Lower Trent Conservation

DRAFT

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 –

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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.
- 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% administrative 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 Fee

	SCHEDULE 1 Planning and Regulations Fees		
FEE TYPE	**Proposed 2027 Fee**	**NOTES**	**Change**
Pre-Application Services Fees		**No reimbursement or crediting of fees**	
General Inquiry	free	Verbal or email response	No change
Clearance Letter/Screening Letter	$100		No change
Realty Inquiry – written response	$100		No change
Pre-Consultation with Written Comments	$200		No change
Site Visit - Project Specific (< 0.5 ha)	$260	detailed discussion on specific site locations	No change
Site Visit - Standard (<2 ha)	$410	No change	No change
Site Visit - Large (>2 ha)	Min $500	Cost estimate to be provided based on scope and complexity	No change
Legal Inquiry	$225	(3-10 business days)	No change
Legal Inquiry – RUSH	$360	(up to 2 business days)	No change
Technical Report Review	$285	Per Report (EIS, HE, Floodline, etc.)	No change
Map of property with environmental constraints	$30		No change
Permit Fees			
Routine Permit Drainage Act (DART Protocol)	$100		No change
Hydro One - Utility Corridor (up to five sites)	$515		No change
Minor Permit	$235		No change
Standard Permit	$590		No change
Complex Permit ~~- One Technical Study~~	$850 +	$850 plus technical review fee(s)	No change
Compliance Permit		Double the Application Fee	No change
Large Fill Permit	$590 +	$590 + $0.50 per m3 up to 500m3	No change
Large Fill Permit	$3,100 +	$3,100 + $0.75 per m3 greater than 500m3	No change
Restoration Agreement		Double the Application Fee	No change
Permit Amendment - Administrative	$100		No change
Permit Amendment		50% of original fee	No change
Hearing Administration Fee - Standard	$400	Single residential lot development	No change
Hearing Administration Fee - Complex	$1,030	Multiple lots; Commercial or Industrial Development; Large Residential Development	No change

FEE TYPE	Proposed 2027 Fee	NOTES	Change
Standard Plan Review Fees			
Consent	$450		No change
Consent - Multiple (up to 3)	$680		No change
Zoning Bylaw Amendment (ZBA)	$450		No change
Minor Variance (MVA)	$445		No change
Official Plan Amendment (OPA)	$575		No change
Combined OPA/ZBA	$1020		No change
Recirculation (any Standard Plan Review)		50% of original fee	No change
Site Plan Control Fees			No change
Single Lot Residential Site Plan	$565		No change
Minor Site Plan	$1,080		No change
Major Site Plan	$2,700		No change
Subdivision / Condominium Fees			
DRAFT PLAN Subdivision - Basic	$3,750		No change
DRAFT PLAN Subdivision - Complex	$7,500	Phasing may incur additional fees	No change
Redline Revision or Resubmission	$1,340	No Technical Reports to review	No change
Redline Revision or Resubmission	$2,675	Technical Reports to review	No change
Detailed Design Review & Clearance of Draft Conditions	$2,000	per Phase	No change
Detailed Design Review & Clearance of Draft Conditions	$3,600	Draft Plan Approval > 5yrs ago	No change
Ministerial Zoning Order (MZO)	$20,000 deposit	Additional fees for Cost recovery of: Review of technical reports, consultant costs, compensation, development and implementation, administration and legal fees	No change

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	**Proposed 2027 Fee**	**NOTES**	**Change**
Staff Charge Out Rates			
Management/Project Management	$110	Staff charge out rates have not changed for 4 years	$10 increase
Engineering/Planning	$100		$15 increase
Specialists – IT, GIS, Ecologist	$75		$5 increase
Administration/ Technicians	$70		$5 increase
Outside Engineering Consultant Fees		Cost recovery	
Conservation Lands			
Group picnics/Special events		Rates	
Up to 50 people	$175		$25 increase
Up to 100 people	$350		$50 increase
Up to 200 people	$650		$50 increase
>200 people (per 100)	+ $200		$50 increase
Delivery Charges (picnic tables/garbage cans)	$110		No change
Goodrich-Loomis Conservation Centre Rental			
Half day – one floor Half day – two floors	$125 $175		$25 increase
Full day – one floor Full day – two floors	$200 $325		$25 increase
Murray Marsh Hunting permission	$75		No change
Other events (filming, athletic, sponsored events)		Cost recovery	No change
Great Lakes Map	$5/student	Minimum of $150	No change
Discover Your Watershed Events		Cost recovery	No change
Education and Outreach Pilot Programs	TBD	Cost recovery	NEW
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 2026 Fee	**Proposed 2027 Fee**	**NOTES**
Tree Seedlings and Shrubs			
Conifer Stock	$1.80	TBD	Pricing information from nurseries unavailable
Deciduous Stock	$2.35	TBD	Pricing information from nurseries unavailable
Administrative Fee – per order	$15	$15	No change
Potted Trees	$22	TBD	Pricing information from nurseries unavailable
Wildflower Kits			
Sun-loving	$32	TBD	Pricing information from nurseries unavailable
Woodland	$45	TBD	Pricing information from nurseries unavailable
Rain Garden	$32	TBD	Pricing information from nurseries unavailable
Little Forest Kits	$440	TBD	Pricing information from nurseries unavailable

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