



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

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Registered Charitable Organization No. 107646598RR0001

September 10, 2024

NOTICE

Opportunity for Public Comment ***Proposed 2025 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* was amended by repealing Section 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 the 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. The Minister responsible for the Conservation Authorities Act has been changed to the Minister of Natural Resources.

Effective January 1, 2023 the Province froze conservation authority Planning and Regulations fees for the year and that fee freeze continued through 2024. There is no indication as to when the proposed fee schedules will be valid. Our Fee Policy indicates that the policy and fee schedules will be reviewed annually and if changes are proposed they must be made available for public consultation. The Planning and Regulation fees, if passed by the Board of Directors after consultation, will not be enacted until the provincial government removes the current fee freeze.

The following changes are proposed.

PROPOSED CHANGES TO POLICY:

- Updated to reflect regulatory changes.

PROPOSED CHANGES TO FEE SCHEDULES:

Schedule 1 – Planning and Regulations Fees

The new 2025 proposed fees are compared to the 2024 proposed fees for planning and regulations that were accepted by the Board but not ratified due to the Minister's fee freeze.

Working with Local Communities to Protect our Natural Environment



Member of Conservation Ontario
Representing Ontario's 36 Conservation Authorities

- Increases of 3-6% were added for most categories based on the 2024 proposed schedule.
- Addition of Large Fill Permit fees for loads up to 500 cubic metres and loads greater than 500 cubic metres as noted in the proposed 2024 fee schedule.
- Refinement of Complex Permit fees based on the number of technical reviews required.
- Refinement of Zoning By-law Amendment fees to one charge.
- Removal of the provincially significant wetland boundary updates for MNR purposes due to the changes in provincial direction for PSW designations.
- A \$5,000 increase in the deposit for MZO application to \$20,000 to help cover associated costs.

Schedule 2 – General Service Fees

- Fees for professional services were increased by \$10 for each category.

Schedule 3 – Stewardship Services Fees

- Fees for nursery pricing is unknown at this time. A range is given to accommodate potential increases.
- There is a proposed \$1.00 increase to the administrative fee for 2025 which has been steady for two years prior.

DEADLINE FOR COMMENTS:

Comments must be submitted in writing to the attention of Anna Morgan at information@LTC.on.ca with Fee Policy and Schedule in the subject line or by mail to: Lower Trent Conservation, 714 Murray Street, R.R. 1, Trenton, ON K8V 0N1 no later than **Friday, October 11, 2024**.

Attachment



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 – XXXX, 2024
RES: GXXX/24

Effective Date: January 1, 2025

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FEE SCHEDULES

Schedule 1: LTC Planning and Regulations Fees

Schedule 2: LTC General Fees

Schedule 3: LTC Stewardship Services Fees

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.
- Commenting on Planning Act applications for consistency with natural hazard policies.
- 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:

- Risk Management Official/Inspector Services under the Clean Water Act.
- Source Water Education and Outreach as per the Trent Source Protection Plan policies.
- Flood and Erosion Control Infrastructure inspections.

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.
- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- Youth education.
- 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 the *Conservation Authorities Act* and O. Reg. 41/24 Prohibited Activities, Exemptions and Permits.

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				
FEE TYPE	Proposed 2024 Fee	Proposed 2025 Fee	NOTES	Change
Pre-Application Services Fees			No reimbursement or crediting of fees	
General Inquiry	Free	free	Verbal or email response	No change
Clearance Letter/Screening Letter	\$125	\$100		\$25 decrease
Pre-Consultation with Written Comments	\$200	\$200		No change
Site Visit - Project Specific (< 0.5 ha)	\$250	\$260	detailed discussion on specific site locations	\$10 increase
Site Visit - Standard (<2 ha)	\$400	\$410		\$10 increase
Site Visit - Large (>2 ha)	Min \$500	Min \$500	Cost estimate to be provided based on scope and complexity	No change
PSW Boundary Update	\$1,000	\$1,000	Includes submission to MNRF	REMOVE
Legal Inquiry	\$220	\$225	(3-10 business days)	\$5 increase
Legal Inquiry – RUSH	\$350	\$360	(up to 2 business days)	\$10 increase
Technical Report Review	\$275	\$285	Per Report (EIS, HE, Floodline, etc.)	\$10 increase
Map of property with environmental constraints	\$30	\$30		No change
Permit Fees				
Routine Permit Drainage Act (DART Protocol)	\$100	\$100		No change
Hydro One - Utility Corridor (up to five sites)	\$500	\$515		\$15 increase
Minor Permit	\$230	\$235		\$5 increase
Standard Permit	\$575	\$590		\$15 increase
Complex Permit – One Technical Study	\$825 +	\$850 +	\$850 plus technical review fee(s)	\$25 increase
Complex Permit – Two Technical Studies	\$1,100	\$1,100	Deposits may be required	REMOVED
Compliance Permit			Double the Application Fee	No change
Large Fill Permit	\$575 +	\$590 +	\$590 + \$0.50 per m3 up to 500m3	NEW 2024/\$15 increase
Large Fill Permit	\$3,000 +	\$3,100 +	\$3,100 + \$0.75 per m3 greater than 500m3	NEW 2024/\$100 increase
Restoration Agreement			Double the Application Fee	No change
Permit Amendment - Administrative	\$100	\$100		No change
Permit Amendment			50% of original fee	No change
Hearing Administration Fee - Standard	\$400	\$400	Single residential lot development	No change
Hearing Administration Fee - Complex	\$1,000	\$1,030	Multiple lots; Commercial or Industrial Development; Large Residential Development	\$30 increase

FEE TYPE	Proposed 2024 Fee	Proposed 2025 Fee	NOTES	Change
Standard Plan Review Fees				
Consent	\$440	\$450		\$10 increase
Consent - Multiple (up to 3)	\$660	\$680		\$20 increase
Zoning Bylaw Amendment (ZBA)	\$440	\$450		\$10 increase
ZBA (condition of previously reviewed consent OR concurrent)	\$220	\$220		REMOVED
Minor Variance (MVA)	\$440	\$445		\$5 increase
Official Plan Amendment (OPA)	\$560	\$575		\$15 increase
Combined OPA/ZBA	\$990	\$1020		\$30 increase
Recirculation (any Standard Plan Review)			50% of original fee	No change
Site Plan Control Fees				No change
Single Lot Residential Site Plan	\$550	\$565		\$15 increase
Minor Site Plan	\$1,050	\$1,080		\$30 increase
Major Site Plan	\$2,600	\$2,700		\$100 increase
Subdivision / Condominium Fees				
DRAFT PLAN Subdivision - Basic	\$3,500	\$3,750		\$250 increase
DRAFT PLAN Subdivision - Complex	\$7,000	\$7,500	Phasing may incur additional fees	\$500 increase
Redline Revision or Resubmission	\$1,300	\$1,340	No Technical Reports to review	\$40 increase
Redline Revision or Resubmission	\$2,600	\$2,675	Technical Reports to review	\$75 increase
Detailed Design Review & Clearance of Draft Conditions	\$1,900	\$2,000	per Phase	\$100 increase
Detailed Design Review & Clearance of Draft Conditions	\$3,500	\$3,600	Draft Plan Approval > 5yrs ago	\$100 increase
Ministerial Zoning Order (MZO)	\$15,000 deposit	\$20,000 deposit	Additional fees for Cost recovery of: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees	\$5,000 increase

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)

SCHEDULE 2 General Service Fees				
FEE TYPE	Actual 2024 Fee	Proposed 2025 Fee	NOTES	Change
Staff Charge Out Rates				
<i>Management/Project Management</i>	\$90	\$100	Staff charge out rates have not changed for 3 years	\$10 increase
<i>Engineering/Planning</i>	\$75	\$85		\$10 increase
<i>Specialists – IT, GIS, Ecologist</i>	\$60	\$70		\$10 increase
<i>Administration/ Technicians</i>	\$55	\$65		\$10 increase
<i>Outside Engineering Consultant Fees</i>			Cost recovery	
Conservation Lands				
Group picnics/Special events				No change
Up to 50 people	\$150	\$150		No change
Up to 100 people	\$300	\$300		No change
Up to 200 people	\$600	\$600		No change
>200 people (per 100)	+ \$150	+ \$150		No change
Delivery Charges (picnic tables/garbage cans)	\$110	\$110		No change
Goodrich-Loomis Conservation Centre Rental				
Half day – one floor	\$100	\$100		No change
Half day – two floors	\$150	\$150		No change
Full day – one floor	\$175	\$175		No change
Full day – two floors	\$300	\$300		No change
Murray Marsh Hunting permission	\$75	\$75		No change
Other events (filming, athletic, sponsored events)			Cost recovery	No change
Discover Your Watershed Events			Cost recovery	No change
Administrative Services				
Shipping and Handling – minimum fee		\$10		No change
NFS Cheque		\$50		No change
Printing – all printing and sizes			Cost recovery	No change

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SCHEDULE 3 Stewardship Services Fees			
	Actual 2024 Fee	Proposed 2025 Fee	NOTES
Tree Seedlings and Shrubs			
Conifer Stock	\$1.52-\$1.75	\$1.60-\$1.80	Pricing information from nurseries unavailable
Deciduous Stock	\$1.96-\$2.30	\$2.00-\$2.35	Pricing information from nurseries unavailable
Administrative Fee – per order	\$14	\$15	No change
Potted Trees	\$17-\$19	\$18-\$21	Pricing information from nurseries unavailable
Wildflower Kits			
Sun-loving	\$50	\$55	No change
Shade-tolerant	\$70	\$75	No change
Little Forest Kits	\$400-\$450	\$425-\$475	Pricing information from nurseries unavailable

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