



Crowe Valley
C o n s e r v a t i o n

CVCA Fee Policy and Schedules

Approved by CVCA Board of Directors on 7 December 2022

Effective Date: 31 December 2022

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Amendments & Updates

Original Approval Date: December 7, 2022 (Motion FA G /22)

Amendment Approval Date	Full Authority Motion Number	Effective Date
16 November 2023		1 January 2024

CVCA FEE POLICY

Basis

This Fee Policy has been prepared to satisfy the requirement for a policy regarding the charging of fees for a program or service and to document the principles and practices regarding fees charged under Section 21.2 of the *Conservation Authorities Act*.

The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or service it provides shall be,

- a) the amount prescribed by the regulations; or
- b) if no amount is prescribed, the amount determined by the authority.

This policy used the Minister's Fee Classes Policy (April 2022) as a reference.

The attached 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.

Process

When developing and establishing fees, the Authority also considers the fees of CAs offering the same level of service and technical advice, the fees set by neighbouring Conservation Authorities.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

The Fee Policy has been established by the Crowe Valley Conservation Authority (CVCA) Board of Directors and is administered and applied by CVCA staff. The General Manager/Secretary Treasurer may, under extenuating circumstances, waive or reduce fees.

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

- a. fees need to be set with regard to legislative requirements, ability to sustain programs, and be based on a user-pay philosophy;
- b. fee increases should include inflation;
- c. fees must not exceed the costs of delivering the services;
- d. refunds of fees may carry an administrative cost/penalty;
- e. fee schedules are reviewed annually and regular adjustments to fees are desirable; and
- f. fee schedules will be approved on an annual basis to inform the budget for the following year.

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.

Implementation

It is the objective of CVCA 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 Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the *Conservation Authorities Act*". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- 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;
- CVCA 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).

Reconsideration of Fees

As noted in Section 21.2(12) of the *Conservation Authorities Act*, “any person who considers that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged.”

The only fees that would be considered for an appeal are those found under planning and permitting. Requests for an administrative review must be in writing to the General Manager/Secretary Treasurer (or delegate) and specify the reason(s) for the request for review. Upon reconsideration of a fee that was charged by the Authority, the Authority may,

- a) Order the person pay the fee in the amount originally charged;
- b) Vary the amount of the fee originally charged, as the Authority considers appropriate; or
- c) Order that no fee be charged for the program or service.

The Authority will make its decision within 30 days after receiving the request. If not satisfied with the outcome of the review by the General Manager/Secretary Treasurer, then an appeal will be referred to CVCA’s Watershed Advisory Hearing Board following the Authority’s Hearing Guideline Procedures. Appeals will be dismissed or upheld through a resolution by the Board of Directors. The appellant will then be notified in writing of the Board’s decision.

For the process for reconsideration of fees related to an application for a permit, please refer to the Conservation Authorities Act Section 21.2 (15-21).

If the amount varies from that originally charged or a refund is approved, a 10% administration fee will apply.

Refunds

CVCA will issue a refund upon request for planning and section 28 permit fees as follows:

- a) ~~A 50% refund of original cost of permit will be issued providing the application has not been processed;~~
An Administration fee of \$125.00 will be charged upon issuance of a refund, providing the application has not been processed;
- b) 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;
- c) No refunds will be issued for planning files;
- d) Property Inquiry Form (PIF) Fees will be refunded at 50% if the applicant withdraws the application and the PIF has NOT been processed;
- e) Site Visit fees will be refunded at 100% providing the site visit has not been conducted;

- f) Hearings – No refund will be provided;
- g) All of the above is subject to General Manager/Secretary Treasurer’s approval;

McGeachie Cottage Rental Cancellation Policy:

NO refund during **Prime Season** – unless the renter or the Conservation Authority can find a replacement booking. The security deposit **will** be returned.

A refund of **50%** of the **Off Season** rental amount will be returned to the renter upon cancellation – unless the renter or the Conservation Authority can find a replacement booking. The security deposit **will** be returned.

The General Manager/Secretary Treasurer may approve a refund under extenuating circumstances or as directed by the Board.

Hunting Agreements

No Refunds will be issued for hunting agreements.

Policy Review and Public Notification

This Fee Policy and Schedules shall be reviewed annually in conjunction with the annual budgeting process. Staff will seek information regarding fees, from various sources, as identified in this policy; prepare proposed revised Fee Schedules with a report to members regarding recommendations. Any changes or amendments to the Policy will be presented to the Board of Directors.

The public will be notified of any proposed increases or revisions to the Fee Policy or Fee Schedules, by way of posting a notice on the CVCA website that the Fee Policy and/or Fee Schedules will be reviewed on an identified date, at an open meeting of the Full Authority.

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

Date of Effect

The Fee Policy and Schedules becomes effective as of the date set by the CVCA 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.

CVCA FEE SCHEDULES

Schedule 1: Planning Review Fees

Schedule 2: Section 28 Regulations Permitting Fees

Schedule 3: General Fees

Schedule 4: Conservation Area Fees

SCHEDULE 1:**Planning and Regulations Fee Schedules***Effective January 1, 2024***Schedule A – Plan Review Fee Schedule**

Please be advised that the Plan Review Fee Schedule is to be read in conjunction with the Notes following the table.

Application Type	Fee
Application for Consent	420
Minor Variance Application	290
Zoning By-law Amendment	320
Official Plan Amendment	550
Site Plan Control	
• single residential	250
• multiple residential	630
• major	1260
Plan of Subdivision	
• minor (less than 5 ha)	5000
• major (greater than 5 ha)	15000
Legal Inquiry (property clearance letter)	200
• expedited letter - required within 5 business days	400
Property Inquiry Site Visit (associated only with Property Inquiry Form)	350
Fee for site visit required for any application listed above	200

Notes:

1. Applicants and/or municipalities are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to accompany the application, and to determine the appropriate fee.
2. Application fees must be paid before CVCA review will commence. Application fees will be invoiced to the applicants directly by the CVCA.
3. CVCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment or for applications that have not been included in the above table.
4. Peer review fees will be recovered when a report contains information that is beyond the scope of CVCA's in house expertise OR come to a third-party resolution where there is conflict.
5. CVCA reserves the right to collect fees for the review of technical reports/studies as per Schedule C should these reports be submitted as part of the application.
6. CVCA reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.

SCHEDULE 2:**Planning and Regulations Fee Schedules***Effective January 1, 2024***Schedule B – Permit Fee Schedule**

Please be advised that the Permit Fee Schedule is to be read in conjunction with the Notes following the table.

How to Read the Table:

STEP ONE: Determine the type of project you are doing.

STEP TWO: Determine the location of your project.

STEP THREE: Match the parameters of your project to one of the available categories and subsequent fee.

STEP ONE	STEP TWO	STEP THREE	
APPLICATION TYPE		DESCRIPTION	2023 FEE (\$)
Work Around a Shoreline OR Watercourse <i>(Some work may require a technical report to support the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	Shoreline alterations, erosion protection, channelization, new watercourses, and similar	Repairs using existing material	275
		≤ 15 m	670
		> 15 m - 30 m	1050
		> 30 m - 50 m	1135
		> 50 m - 150 m	1360
		> 150 m – 250 m	1740
	> 250 m	TBD	
If bio-engineering techniques are implemented the fee will be reduced by 50%*			
	Existing boat slip/launch maintenance and dredging		510
Docks		repairs or reconstruction of existing dock in same footprint	195
		new dock	260
Water Crossing	Culverts/Bridges	Replacement (same dimension) ≤30 m and ≤ 1 m diameter OR Low flow crossing repairs	490
		Replacement (different dimension)	610
		New culvert	920
		Bridge deck replacement	1040
		New low flow crossing	610
		New bridge	1470
	Directional drilling	Channel width ≤ 1.5 m	250
		Channel width > 1.5 m - 3.0 m	610
		Channel width > 3.0 m	985
	Water utility crossing (open-cut)	Channel width ≤ 3 m	610
Channel width > 3 m - 10 m		1960	
Channel width > 10 m		2570	

STEP ONE	STEP TWO	STEP THREE		
APPLICATION TYPE		DESCRIPTION	FEE (\$)	
Fill Placement & Grading <i>(Works that occur in the floodplain may be required to submit a technical report as part of the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	(Potentially) INSIDE Hazard and Hazard Setback (6m)**	minor fill placement ≤ 20m ³ OR septic replacement in same location	300	
		>20 m ³ - 100 m ³ OR ≤ 0.25 ha	680	
		> 100 m ³ - 500 m ³ OR > 0.25 ha - 0.5 ha	970	
		> 500 m ³ - 1,000 m ³ OR > 0.5 ha - 1.0 ha	2140	
		> 1,000 m ³ - 2,000 m ³ OR > 1.0 ha -2.0 ha	2900	
		> 2000 m ³ OR > 2.0 ha	TBD	
	Within the setback of a wetland (15m or 30m) OR within the regulatory allowance of a hazard (6-15m)**	minor fill placement ≤ 20m ³ OR septic replacement in same location	230	
		>20 m ³ - 100 m ³ OR ≤ 0.25 ha	605	
		> 100 m ³ - 500 m ³ OR > 0.25 ha - 0.5 ha	985	
		> 500 m ³ - 1,000 m ³ OR > 0.5 ha - 1.0 ha	2015	
		> 1,000 m ³ - 2,000 m ³ OR > 1.0 ha -2.0 ha	2770	
		> 2000 m ³ OR > 2.0 ha	TBD	
	In all other areas not listed above, within the regulation limit	minor fill placement ≤ 20m ³ OR septic replacement in the same location	145	
		any fill placement > 20m ³	360	
	Buildings <i>(Works that occur in the floodplain may be required to submit a technical report as part of the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	(Potentially) INSIDE Hazard and/or Hazard Setback (6m)**	reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	415
foundation replacement or repair			415	
non-habitable - size restrictions apply			630	
habitable – size restrictions apply			1135	
Within the setback of a wetland (15m or 30m) OR within the regulatory allowance of a hazard (6-15m)**		reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	300	
		foundation replacement or repair	300	
		non-habitable	530	
		habitable	905	
In all other areas not listed above, within the regulation limit		reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	265	
		foundation replacement or repair	265	
		non-habitable	360	
		habitable	725	
Marina			1840	
Golf Course			3675	
Subdivision			2000	

OTHER FEES	
Permit Amendment - minor amendment, no addition of new projects	125
Violation - development without permit authorization	x2 fee
Section 28 Application Review Hearing	600
Property Inquiry Desktop Analysis & Summary	125
Property Inquiry Site Visit	350
OTHER FEES	
Property Inquiry Site Visit & Limited Simple Wetland Delineation	400
Property Inquiry Site Visit & Limited Complex Wetland Delineation Plus third party fees if applicable	1000
Technical Report Review Fee*** Will be based on costs incurred by CVCA	TBD
Administration Fee	125

*Bioengineering combines structural engineering principles with the use of vegetation for shoreline stabilization and erosion control. Hard material such as rocks, boulders, and armourstone do NOT qualify as bioengineering.

**If you are unsure if you are inside a floodplain, erosion hazard, unstable soils or bedrock, or the setback of a wetland please contact our office.

The following lakes and rivers have an engineered floodplain:

- Belmont Lake
- Cordova Lake
- Crowe Lake
- Crowe River
- Kasshabog Lake
- Limerick Lake
- Paudash Lake
- Round Lake
- St. Ola Lake
- Wollaston Lake

The erosion hazard is defined by the MNRF Technical Guide River & Stream Systems: Erosion Hazard Limit. Unstable soils and bedrock can include (but is not limited to):

- Marine Clays
- Organic Soils
- Limestone or Granite with large fissures/cracks

Wetland setbacks are described in the CVCA Watershed Planning and Regulations (O. Reg 159/06) Policy Manual.

*** Technical reports are routinely prepared by a qualified professional in the field of water resources engineering, ground water science, site servicing, geotechnical engineering, environmental assessments, ecology and planning to support the feasibility of development. Such experts are familiar with professional standards and provincial and local requirements in such matters. The CA review involves an evaluation of whether the applicable guidelines have been appropriately addressed.

Technical reports can include but are not limited to the following: floodplain analysis, hydrogeology reports, terrain analysis, stormwater management, geotechnical reports, environmental impact studies, etc.

Notes:

1. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to accompany the application, and to determine the appropriate fee.
2. Application fees must be paid before CVCA review will commence.
3. CVCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment or for applications that have not been included in the above table.
4. Peer review fees will be recovered when a report contains information that is beyond the scope of CVCA's in house expertise.
5. CVCA reserves the right to collect fees for the review of technical reports/studies as per Schedule C should these reports be submitted as part of the application.
6. CVCA reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.

Refer to CVCA Fee Policy (available on CVCA website) for information regarding refunds.

SCHEDULE 3: GENERAL FEES

FOI Request - \$5.00 per request - Other applicable fees may apply dependent on staff time and resources allocated to fulfill the FOI request.

Proposed McGeachie Cottage Rental Rates

Off Season Rates: January 1 – May 31 & Labour Day to December 31

	2023	Proposed 2024
Weekend – Off Season	\$380.00	\$395.00
Week – Off Season (7 nights)	\$895.00	\$930.00
Additional Night (only if booked previous 2 nights)	\$150.00	\$156.00
One Night Rental	\$195.00	\$203.00
Security Deposit (per rental)	\$400.00	\$400.00

Prime Season Rates: June 1 – Labour Day

	2023	Proposed 2024
Week	\$1,065.00	\$1,108.00
Weekend (only if not booked for week)	\$459.00	\$477.00
Additional Night (only if previous 2 nights booked)	\$150.00	\$156.00
Security Deposit (per rental)	\$400.00	\$400.00

10% Discount given to other Conservation Authority staff

McGeachie Cottage Rental Cancellation Policy:

NO refund during **Prime Season** – unless the renter or the Conservation Authority can find a replacement booking. The security deposit **will** be returned.

A refund of **50%** of the **Off Season** rental amount will be returned to the renter upon cancellation – unless the renter or the Conservation Authority can find a replacement booking. The security deposit **will** be returned.

The General Manager/Secretary Treasurer may approve a refund under extenuating circumstances or as directed by the Board.

Proposed Hunting Rates

	2023	Proposed 2024
Callaghan’s Rapids West	\$483.00	\$503.00
Callaghan’s Rapids East	\$483.00	\$503.00
Agreement Forest	\$483.00	\$503.00
The Gut Conservation Area	\$972.00	\$991.00
Total Revenue	\$2,421.00	\$2,500.00

No Refunds will be issued for hunting agreements.