasterCard)***

## Schedule 2

### LTC Regulations Fees for 2022

Service		2022 Fee	Comments
<b>General Development Inquiries</b>  (applies to both permit and planning inquiries)  <b>Note: Fees are Additive</b>  *If permit application submitted, fees paid for proposal inquiry, site visit, written comments, and map are deducted from permit fee.	<b>General Inquiry - Verbal response only</b>	\$0	No charge for verbal response regarding whether regulations apply to property
	<b>Pre-consultation – Verbal response</b>	\$50*	Review and comments on development plan or idea. Also applies to potential purchase for development purposes.
	<b>Site Visit - standard</b>	\$160* includes map	
	<b>Site Visit - complex</b>	\$310* includes map	>5 ha to be reviewed
	<b>Written Comments (letter/email)</b>	\$100*	
	<b>Map of property with environmental constraints</b>	\$30*	
<b>Routine Permit</b>		\$100 \$500	Drainage Act (DART Protocol), Hydro One standard compliance permits (up to 5 sites)  Hydro One – utility corridor / vegetative management
<b>Minor Permit</b> <i>Minor Fill (&lt;20 m<sup>3</sup>); Minor Development (&lt;10m<sup>2</sup> or deck &lt;25 m<sup>2</sup>); Minor Shoreline or Watercourse Alteration (&lt;20 m<sup>2</sup>)</i>		\$210	
<b>Standard Permit</b>		\$525	<u>Deposit may be required</u>
<b>Complex Permit</b> <i>Requires staff review of technical reports (i.e. EIS, engineering report, geotechnical report, etc.) Applies to Municipal permit applications.*</i>		\$785 for review of 1 technical study	<u>Deposit may be required</u>



Service		2022 Fee	Comments
		\$1,575 for review of 2 or more technical studies	<u>Deposit may be required</u>
<b>Compliance Permit</b> <i>Required when work was undertaken without prior approved from LTC. Works include interference, alteration or development that would have been permitted.</i>		Double the Application Fee	
<b>Restoration Agreement</b> <i>Required when work was undertaken without prior approved from LTC. Works undertaken do not comply with LTC Policies and restoration work is required. Technical reports may be required.</i>		Double the Application Fee	
<b>Permit Amendment</b>		\$100 for administrative changes	
		50% of original fee for substantial changes	
<b>Legal Inquiry</b>	<b>Standard Timelines</b>	\$160	<b>(Response required within 48 hours)</b>
	<b>Rushed</b>	\$240	
<b>Hearing Administration Fee</b>		\$250	
<b>Deposits</b>		\$500 Deposit if elevation needs to be confirmed by OLS	
		\$1,000 Deposit if Coastal Engineer needs to sign off on construction following design	

Note: No fees apply to other municipal permit applications  
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## Schedule 3

### LTC General Fees for 2022

Service	2022 Fee	Comments
<b>CHARGE-OUT RATES</b>		
<i>Note: staff hourly rates are in place for developing costs for proposals and for occasional requests for information or work that is beyond our regular services.</i>		
<b>Management/Project Management</b>	\$80 / hour	
<b>Engineering/Planning</b>	\$75 / hour	
<b>Specialists – IT, GIS, Ecologist</b>	\$55 / hour	
<b>Administration/Technicians</b>	\$45 / hour	
<b>Conservation Lands - Group picnics and other special events*</b>	\$100 - up to 50 people \$200 - 51-100 people \$400 – 101-200 people Additional \$100 for additional people in increments of 100)	Includes: access restrictions, site condition check/clean-up, mowing grass, cleaning washrooms before event, use of picnic tables located on site. For additional picnic tables/garbage cans, see fee below. Deposit may be required for special events
<b>Delivery of Picnic Tables/Garbage Cans to Group Picnics/Other Special Events</b>	\$100	Max.: 8 tables 2 garbage cans Lessee is responsible for garbage disposal
<b>Goodrich-Loomis Conservation Centre*</b>	\$75/\$100 - half day or evening \$100/\$150 - full day commercial event fee - \$100 (minimum)	Rental of upper or lower level/rental of both upper and lower level. Fee is in addition to property fees for picnics and other special events. Deposit may be required for special events
<b>Murray Marsh hunting permission administration fee</b>	\$60	Cost per hunting area. Hunters may acquire permit for more than one area.

<b>Service</b>	<b>2022 Fee</b>	<b>Comments</b>
<b>Unique uses requiring additional considerations (e.g., filming, training, athletic events, other)</b>	Staff charge out rate for consultation/site visits. Costs include: Administration and Coordination of Events	Standard special events fee does not cover costs for these unique uses.
<b>Discovering Your Watershed Event</b>	Cost recovery	Based on cost of materials and speakers
<b>Air photo photocopy/scan</b>	\$15	Staff time included
<b>Orthophoto digital file</b>	\$15	Staff time included
<b>Shipping and handling (courier)</b>	\$10 (minimum fee)	Heavy packages increase cost
<b>NSF Cheque</b>	\$50	To cover bank and administration fees
<b>Paper copy from mylar mapping (flood and erosion mapping)</b>	Cost plus staff time	
<b>Photocopies</b>	Cost plus staff time	
<b>36" x 48" size print</b>	Photo base - \$40 Map/print - \$20	Staff time additional
<b>24" x 36" size print</b>	Photo base - \$20 Map/print - \$10	Staff time additional
<b>18" x 24" size print</b>	Photo base - \$10 Map/print - \$5	Staff time additional
<b>11" x 17" size print</b>	Photo base - \$5 Map/print - \$2.50	Staff time additional
<b>8.5" x 11" size print</b>	Photo base - \$2.50 Map/print - \$1.25	Staff time additional
<b>Information Transfer to Consultant</b>	At hourly LTC rate (see Schedule 3)	
* NOTE: Reduced fees may be applied for use of Lower Trent Conservation's lands and facilities by youth groups, at the discretion of the Chief Administrative Officer.		

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## Schedule 4

### LTC Stewardship Services Pricing for 2022

Service		2022 Fee	Comments
Tree Seedlings	Conifer stock	\$1.32 / seedling	
	Deciduous stock (including shrubs)	\$1.70 / seedling	
	Administration fee	\$12 / order	LTC Costs include bulk order pick up, cold storage, bagging, provision of seedlings, administration
Potted Trees		\$15.00 each	
Wildflower Kits (18 plugs)		\$50.00 each	
Little Forest Kits (new)		TBD	Costs will be determined by the cost of nursery stock

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