



Lower Trent Conservation Fee Policy and Schedules

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

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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 and Forestry. 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 and Schedules has been prepared in conformity with the *Conservation Authorities Act* and the Policies and Procedures for the Charging of Conservation Authority Fees, originally established by the Ministry of Natural Resources and Forestry and now reporting to the Ministry of Environment, Conservation and Parks. 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

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.

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Schedule 1

LTC Plan Review Fees for 2021

Service		2021 Fee	Comments
Official Plan Amendment (OPA)*		\$510	
Zoning By-Law Amendment (ZBA)*		\$410	
ZBA as condition of previously reviewed consent application*		\$205	
Concurrent OPA, ZBA*		\$815	Circulated at same time
Minor Variance*		\$305	
Consent* Multiple – Up to 3		\$410 / \$615	Higher fee applies to adjacent consent applications
Site Plan*	Minor	\$510	No technical studies other than lot drainage and grading plan
	Major	\$1,530	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	\$2,550	No technical studies other than lot drainage and grading plan
	Draft Plan Circulation Complex	\$5,100	Includes technical review of studies
	Phase Submission	50% of original + major revision fee if applicable	Applicable to subsequent phases
	Red-line Revision,	\$510	no technical reports to review

Service		2021 Fee	Comments
	Extension, Resubmission or Major Revision	\$1,530	technical reports required
	Clearance	\$510 /phase	Clearance of conditions of approval
\$1,200/phase if >5 years after Draft Plan Approval			
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

LTC Regulations Fees for 2021

Service		2021 Fee	Comments
General Development Inquiries (applies to both permit and planning inquiries) Note: Fees are Additive *If permit application submitted, fees paid for proposal inquiry, site visit, written comments, and map are deducted from permit fee.	General Inquiry - Verbal response only	\$0	No charge for verbal response regarding whether regulations apply to property
	Pre-consultation – Verbal response	\$50*	Review and comments on development plan or idea. Also applies to potential purchase for development purposes.
	Site Visit - standard	\$155* includes map	
	Site Visit - complex	\$305* includes map	>5 ha to be reviewed
	Written Comments (letter/email)	\$100*	
	Map of property with environmental constraints	\$30*	
Minor Permit <i>Minor Fill (<20 m³); Minor Development (<10m² or deck <25 m²); Minor Shoreline or Watercourse Alteration (<20 m²)</i>		\$205	
Standard Permit		\$510	<u>Deposit may be required</u>
Complex Permit <i>Requires staff review of technical reports (i.e. EIS, engineering report, geotechnical report, etc.) Applies to Municipal permit applications. *</i>		\$765 for review of 1 technical study	<u>Deposit may be required</u>
		\$1,530 for review of 2 or more technical studies	<u>Deposit may be required</u>

Service		2021 Fee	Comments
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	
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	
Permit Amendment		\$100 for administrative changes	
		50% of original fee for substantial changes	
Legal Inquiry	Standard Timelines	\$155	(Response required within 48 hours)
	Rushed	\$235	
Hearing Administration Fee		\$250	
Deposits		\$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 2021

Service	2021 Fee	Comments
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	\$70 / hour	
Specialists – IT, GIS, Ecologist	\$50 / hour	
Administration/ Technicians	\$40 / hour	
Conservation Lands - Group picnics and other special events*	\$50 - up to 50 people \$100 - 51-100 people \$200 – 101-200 people Additional \$100 for additional people in increments of 100)	Includes: 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
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
Goodrich-Loomis Conservation Centre*	\$50 - half day/evening \$75 - full day \$100 (minimum) – commercial event fee	For rental of upper <u>or</u> lower level. 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.

Service	2021 Fee	Comments
Unique uses requiring additional considerations (e.g., filming, training)	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.
Discovering Your Watershed Event	Cost recovery	Based on cost of materials and speakers
Air photo photocopy/scan	\$15	Staff time included
Orthophoto digital file	\$15	Staff time included
Shipping and handling (courier)	\$10 (minimum fee)	Heavy packages increase cost
NSF Cheque	\$50	To cover bank and administration fees
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
Information Transfer to Consultant	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.		

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

Schedule 4

LTC Stewardship Services Pricing for 2021

Service		2021 Fee	Comments
Tree Seedlings	Conifer stock	\$1.15 / seedling	
	Deciduous stock (including shrubs)	\$1.40 / 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	

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