



# 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 – December 8, 2016

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# Table of Contents

Page

## **POLICY**

Legislative Framework .....	1
Basis .....	1
Process and Public Notification .....	1
Implementation .....	1
Refunds .....	2
Appeal .....	2
Date of Effect .....	2
Transition .....	2
Review Process .....	2

## **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 Tree Seedling Pricing

## 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

### 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 of LTC Board of Directors approval.

### **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 Tree Seedling Pricing**

## Schedule 1

### LTC Plan Review Fees – 2017

Service		Fee	Comments
Official Plan Amendment (OPA)*		\$475	
Zoning By-Law Amendment (ZBA)*		\$315	
ZBA as condition of previously reviewed consent application*		\$160	
Concurrent OPA, ZBA*		\$630	Circulated at same time
Minor Variance*		\$265	
Consent* Multiple – Up to 3		\$315/\$525	Higher fee applies to adjacent consent applications
Site Plan*	Minor	\$500	No technical studies other than lot drainage and grading plan
	Major	\$1050	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	Basic	\$2100	No technical studies other than lot drainage and grading plan
	Complex	\$4200	Includes technical review of studies
	Phase Submission	50% of original + major revision fee if applicable	Applicable to subsequent phases
	Red-line Revision, Extension or Resubmission	\$750	
	Major Revision	\$1050	NO CHANGE

Service		Fee	Comments
	<b>Clearance</b>	\$370 /phase \$1000/phase if >5 years after Draft Plan Approval	Clearance of conditions of approval
<b>LTC input and review of Self-Administered EIS</b>		\$160	
<b>Report Review (EIS, SWM, Geotechnical)</b>		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 Regulation Fees - 2017

Service		Fee	Comments
<b>General Development Inquiries</b>  (applies to both permit and planning inquiries)  <b>Note: Fees are Additive</b>  *If permit application submitted, fees paid for proposal inquiry, site visit, written comments, and map are deducted from permit fee.	<b>General Inquiry - Verbal response only</b>	\$0	No charge for verbal response regarding whether regulations apply to property
	<b>Pre-consultation – Verbal response</b>	\$50*	Review and comments on development plan or idea. Also applies to potential purchase for development purposes.
	<b>Site Visit</b>	\$150*	
	<b>Written Comments (letter/email)</b>	\$100*	
	<b>Map of property with environmental constraints</b>	\$30*	
<b>Minor Permit</b> <i>Minor Fill (&lt;25 m3); Minor Development (&lt;10m2); Minor Alteration (&lt;20 m2)</i>		\$160	
<b>Standard Permit</b>		\$400	
<b>Complex Permit</b> <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
<b>Compliance Permit</b> <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	



Service	Fee	Comments
<b>Restoration Agreement</b> <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	
<b>Permit Amendment</b>	\$105	
<b>Legal Inquiry</b>	\$130	

\*Note: No fees apply to other municipal permit applications

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## Schedule 3

### LTC General Fees - 2017

Service	Fee	Comments
<b>CHARGE-OUT RATES</b>		
<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>		
<b>Management/Project Management</b>	\$75 / hour	
<b>Engineering/Planning</b>	\$60 / hour	
<b>Specialists – IT, GIS, Ecologist</b>	\$50 / hour	
<b>Administration/Technicians</b>	\$40 / hour	
<b>Group picnics and other special events</b>	\$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 and delivery of additional tables if requested.
<b>Goodrich-Loomis Conservation Centre</b>	\$50 - half day/evening \$75 - full day	For rental of upper <u>or</u> lower level
<b>Murray Marsh hunting permission administration fee</b>	\$50	Cost per hunting area. Hunters may acquire permit for more than one area.
<b>Air photo photocopy/scan</b>	\$10	Staff time included
<b>Orthophoto digital file</b>	\$10	Staff time included
<b>Shipping and handling (courier)</b>	\$10 (minimum fee)	Heavy packages increase cost

<b>Service</b>	<b>Fee</b>	<b>Comments</b>
<b>Paper copy from mylar mapping (flood and erosion mapping)</b>	Cost plus staff time	
<b>Photocopies</b>	Cost plus staff time	
<b>36" x 48" size print</b>	Photo base - \$40 Map/print - \$20	Staff time additional
<b>24" x 36" size print</b>	Photo base - \$20 Map/print - \$10	Staff time additional
<b>18" x 24" size print</b>	Photo base - \$10 Map/print - \$5	Staff time additional
<b>11" x 17" size print</b>	Photo base - \$5 Map/print - \$2.50	Staff time additional
<b>8.5" x 11" size print</b>	Photo base - \$2.50 Map/print - \$1.25	Staff time additional
<b>Information Transfer to Consultant</b>	At hourly LTC rate (see Schedule 3)	

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## Schedule 4

### LTC Tree Seedling Pricing - 2017

<b>Service</b>	<b>Fee</b>	<b>Comments</b>
<b>Conifer stock</b>	\$1.00 / seedling	
<b>Deciduous stock (including shrubs)</b>	\$1.25 / seedling	
<b>Administration fee</b>	\$10 / order	LTC Costs include bulk order pick up, cold storage, bagging, provision of seedlings, administration

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