



# 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 – October 28, 2022  
RES: G135/22

**Effective Date: December 1, 2022**

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## **FEE SCHEDULES**

Schedule 1: LTC Planning and Regulations Fees

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## POLICY

### Purpose

The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for programs and services delivered by Lower Trent Conservation.

### Legislative Framework

The *Conservation Authorities Act (CAA)* Section 21.2 allows for conservation authorities to charge fees for services.

The CAA Section 21.1 Mandatory programs and services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate.

Section 21.1.1 of the CAA outlines Category 2 Municipal programs and services, “An authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services”

Section 21.1.2 of the CAA defines Category 3 Other programs and services, “In addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.”

#### **Category 1** Mandatory Programs and Services include:

- Administration of *Conservation Authorities Act (CAA)* Section 28 and 28.1 including technical advice and studies;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*;
- Activities requiring a permit made pursuant to section 29 of the CAA;
- Review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries.
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.

#### **Category 2** Municipal programs and services include but are not limited to:

- Commenting on Planning Act applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual.

#### **Category 3** Other programs and services include but are not limited to:

- 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)
- Recreational activities that are provided on land that is owned or controlled by the authority with the direct support or supervision of staff employed by the authority or by another person or body, or with facilities or other amenities maintained by the authority, including equipment rentals and renting facilities for special events.
- Community relations to help establish, maintain, or improve relationships between the authority and community members.

- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- The provision of information to the public.
- The sale of products by the authority.

### **Policy Principles**

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees 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 stakeholders and the public.

Consultation includes direct e-mail to key stakeholders (e.g., municipalities) and posting the notice for comment for review and/or revisions to the Fee Policy and Schedules on the LTC website for a minimum of 30 days. Comments received will be presented to the Board of Directors prior to any approval.

### **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 CAA generally will be processed within timelines outlined in Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the Conservation Authorities Act". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- 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;
- LTC municipalities forming part of the permit applications, inquiries, and site assessments (excluding exceptional circumstances where considerable staff time is required to conduct major technical reviews and enforcement matters).

### **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. The only fees that would be considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the Chief Administrative Officer (CAO). The appellant must submit in writing to the CAO the reasons for the appeal request. The CAO will review the request, consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. The applicant will be notified of the CAO's decision.

If the applicant is dissatisfied with the decision from the CAO an appeal to the LTC Board of Directors can be requested.

The appellant must submit in writing to the CAO the reasons for the appeal request to the Board of Directors. The written request must identify a request to present the appeal before the Board of Directors. Once heard, the appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee could be waived or varied from the original amount. Any appeal decision requires a resolution passed by the Board of Directors. The appellant will be notified 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 any changes will be brought forward to the Board of Directors for consideration. Consultation is required if changes are applied to the Policy or Schedules (as noted under Process and Public Notification) prior to Board approval. Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.

## FEE SCHEDULES

**Schedule 1: LTC Planning and Regulations Fees**

**Schedule 2: LTC General Fees**

**Schedule 3: LTC Stewardship Services Fees**

**SCHEDULE 1 Planning and Regulations Fees**

<b>FEE TYPE</b>	<b>2023 Fee</b>	<b>NOTES</b>
<b>Pre-Application Services Fees</b>		<b>No reimbursement or crediting of fees</b>
General Inquiry	free	Verbal or email response
Clearance Letter/Screening Letter	\$100	
Pre-Consultation with Written Comments	\$200	
Site Visit - Project Specific (< 0.5 ha)	\$200	detailed discussion on specific site locations
Site Visit - Standard (<2 ha)	\$400	
Site Visit - Large (>2 ha)	Min \$500	Cost estimate to be provided based on scope and complexity
PSW Update	\$1,000	Includes submission to MNRF
Legal Inquiry	\$200	(3-10 business days)
Legal Inquiry – RUSH	\$300	(up to 2 business days)
Technical Report Review	\$250	Per Report (EIS, HE, Floodline, etc.)
Map of property with environmental constraints	\$30	
<b>Permit Fees</b>		
Routine Permit	\$100	
Drainage Act (DART Protocol)		
Hydro One - Utility Corridor (up to five sites)	\$500	
Minor Permit	\$220	
Standard Permit	\$550	
Complex Permit - One Technical Study	\$825	Deposits may be required
Complex Permit - Two Technical Studies	\$1,100	Deposits may be required
Compliance Permit		Double the Application Fee
Restoration Agreement		Double the Application Fee
Permit Amendment - Administrative	\$100	
Permit Amendment		50% of original fee
Hearing Administration Fee - Standard	\$400	Single residential lot development
Hearing Administration Fee - Complex	\$1,000	Multiple lots; Commercial or Industrial Development; Large Residential Development

FEE TYPE	2023 Fee	NOTES
<b>Standard Plan Review Fees</b>		
Consent	\$440	
Consent - Multiple (up to 3)	\$660	
Zoning Bylaw Amendment (ZBA)	\$440	
ZBA (condition of previously reviewed consent OR concurrent)	\$220	
Minor Variance (MVA)	\$330	
Official Plan Amendment (OPA)	\$550	
Combined OPA/ZBA	\$990	
Recirculation (any Standard Plan Review)		50% of original fee
<b>Site Plan Control Fees</b>		
Single Lot Residential Site Plan	\$550	
Minor Site Plan	\$1,000	
Major Site Plan	\$2,500	
<b>Subdivision / Condominium Fees</b>		
DRAFT PLAN Subdivision - Basic	\$3,500	
DRAFT PLAN Subdivision - Complex	\$7,000	Phasing may incur additional fees
Redline Revision or Resubmission	\$1,300	No Technical Reports to review
Redline Revision or Resubmission	\$2,600	Technical Reports to review
Detailed Design Review & Clearance of Draft Conditions	\$1,900	per Phase
Detailed Design Review & Clearance of Draft Conditions	\$3,500	Draft Plan Approval > 5yrs ago
Ministerial Zoning Order (MZO)	\$15,000 deposit	Cost recovery for: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees

Note: No fees apply to applications for submissions from levying municipalities on municipal initiatives  
(excluding major technical reviews and enforcement matters)

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

<b>SCHEDULE 2 General Service Fees</b>		
<b>FEE TYPE</b>	<b>2023 Fee</b>	<b>NOTES</b>
<b>Staff Charge Out Rates</b>		
<i>Management/Project Management</i>	\$90	
<i>Engineering/Planning</i>	\$75	
<i>Specialists – IT, GIS, Ecologist</i>	\$60	
<i>Administration/ Technicians</i>	\$55	
<b>Conservation Lands</b>		
Group picnics/Special events		
Up to 50 people	\$150	
Up to 100 people	\$300	
Up to 200 people	\$600	
>200 people (per 100)	+ \$150	
Delivery Charges (picnic tables/garbage cans)	\$110	
<b>Goodrich-Loomis Conservation Centre Rental</b>		
Half day – one floor	\$100	
Half day – two floors	\$150	
Full day – one floor	\$175	
Full day – two floors	\$300	
Murray Marsh Hunting permission	\$75	
Other events (filming, athletic, sponsored events)		
Discover Your Watershed Events		
<b>Administrative Services</b>		
Shipping and Handling – minimum fee	\$10	
NFS Cheque	\$50	
Printing – all printing and sizes		

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

**SCHEDULE 3 Stewardship Services Fees**

	<b>2023 Fee</b>	<b>NOTES</b>
Tree Seedlings and Shrubs		
Conifer Stock	\$1.52	
Deciduous Stock	\$1.96	
Administrative Fee – per order	\$14	
Potted Trees	\$17	
Wildflower Kits		
Sun-loving	\$50	
Shade-tolerant	\$70	
Little Forest Kits	\$400	

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