

Full Authority
16 November 2023
Agenda Item: 9

CVCA Fee Policy
Annual Review

As per the CVCA Fee Policy adopted on the 7th of December 2022 and in accordance with Section 21.2 of the *Conservation Authorities Act*, the CVCA shall review its fees in conjunction with the annual budgeting process.

Fee Changes

- 1) As such, CVCA staff have reviewed the fees and determined an overall increase for the 2024 Regulation and Planning Fees is *not* recommended.
- 2) However, staff do recommend including changes to the administrative fee regarding refunds for Regulation applications. This change is based on the following:
 - The current administration fee states “A 50% refund of original cost of permit will be issued providing the application has not been processed;”
 - Staff consider this fee may be too excessive in certain instances. For example, if an applicant has paid \$1,200 for an application and withdraws the application, the applicant would be charged an administrative fee of \$600. Whereas, another applicant’s fee may be \$300 and the 50% administrative fee would result in \$150. The discrepancy between the two amounts seems far too excessive.
 - Therefore, staff suggest altering this refund policy to implement a change to be fair for all applicants.
- 3) A cost of living allowance increase be applied to the Hunting Licenses.

As per the Fee Policy, the CVCA shall notify the public of these proposed increases or revisions to the Fee Policy or Fee Schedules, by way of posting a notice on the CVCA website and the changes will be reviewed at the 16th November 2023 at an open meeting of the Full Authority.

Once approved, the revised Policy and/or Fee Schedules will be published on CVCA’s website.

The Fee Policy can be found on the CVCA website. It is also provided in the Agenda package for the Board members convenience.

Staff Recommendations

Recommendation One:

That Refund Policy a) A 50% refund of original cost of permit will be issued providing the application has not been processed (page 3 of CVCA Fee Policy)

Be Revised to: a) An Administration fee of \$125.00 will be charged upon issuance of a refund, providing the application has not been processed;

And Insert: A full refund will be issued if the application is proven to be outside the CVCA regulated area or outside of the CVCA watershed – less site visit fee if applicable:

And

That this recommendation be adopted 1 January 2024 provided the Minister of Natural Resources and Forestry does not extend the freeze on fees beyond the one year deadline imposed this past January, 2023.

Recommendation Two:

That the Hunting Lease and Cottage Rentals increase shall be the same percentage as used in the CVCA 2024 Draft Budget.

Recommendation Three:

That the Amendment & Updates page be included in the changes to the Fee Policy along with the necessary housekeeping changes to reflect the above additions.

Board Decision

TP