



LOWER TRENT CONSERVATION

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Registered Charitable Organization No. 107646598RR0001

September 9, 2022

NOTICE

Opportunity for Public Comment *Proposed 2023 Fee Policy and Schedules*

BACKGROUND:

Lower Trent Conservation (LTC) charges fees to assist with covering the program costs for services and products that are not supported through provincial grant funding, assisting in reduction of the general levy. The fees take into account estimated staff time, travel, and material costs to provide the service. It is imperative to charge a fee reflective of full costs associated with the service provided.

On January 1, 2023, the *Conservation Authorities Act* will be amended by repealing 21 (1) (m.1) which related to the power of CAs to charge fees for services approved by the Minister of Natural Resources and Forestry and enacting section 21.2 (1)-(12) "Fees for Programs and Services". Subsection (1) enables the Minister of Environment, Conservation and Parks to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. The Minister published the list through the [Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee](#) ("Minister's List") on April 11, 2022. Conservation authorities may only charge a fee for a program or service that it provides if it is included in this List.

Section 21.2 of the *Conservation Authorities Act* sets out that every Conservation Authority shall prepare and adopt both a written **fee policy** and **fee schedules** with respect to the fees that it charges for the programs and services it provides. Upon enactment of the new Section 21.2, on January 1, 2023, all CAs will be required to have a fee policy and fee schedules approved by their Board.

The Fee Policy as discussed, must include the following:

- The Conservation Authority's Fee Schedule;
- The frequency within which the fee policy will be reviewed by the Authority;
- The process for carrying out a review of the Policy, including rules for giving notice of the review and of any changes as a result of the review; and,
- The circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.

The 2022 LTC Fee Policy and Schedules was approved by the Board of Directors in November 2021.

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities

PROPOSED CHANGES TO POLICY:

- Revised to reflect the new provincial regulatory requirements.

PROPOSED CHANGES TO FEE SCHEDULES:

Schedule 1 – Planning and Regulations Fees

- Combined Planning and Regulations fees into one schedule.
- There are some new fees that were developed based on experience and need related to site visits, PSW updates, Technical Report Review, complex hearing fees, and single lot residential site plan.
- Most of the planning and regulation fees were increased by 5% while some fees remained unchanged.
- Larger fee increases as indicated in the schedule were reviewed with the intent of covering staff time and expenses.
- Ministerial Zoning Order – suggested minimum deposit doubled to cover all costs relating to review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees staff, general administration, Board costs and legal fees.

Schedule 2 – General Service Fees

- Staff charge out rates have generally increased as a reflection of the 2021 salary review approved increases, fees include salary and benefits and associated expenses.
- Conservation lands charges are for services such as building or property rentals are considered non-mandatory. Fee increases are considerate of staff time expended for the services.
- The printing category under administration has been summarized as full cost recovery based on staff time and printing costs regardless of media-type or size.

Schedule 3 – Stewardship Services Fees

- Revised fees for tree seedlings due to increases in nursery pricing.

DEADLINE FOR COMMENTS:

Comments must be submitted in writing to the attention of Anna Morgan at information@LTC.on.ca or by mail to: Lower Trent Conservation, 714 Murray Street, R.R. 1, Trenton, ON K8V 0N1 no later than **Friday, October 14, 2022**.