



Lower Trent Conservation Fee Policy & Schedules

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

Approved by Lower Trent Conservation Board of Directors – xxxx, 2018

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POLICY

Legislative Framework

In January 1996, a provincial Omnibus Bill was passed which amended the *Conservation Authorities Act*. One of the amendments to the *Act* empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21 (m.1) of the *Conservation Authorities Act* allows for this collection of fees for the following 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)
- Sale of products (e.g. reports, maps, photographs)
- Any services under other legislation authorized under agreement with the lead ministry

NOTE: The *Conservation Authorities Act* was amended in 2017. Section 21.2 of the new Act sets out provisions for Conservation Authorities to set fees for its programs and services. This section of the Act has not yet been enacted.

Basis

This Fee Policy & Schedules has been prepared in conformity with the *Conservation Authorities Act* and the Policies and Procedures for the Charging of Conservation Authority Fees, established by the Ministry of Natural Resources. 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, and materials costs to provide the service, but do not exceed the cost of the service.

Process and Public Notification

This Fee Policy & 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 & 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 & Schedules becomes effective as of the date set by the LTC Board of Directors.

Transition

The establishment of this Fee Policy & 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 & 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

Proposed Update to LTC Plan Review Fees for 2019

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification/Additional Notes
Official Plan Amendment (OPA)*		\$475		\$500	In line with neighbouring CAs (480 - 2325)
Zoning By-Law Amendment (ZBA)*		\$315		\$400	In line with neighbouring CAs (210 – 2175)
ZBA as condition of previously reviewed consent application*		\$160		\$200	In line with neighbouring CAs (210 – 2175)
Concurrent OPA, ZBA*		\$630	Circulated at same time	\$800	In line with neighbouring CAs (690 – 4500)
Minor Variance*		\$265		\$300	In line with neighbouring CAs (201 – 2075)
Consent* Multiple – Up to 3		\$315/\$525	Higher fee applies to adjacent consent applications	\$400 / \$600	In line with neighbouring CAs (325 – 2175)
Site Plan*	Minor	\$500	No technical studies other than lot drainage and grading plan	\$500	Same fee as permit (240 – 725)

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification/Additional Notes
	Major	\$1050	Includes review of technical reports	\$1,500	Same fee as complex permit (600 – 4225)
*Resubmission of above noted applications		50% of original fee		50% of original fee	No change
Subdivision/ Condominium Note: Files are subject to current fee schedule at time of resubmission	Basic	\$2100	No technical studies other than lot drainage and grading plan	\$2,500	In line with neighbouring CAs (720 – 12,000)
	Complex	\$4200	Includes technical review of studies	\$5,000	In line with neighbouring CAs (720 – 12,000)
	Phase Submission	50% of original + major revision fee if applicable	Applicable to subsequent phases	50% of original + major revision fee if applicable	No Change
	Red-line Revision, Extension, or Resubmission or Major Revision	\$750		\$500 / \$1,500	\$500 – no technical reports to review; \$1,500 – technical reports required
	Major Revision	\$1050			REMOVE – added to line above
	Clearance	\$370 /phase \$1000/phase if >5 years after	Clearance of conditions of approval	\$500 / phase	In line with neighbouring CAs (975 – 1,660 /ha)

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification/Additional Notes
		Draft Plan Approval		\$1,000 / phase if >5 yrs after Draft Approval	
LTC input and review of Self-Administered EIS		\$160			REMOVE - Official Plans now require EIS's to be completed by a professional.
Report Review (EIS, SWM, Geotechnical)		At hourly LTC rate (see Schedule 3)			

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

Proposed Update to LTC Regulations Fees for 2019

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification
General Development Inquiries (applies to both permit and planning inquiries) Note: Fees are Additive	General Inquiry - Verbal response only	\$0	No charge for verbal response regarding whether regulations apply to property	\$0	No Change
	Pre-consultation – Verbal response	\$50*	Review and comments on development plan or idea. Also applies to potential purchase for development purposes.	\$50	No Change
	Site Visit	\$150*		\$150 / \$300 * includes map	Add Complex Site Visit Fee (>5 ha to be reviewed)
	Written Comments (letter/email)	\$100*		\$100	No Change
	Map of property with environmental constraints	\$30*		\$30	No Change
Minor Permit Minor Fill (<20 m ³); Minor Development (<10m ² or deck <25 m ²); Minor Shoreline or Watercourse Alteration (<20 m ²)		\$160		\$200	In line with neighbouring CAs (120 – 475)

Service	2018 Fee	Comments	Proposed 2019 Fee	Justification
Standard Permit	\$400		\$500 Deposit may be required	In line with neighbouring CAs (300 – 1100)
Complex Permit <i>Requires staff review of technical reports (i.e. EIS, engineering report, geotechnical report, etc.) Applies to Municipal permit applications.*</i>	\$525 or \$1050	\$525 for review of 1 technical study \$1050 for review of 2 or more technical studies	\$750 for review of 1 technical study \$1500 for review of 2 or more technical studies Deposit may be required	In line with neighbouring CAs (700 – 1950)
Compliance Permit <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		Double the Application Fee	NO CHANGE
Restoration Agreement <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		Double the Application Fee	NO CHANGE
Permit Amendment	\$105		\$100 (administrative) or 50% of original fee for substantial changes	In line with neighbouring CAs (75 – 525; 50% of original fee)

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification
Legal Inquiry	Standard Timelines	\$130		\$150	In line with neighbouring CAs (125 – 360)
	Rushed (Response within 48 hours)			\$225	1.5 x regular fee
Hearing Administration Fee				\$250	NEW - To cover administrative costs In line with neighbouring CAs (200 – 1550)
Deposits				\$500 Deposit if elevation needs to be confirmed by OLS \$1000 Deposit if Coastal Engineer needs to sign off on construction following design	NEW: Deposits may be required for these permits.

*Note: No fees apply to other municipal permit applications

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

Schedule 3

Proposed Update to LTC General Fees for 2019

Service	2018 Fee	Comments	Proposed 2019 Fee	Justification
CHARGE-OUT RATES				
<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>				
Management/Project Management	\$75 / hour			
Engineering/Planning	\$60 / hour			
Specialists – IT, GIS, Ecologist	\$50 / hour			
Administration/ Technicians	\$40 / hour			
Group picnics and other special events	\$50 - up to 50 people \$100 - 51-100 people \$200 – 101-200 people	Includes: site condition check/clean-up, mowing grass, cleaning washrooms before event. and delivery of additional tables if requested.		Additional text to be added: use of picnic tables located on site. For additional picnic tables/garbage cans required, see fee below.

Service	2018 Fee	Comments	Proposed 2019 Fee	Justification
	Additional \$100 for additional people in increments of 100)			
Delivery of Picnic Tables/Garbage Cans to Group Picnics/Other Special Events			\$100 Max: 8 tables 2 garbage cans Lessee is responsible for garbage disposal	NEW – costs are not covered for this service in fee above.
Goodrich-Loomis Conservation Centre	\$50 - half day/evening \$75 - full day	For rental of upper <u>or</u> lower level.		Additional text to be added: Fee is in addition to property fees for picnics and other special events.
Murray Marsh hunting permission administration fee	\$50	Cost per hunting area. Hunters may acquire permit for more than one area.		
Unique uses requiring additional considerations			Staff charge out rate for consultation/site visits. Additional fees for services on case by case basis.	Standard special events fee does not cover costs for these unique uses.

Service	2018 Fee	Comments	Proposed 2019 Fee	Justification
(e.g., filming, training)				
Air photo photocopy/scan	\$10	Staff time included		
Orthophoto digital file	\$10	Staff time included		
Shipping and handling (courier)	\$10 (minimum fee)	Heavy packages increase cost		
Paper copy from mylar mapping (flood and erosion mapping)	Cost plus staff time			
Photocopies	Cost plus staff time			
36" x 48" size print	Photo base - \$40 Map/print - \$20	Staff time additional		
24" x 36" size print	Photo base - \$20 Map/print - \$10	Staff time additional		
18" x 24" size print	Photo base - \$10 Map/print - \$5	Staff time additional		
11" x 17" size print	Photo base - \$5 Map/print - \$2.50	Staff time additional		
8.5" x 11" size print	Photo base - \$2.50 Map/print - \$1.25	Staff time additional		

Service	2018 Fee	Comments	Proposed 2019 Fee	Justification
Information Transfer to Consultant	At hourly LTC rate (see Schedule 3)			

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

Schedule 4

Proposed Update to LTC Tree Seeding **Stewardship Services** Pricing for 2019

Service		2018 Fee	Comments	Proposed 2019 Fee	Justification
Tree Seedlings	Conifer stock	\$1.00 / seedling			
	Deciduous stock (including shrubs)	\$1.25 / seedling			
	Administration fee	\$10 / order	LTC Costs include bulk order pick up, cold storage, bagging, provision of seedlings, administration		
Potted Trees				\$10.00 each	NEW service
Wildflower Kits (18 plugs)				\$48.00 each	NEW service

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