

**MEMORANDUM OF UNDERSTANDING BETWEEN**

**THE CITY OF KAWARTHA LAKES AND**

**THE GANARASKA REGION CONSERVATION AUTHORITY, THE KAWARTHA  
REGION CONSERVATION AUTHORITY, THE LAKE SIMCOE REGION  
CONSERVATION AUTHORITY, AND THE OTONABEE REGION CONSERVATION  
AUTHORITY**

**REGARDING THE PROVISION OF  
ENVIRONMENTAL PLANNING SERVICES**

**1. Context**

The fundamental provincial role of all Conservation Authorities focuses on water related natural hazard prevention and management and includes flood and erosion control. The safety of persons and property from natural hazards and the protection, restoration and enhancement of the natural environment are matters of public interest to be addressed during the review of planning applications and policy documents. Specifically, the Conservation Authorities derive their authority under Section 28 of the Conservation Authority Act, whereby the Conservation Authorities are the approval authority for development and/or activity permits, under the "Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses".

The City has been delegated the Municipal Plan Review function by the Province of Ontario. The Conservation Authorities have been delegated responsibility to review and comment on planning issues for conformity with Section 3.1 of the Provincial Policy Statement, and are also considered a public commenting body pursuant to Section 1 of the Planning Act and regulations made under the Planning Act.

This Partnership MOU updates and replaces the 2007 Environmental Planning Services Agreement, and recognizes the expertise provided by the Conservation Authorities in watershed management, and natural hazard and natural heritage planning and the City's expertise in overall municipal planning including storm water management to effectively plan for the future of the municipality.

It serves as a guide to both the City and Conservation Authorities in carrying out the Plan Review and Technical Clearances functions. In addition, it is intended to promote streamlining of the plan review process including communications and issue resolution.

## **2. Definitions**

In this document:

“Conservation Authorities” means the Ganaraska Region Conservation Authority, the Kawartha Region Conservation Authority, the Lake Simcoe Region Conservation Authority, and the Otonabee Region Conservation Authority.

“Plan Review” means the review of applications and/or studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments as well as studies such as Environmental Assessment Reports.

“Technical Clearance” is defined as assessing technical reports submitted by the proponent to determine if the reports satisfy the conditions through a plan review process and clearing the conditions.

“The City” means the City of Kawartha Lakes.

“The Province” means the Province of Ontario.

## **3. Purpose**

The purpose of this Partnership MOU is:

- to establish a co-operative arrangement between the City and the Conservation Authorities to work together to improve the delivery of the Land Use Planning Review function to the residents of the City.

Schedule A provides a map of the watershed boundaries of the Conservation Authorities. This schedule may be changed from time to time without the need to amend this agreement.

#### **4. Goals**

The goals of the partnership between the City and the Conservation Authorities are:

- to provide for Conservation Authorities plan review and technical clearance expertise, and to assist the City in making decisions on development applications and planning documents regarding matters of provincial interest;
- To foster a “client service”, solutions based approach in the delivery of the service(s) to meet the public and private needs of the watershed communities;
- To contribute to the implementation of City of Kawartha Lakes Official Plan Policies
- To ensure and enhance consistency and clarity around the respective roles and responsibilities performed by the City and the Conservation Authorities;
- To inform the Board, the municipality and clients about the delegated roles and responsibilities performed by the Conservation Authorities in the delivery of conservation services and programs throughout the watershed;
- To streamline all processes in review and technical clearance function and activities wherever possible within regulatory and discretionary timelines associated with the services; and
- To incorporate “best practices and/or practical” approaches in the delivery of services and programs utilized by and in the conservation and municipal sectors.

#### **5. Partnership Roles and Responsibilities:**

- a) The City will consult with the Conservation Authorities on matters that affect shared mandates or interests. This includes, but is not limited to, inviting Conservation Authorities to attend pre-consultation meetings with

development proponents and circulating planning applications and planning documents to the Conservation Authorities.

- b) The City will share any City-owned data sources with the Conservation Authorities subject to the appropriate data sharing agreements.
- c) The Conservation Authorities will share any Authority-owned data sources with the City subject to the appropriate data sharing agreements.
- d) The Conservation Authorities will advise the City of the technical information required for a complete application and may attend pre-consultation meetings for site-specific planning applications.
- e) The Conservation Authorities will assist the City through their Plan Review comments to the City. The comments and advice will be in the context of the Conservation Authorities Act, the Planning Act, the Provincial Policy Statement, the Environmental Assessment Act, the Fisheries Act, the Oak Ridges Moraine Conservation Act and the Oak Ridges Moraine Conservation Plan, the Clean Water Act, the Lake Simcoe Protection Act and the Lake Simcoe Protection Plan, and other applicable legislation as may be enacted from time to time.

Additionally, comments will also take into consideration the recommendations of the applicable lake management plans, watershed plans or other environmental management plans and Conservation Authority policy documents. More specifically, Conservation Authorities shall provide comments on the following matters:

- i. available information and analysis on the identification, function and significance of natural heritage and hydrologic features and systems such as significant woodlots, wetlands, significant wildlife habitats, fish habitat, significant habitat of endangered and threatened species<sup>1</sup>, significant valley lands, areas of natural and scientific interest, surface water features and groundwater features on, or in proximity to, a proposed development site or within a study area. This includes providing input to the City on the requirements for and adequacy of

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<sup>1</sup> The Ministry of Natural Resources is ultimately responsible for the implementation of the *Endangered Species Act*. However the City has a responsibility for the protection of the significant habitat of endangered and threatened species under the Provincial Policy Statement. The Conservation Authorities can assist the City in identifying when a development proponent should be in contact with the Ministry.

studies which assess impacts of and propose mitigation measures for planning applications;

- ii. requirements under the Federal Fisheries Act, the Conservation Authorities Act, or any other applicable legislation;
  - iii. the need for and adequacy of stormwater management plans from a watershed management perspective;
  - iv. floodplain management and opportunities for flood remediation; and
  - v. information and analysis of natural hazards and water management such as flooding, erosion, unstable slopes and soils, and shoreline hazards existing on or in proximity to a proposed development site or within a study area.
- f) Nothing in this Partnership MOU prevents the Conservation Authorities from commenting to the City as they would normally exercise their rights under the *Planning Act*, the *Conservation Authorities Act* or other applicable legislation.
- g) The Conservation Authorities may assist the City in the technical aspects of applying innovative and sustainable development standards as a best management practice.
- h) The protocol for issue resolution and plan review communications is agreed to be based on the following principles:
- i. Any disputes will be resolved in a collaborative manner between CA and Municipal Staff.
  - ii. Each party should clearly articulate their expectations with clear lines of communication and respect for each party's interest.
  - iii. Before proceeding to any formal dispute resolution mechanisms involving the CA Board of Directors or Municipal Council, the CA and Municipal Staff should use their best efforts to jointly develop a written issue statement, describing the facts and events leading to the dispute and potential resolution options.

## **6. Lands outside of Conservation Authority Watershed Boundaries**

Under this MOU, the Kawartha Region Conservation Authority agrees to provide plan review and technical clearance expertise, and to assist the City in making decisions on development applications regarding matters of provincial interest on lands outside the regulated watershed boundary of the Kawartha Region Conservation Authority and the Lake Simcoe Region Conservation Authority that are located generally within the northern portions of the City as delineated on Schedule A to this agreement. This Schedule may be changed from time to time without the need to amend this agreement.

## **7. Implementation**

- a) This Partnership MOU will come into effect upon endorsement by City Council and the Boards of the Conservation Authorities.
- b) To review this agreement every 5 years or as deemed necessary by the parties of this agreement.
- c) To explore further opportunities, on an ongoing basis, to streamline the plan review system as it relates to provincial and regional/ local interests.
- d) The City and the Conservation Authorities agree to explore further opportunities to improve the sharing of data.
- e) The Conservation Authorities will recover all or a portion of the costs, resulting from performing the Plan Review function under this Partnership Memorandum from development proponents, pursuant to the Ministry of Natural Resources Policies and Procedures Manual.
- f) The City and Conservation Authorities may seek additional technical expertise in matters of Provincial or Municipal interest, from third parties as required (e.g. peer review of an Environmental Impact Study), the cost of which would be at the expense of the proponent of the planning application.
- g) Where planning matters have been appealed to the Ontario Municipal Board, Conservation Authorities will participate in hearings sufficient to defend their responsibilities, interests and mandates. Where appropriate, the City and Conservation Authorities will work together to ensure an efficient use of resources when participating at hearings. Notwithstanding this clause,

Conservation Authorities are in no way limited from independently appealing a planning decision to the Ontario Municipal Board.

#### **8. Screening of Applications**

All parties to this MOU concur that the screening of applications if desirable. This process would ensure that only the appropriate applications are circulated to the appropriate Conservation Authority. Although this MOU does not contain specific provisions for screening, both the City and the Conservation Authorities are committed to this end to ensure the best possible service.

#### **9. Fees for Third Party Initiated Planning Applications**

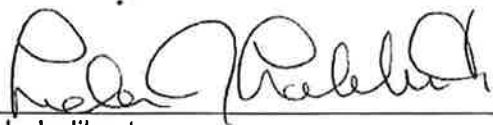
Pursuant to Section 21 of the Conservation Authorities Act, a Conservation Authority may charge fees for service.

For the review and provisions of comments for all third party initiated planning applications, a fee will be assessed by the Conservation Authorities as outlined in Schedule B. This fee schedule may be changed from time to time without the need to amend this agreement.

The City will collect the preliminary Analysis Fee at the time an application is submitted. The individual Conservation Authority will collect the remaining fees as required.

**10. The Agreement**

IN WITNESS WHEREOF, the said parties hereto have hereunto affixed their corporate seals, attested by the hands of their proper officers, duly authorized in that behalf.



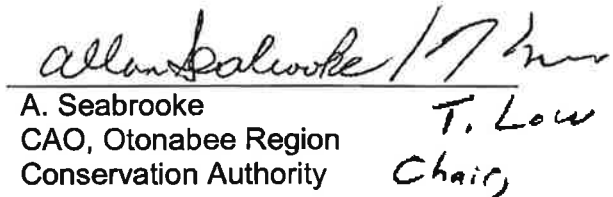
L. Laliberte  
CAO/Secretary-Treasurer,  
Ganaraska Region Conservation  
Authority



R. Messervey  
CAO, Kawartha Region  
Conservation Authority



G. Wood  
CAO, Lake Simcoe Region  
Conservation Authority

  
T. Low  
Chair,

A. Seabrooke  
CAO, Otonabee Region  
Conservation Authority



~~R. McGee~~ A. Letham  
Mayor, City of Kawartha Lakes



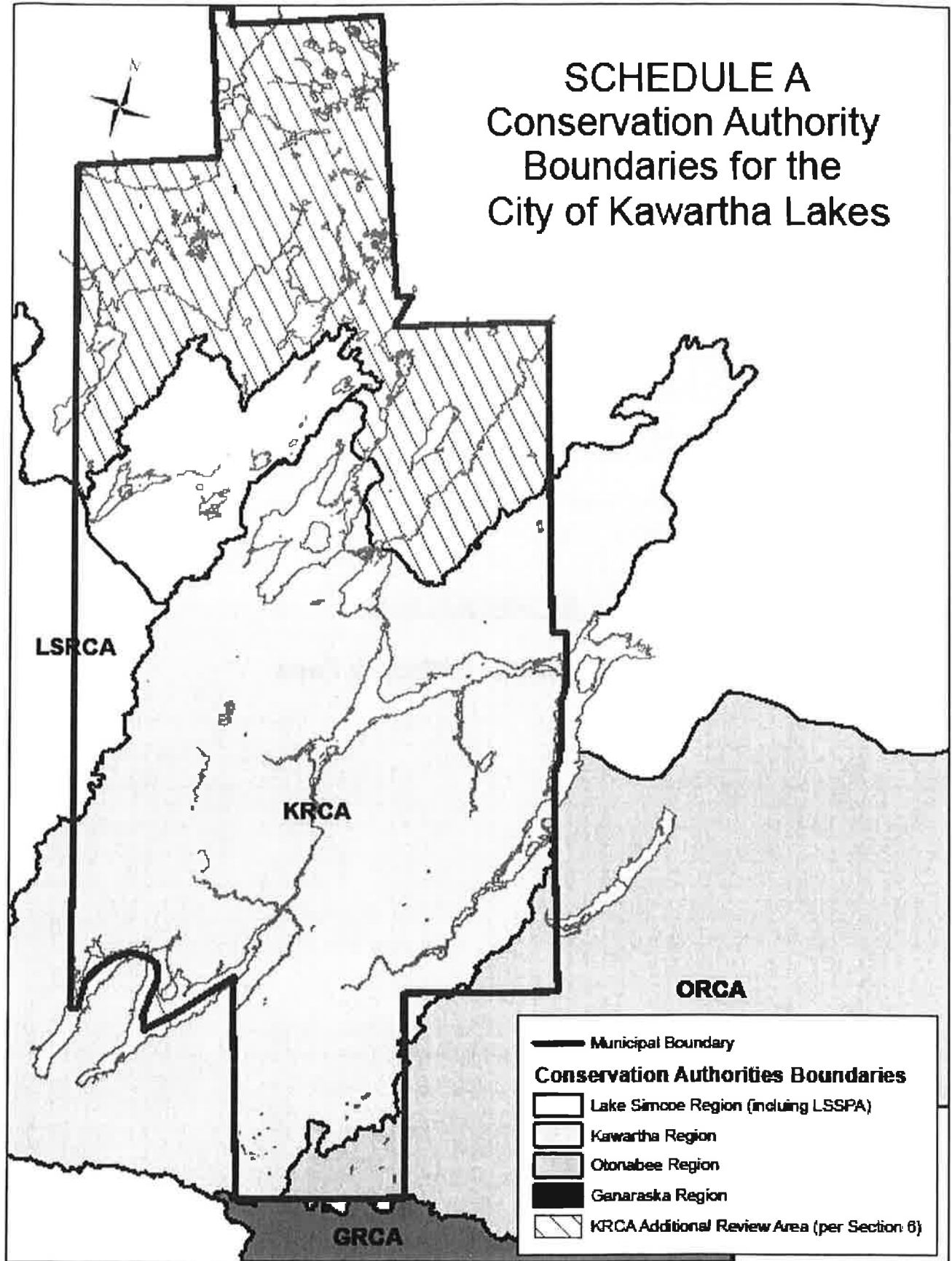
J. Currins  
City Clerk, City of Kawartha Lakes

*Dated this 26<sup>th</sup> day of January, 2015*

Dated this 11<sup>th</sup> day of September, 2012



# SCHEDULE A Conservation Authority Boundaries for the City of Kawartha Lakes



**SCHEDULE B**  
**Conservation Authority Fees**

# Kawartha Region Conservation Authority

## Environmental Advisory Fees

(Effective November 1, 2004)

<b>Application Type</b>	<b>Fee</b>
<b>Minor Variance</b>	\$200.00
	\$250.00 Initial
<b>Severance</b>	\$2000.00 Detailed Technical Review
	\$325.00 Initial
<b>Zoning By-law Amendment</b>	\$2000.00 Detailed Technical Review
	\$300.00 Initial
<b>Official Plan Amendment</b>	\$2000.00 Detailed Technical Review
	\$350.00 Initial
<b>Site Plan Approval</b>	\$2000.00 Detailed Technical Review
<b>Subdivision:</b>	
Plans of Subdivision or Condominium	\$5000.00 Initial
Clearance of Conditions per phase	\$500.00 per hectare
Major Revision/Resubmission Fee	\$1000.00

### Notes

1. Separate fees apply for the processing of applications under a Development, Interference with Wetlands and Alterations to Watercourses and Shorelines Regulation (also known as Generic Regulations). Please see the fee schedule for section 28 fees.
2. When consolidated applications are received, fees will be discounted such that only the fees for the most expensive application are paid.
3. The Municipality will collect Initial Review Fees at the time the application is submitted. Kawartha Conservation will invoice for and collect the Detailed Technical Review Fees upon submission by the applicant for a Detailed Review.
4. For subdivisions, the "per hectare fee" will not apply to lands designated as environmentally protected land or equivalent.



1. **MINOR FILLING - \$150.00 (plus fees for review of supporting reports, if required)**
  - Fill activity up to 21 cubic metres (27.5 cubic yards) or 15 cm (6 inches) in depth for landscaping purposes along Kawartha Lakes Development Area, which includes the following water bodies: *Trent River, Rice Lake, Stony Lake, Lovesick Lake, Buckhorn Lake, Chemong Lake, Pigeon Lake and Lake Katchivanooka*
2. **MAJOR FILLING - \$250.00 (plus fees for review of supporting reports, if required)**
  - Fill activity exceeding 21 cubic metres or 15cm (6 inches) in depth in the Kawartha Lakes Development Area.
  - Fill activity in areas not located along the following water bodies: *Trent River, Rice Lake, Stony Lake, Lovesick Lake, Buckhorn Lake, Chemong Lake, Pigeon Lake and Lake Katchivanooka*
3. **MINOR CONSTRUCTION - \$150.00 (plus fees for review of supporting reports, if required)**
  - Outbuildings, boathouses & garages
  - Additions/ renovations to cottages and single family residences which are not used for habitation
4. **MAJOR CONSTRUCTION - \$250.00 (plus fees for review of supporting reports, if required)**
  - Cottages and single detached residences
  - Commercial, industrial and institutional structures less than 450 square metres in area
  - Additions/ Renovations used for habitation to cottages and single detached residences
  - Additions to commercial, industrial and institutional structures
  - Full basements, crawl spaces or perimeter walls
5. **MAJOR PROJECTS - \$1,000.00 (plus fees for review of supporting reports, if required)**
  - Multiple unit projects or buildings greater than 450 sq.m in area or more than 1 ha per property
  - Subdivisions
  - Fill activity greater than 2000 cubic metres or grading on a property greater than 1 ha in area
  - Shoreline alterations greater than 50 metres in length
  - Infrastructure including, but not limited to, bridges, culverts, and utility crossings greater than 25 metres in width/ span
  - For all other multiple lot applications, the \$1,000 fee will apply to the first two lots and there will be an additional fee of \$250 for each additional lot.
6. **GOLF COURSES- \$4,000.00 (plus fees for review of supporting reports, if required)**
7. **WATERCOURSE ALTERATIONS - \$350.00 (plus fees for review of supporting reports, if required)**
8. **LAND INQUIRIES - \$125.00 (plus fees for review of supporting reports, if required)**
  - Fee deducted from processing fee if works applied for within one year
9. **LEGAL AND REAL ESTATE INQUIRIES - \$125.00**
10. **VIOLATIONS – Twice the applicable fee**
11. **BOARD/ EXECUTIVE HEARING - \$350.00**

**12. PERMIT AMENDMENT - \$75.00**

**13. REVIEW OF SUPPORTING REPORTS:** (ORCA staff will determine the fee upon receipt of any reports)

- **BRIEF (1-2 page reports) - \$175.00**
- **STANDARD (small to medium scale developments) - \$350.00**
- **MAJOR (plans of subdivisions/ major developments) - \$875.00**

Further information and studies may be required by the Otonabee Region Conservation Authority (Otonabee Conservation) in order to process this file, the costs of which will be borne by the applicant or their agent. This information may include details related to wetlands, floodplains, hydraulics, slope stability or stream systems. Once completed, all studies become the property of Otonabee Conservation and the information may be used by Otonabee Conservation and its member municipalities. In order for members of the public to view any studies, plans and reports related to your permit, a formal request under the Municipal Freedom of Information Protection and Privacy Act, RSO 1990, c. M. 56, is required. Access is subject to statutory exemptions. The same is true should you wish to access any studies, plans and reports pertaining to other's permits. Insufficient information may delay the processing of your application.

Please see the reverse for fees relating to Planning Act applications and Stormwater Management Reports.

**PROCESSING FEES FOR APPLICATIONS AND INQUIRIES**

- **UNDER THE PLANNING ACT AND STORMWATER MANAGEMENT REVIEWS**

**APPLICATIONS AND INQUIRIES UNDER THE PLANNING ACT:**

- 1. GOLF COURSES - \$4,000.00 (plus fees for review of supporting reports, if required)**
  - Fees invoiced to the proponent directly
- 2. MINOR VARIANCES - \$200.00 (plus fees for review of supporting reports, if required)**
  - Fees collected by the Municipality with application and invoiced by the ORCA on a monthly basis
  - Fees for the supporting reports are invoiced to the proponent directly
- 3. OFFICIAL PLAN AMENDMENTS - \$350.00 (plus fees for review of supporting reports, if required)**
  - Fees are to be submitted by the applicant to the appropriate body based on the table below:

<b>Municipality</b>	<b>Submit to:</b>	<b>Municipality</b>	<b>Submit to:</b>
Asphodel-Norwood	ORCA office	Cavan Monaghan	Municipal office
City of Kawartha Lakes	Municipal Office	City of Peterborough	Municipal office
Douro-Dummer	Municipal Office	Otonabee-S. Monaghan	Municipal office
Smith-Ennismore-Lakefield	ORCA office	Trent Hills	Municipal office

- Fees for the supporting reports are invoiced to the proponent directly
- 4. SEVERANCES - \$250.00 (plus fees for review of supporting reports, if required)**
    - All Fees invoiced to the proponent directly for County of Peterborough applications
    - Fees invoiced monthly to the City of Peterborough
  - 5. SITE PLAN \$250.00 (single residential), \$400 (other developments) (plus fees for review of supporting reports, if required)**
    - Fees collected by the Municipality with application and invoiced by the ORCA on a monthly basis
    - Fees for the supporting reports are invoiced to the proponent directly
  - 6. SUBDIVISIONS/ CONDOS - \$1500.00 (plus fees for review of supporting reports, if required)**
    - All fees invoiced to the proponent directly for County of Peterborough applications
    - Fees invoiced monthly to the City of Peterborough

7. **ZONING BY-LAW AMENDMENTS - \$275.00 (plus fees for review of supporting reports, if required)**
  - Fees collected by the Municipality with application and invoiced by the ORCA on a monthly basis
  - Fees for the supporting reports are invoiced to the proponent directly
8. **LAND INQUIRIES - \$125.00 (plus fees for review of supporting reports, if required)**
  - Fee deducted from processing fee if works applied for within one year
9. **AMENDMENTS TO DRAFT PLAN - \$350.00**
10. **REVIEW OF SUPPORTING REPORTS: (ORCA staff will determine the fee upon receipt of any reports)**
  - **BRIEF (1-2 page reports) - \$175.00**
  - **STANDARD (small to medium scale developments) - \$350.00**
  - **MAJOR (plans of subdivisions/ major developments) - \$875.00**

Further information and studies may be required by the Otonabee Region Conservation Authority (Otonabee Conservation) in order to process this file, the costs of which will be borne by the applicant or their agent. This information may include details related to wetlands, floodplains, hydraulics, slope stability or stream systems. Once completed, all studies become the property of Otonabee Conservation and the information may be used by Otonabee Conservation and its member municipalities. In order for members of the public to view any studies, plans and reports related to your permit, a formal request under the Municipal Freedom of Information Protection and Privacy Act, RSO 1990, c. M. 56, is required. Access is subject to statutory exemptions. The same is true should you wish to access any studies, plans and reports pertaining to other's permits. Insufficient information may delay the processing of your application.

#### **STORMWATER MANAGEMENT REVIEW:**

1. **Subdivisions:** \$120 per lot for the first 10 lots; \$60 per lot thereafter
2. **Condos:** \$60 per unit for the first 10 units; \$30 per unit thereafter
3. **Revisions:** Review of revisions not requested by the ORCA – 75% of original fee
4. **Submissions deemed incomplete as per the ORCA guidelines – 10% of review fee**
5. **Minor Developments (less than or equal to 1 hectare) - \$215.00**
6. **Major Developments (greater than 1 hectare) - \$300.00/ hectare**

**Please see the reverse for fees relating to Ontario Regulation 167/06 Permit Applications**



**Lake Simcoe Region**  
conservation authority

## **PLANNING AND DEVELOPMENT FEES POLICY AND SCHEDULE**

Under Section 21 (m.1) of the *Conservation Authorities Act*

### **Lake Simcoe Region Conservation Authority**

120 Bayview Parkway  
Newmarket, ON L3Y 4X1

Tel: 905-895-1281 Fax: 905-853-5881

Web: [www.lsrca.on.ca](http://www.lsrca.on.ca)

**APPROVED: April 27, 2012**  
**To Take Effect: July 1, 2012**

## **BASIS**

### **Legislative**

The *Conservation Authorities Act* provides the legislative basis to allow conservation authorities in Ontario to charge fees for services approved by the Minister of Natural Resources. Section 21(m.1) of the *Act* allows for the collection of fees for planning and development related activities such as:

- Permitting
- Plan review
- Public and legal inquiries

### **Policy**

The Ministry of Natural Resources (MNR) established the *Policies and Procedures for the Charging of Conservation Authority Fees* in order to fulfill Section 21(m.1) of the *Conservation Authorities Act*. These *Policies and Procedures* further provide the Lake Simcoe Region Conservation Authority (LSRCA) with the policy basis to charge fees for planning and development proposals.

## **PRINCIPLES**

As a result of the legislative and policy basis, the LSRCA's Fees Policy is based on the following:

- The user-pay principle
- Adequate consultation and notification
- Opportunity or right to an appeal

## **RELATIONSHIP TO PLANNING PROGRAM BUDGET**

The funding formula for the planning program is approximately 60% user fees and 40% municipal levy and provincial grant. This 60-40 user fee to levy/grant ratio represents the maximum reliance on user-fees in order to safeguard the planning program and its services against economic volatility and subsequent budgetary uncertainty. It is also intended to reflect that significant effort and resources are used for "non-development" related activities and proposals including Official Plans, Secondary Plans, and Comprehensive Zoning By-Laws.



## **PROCESS and NOTIFICATION**

In 2010, a Working Group was established with members of BILD (Building Industry and Land Development Association) planning staff of the LSRCA. The purpose of the Working Group was to review proposed changes in Authority fees. This Planning and Development Fees Policy reflects the discussions and consensus achieved at the Working Group meetings. Ultimately, this Fees Policy requires approval by the LSRCA Board of Directors (BOD). Once approved, the Policy is circulated to:

- Regional and local municipalities
- Neighboring Conservation Authorities
- Conservation Ontario
- Ministry of Natural Resources
- BILD
- OSSGA
- Consultants and general public as requested
- Posted on the LSRCA website

## **IMPLEMENTATION**

LSRCA staff shall apply the fees as prescribed on the Schedule of Fees when reviewing planning and development related applications.

### **Plans of Subdivision**

#### ***Plan of Subdivision – Non-Complex***

The plan of subdivision (non-complex) minimum fee of \$11,000 applies to plans that contain less than (<) 10 Lots or those plans that only require a storm water management review. There is no final subdivision approval fee required.

#### ***Draft Plan of Subdivision Approval - Complex***

The draft plan of subdivision fee is based on the amount of units. For draft plans where the number of units is less than 72 – the minimum fee of \$10,000 applies. If the number of units is greater than 72 – the fee is the number of units times \$140 to a maximum fee of \$26,400 (189 units).

*Example:*

150 Units \* \$140 = \$21,000 Fee

### ***Final Subdivision Approval - Registration***

The final plan of subdivision fee is based on the amount of units. For draft plans where the number of units is less than 72 – the minimum fee of \$6,700 applies. If the number of units is greater than 72 – the fee is the number of units times \$93 to a maximum fee of \$17,600 (189 units).

#### *Example:*

150 Units \* \$93 = \$13,950 Fee

### ***Phasing Fee Payment***

When registering a plan of subdivision in phases and the **maximum fee is triggered** for the entire plan, the maximum amount of \$17,600 shall be collected based on the number of Lots/Units within each phase (e.g. if Phase 1 = 200 Lots of a total of 1000 Lots, then 20% of \$17,600 is due for the first phase).

In addition, the fees charged for plans of subdivision will include the estimated number of Lots/Units for any Blocks within the plan. As such, the circulation of any subsequent plan of condominium or residential site plan to the LSRCA will not trigger any further fee requirement.

### ***Site Plans – Non-Complex***

Commercial, industrial, institutional site plans circulated to the LSRCA will trigger a general “no objection” comment and the \$1,000 fee recognizing that storm water management (to current standards) has been provided through the previous plan of subdivision process or adjacent site plan approvals.

### ***Golf Course / Aggregate Applications***

The maximum golf course/aggregate fee will be triggered for those complex applications based on magnitude, environmental features, and study requirements.

### **Date of Effect**

The Draft Fee Policy requires LSRCA Board of Directors approval.

The fees contained within this policy will be in effect **July 1, 2012** through to **June 30, 2014**.

The Policy supersedes and replaces all previous LSRCA Fee Policies.

## **Appeal**

An applicant, proponent, or developer has the right to appeal should he or she be dissatisfied with the prescribed fee. Any appeal shall be heard by the LSRCA Board of Directors through a deputation by the proponent. The appeal will be heard in accordance with the *Statutory Powers Procedure Act* based on the principles of fairness, opportunity, and notification.

## **MONITORING**

This Fees Policy shall be monitored on an annual basis to evaluate its effectiveness and fairness. A Working Group has been established with members of BILD order to evaluate this Fees Policy.

## SCHEDULE 1 - FEES

Applications made under the *Planning Act*

<b>CATEGORY</b>	<b>Current FEE</b>
Official Plans and Comprehensive Zoning By-Laws	\$0 – General Levy
Secondary Plans – Municipally Initiated	\$0 – General Levy
Secondary Plans – Proponent Initiated	\$10,000
Official Plan Amendments - Proponent Initiated	\$750
Zoning By-Law Amendments - Proponent Initiated	\$500
Plan of Subdivision (non-complex) – Minimum Fee	\$11,000
Draft Subdivision Plan Approval – Minimum Fee	\$10,000
Final Subdivision Plan Approval – Minimum Fee	\$6,700
Application for draft plan of subdivision approval	\$140 / Lot, Unit
Draft plan approval - Maximum Fee	\$26,400
Submission for final plan of subdivision approval	\$93 / Lot, Unit
Final plan approval - Maximum Fee	17,600
Draft Plan of Subdivision – Red-line Revision	\$3,000
Site Plan/Condo. – Residential (multi-unit)	\$11,000
Site Plan – Institutional (multi-unit)	\$11,000
Site Plan - Residential (single-unit)	\$550
Site Plan – Golf Courses, Aggregate; Minimum Fee	\$15,000
Site Plan - Golf Courses, Aggregate; Maximum Fee	\$30,000
Site Plan – Commercial, Industrial, Institutional (non-complex)	\$1,000
Site Plan – Commercial, Industrial, Institutional (complex - technical review)	\$4,000
Non Complex Consent Application	\$300
Complex Consent Application	\$750
Minor Variance Application	\$200
Peer Review (e.g. Geotechnical Study)	Cost Paid by Applicant

Applications made under the **Conservation Authorities Act** and **O.Reg.179/06** –  
**Private Residential Property and Municipal Permits**

<b>CATEGORY</b>	<b>Current FEE</b>
General Permit Application – (culverts, permanent docks, garages, etc.)	\$500
Minor Permit Application –(decks, temporary docks, pools)	\$150
Permit Application – Large Fill Placement (>250m <sup>3</sup> of fill)	\$500 + 50 cents / m <sup>3</sup>
General Permit - Revisions	\$300
Retroactive Permit	Double Permit Fee
Permit – Unauthorized works – Large Fill Placement	Double Permit Base Fee + 50 cents / m <sup>3</sup>
Legal/Real Estate Inquiries	\$150
Site Clearance Letter	\$100

Applications made under the **Conservation Authorities Act** and **O.Reg.179/06** –  
**Subdivision Lands, Commercial, Industrial and Institutional Properties and Other Projects**

<b>CATEGORY</b>	<b>Current FEE</b>
Permit Application – (grading, stormwater, outfalls, channel re-location, bridges, etc)	\$1,500
Permit Application – Large / Commercial Fill Placement (>250m <sup>3</sup> of fill)	\$1,500 + 50 cents / m <sup>3</sup>
Retroactive Permit	Double Permit Fee
Retroactive Permit – Large Fill Placement	Double Permit Base Fee + 50 cents / m <sup>3</sup>
Green Energy Permits (non-complex)	\$1,000
Green Energy Permits (complex - technical review)	\$4,000

## Glossary

### ***O.Reg.179/06***

- Refers to the Lake Simcoe Region Conservation Authority specific regulation under the *Conservation Authorities Act*.
- The regulation is also referred to as the Development, Interference with Wetlands & Alteration to Shorelines & Watercourses Regulation.

### ***Regulated Lands (Hazard Lands)***

- Regulated lands are those as defined under O.Reg.179/06 and considered to be Hazardous Lands.
- Hazardous Lands are defined as lands that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soils or bedrock.
- Hazardous Lands regulated under O.Reg.179/06 include:
  - Floodplains
  - Meanderbelts
  - Wetlands
  - "Other Areas adjacent to wetlands"
  - Slope Erosion
  - Watercourses

### ***Minor Permit***

- A minor permit is one that **requires no technical review** and is a small scale project.
- Minor works include minor fencing, decks, swimming pools and temporary docks.

### ***General Permit***

- A general permit is one that is considered complex (see definition).
- All works proposed within the regulatory stream or riverine floodplains are **considered** to require a general permit
- Proposed fences within wetland features and stream or riverine floodplains are **considered** to require general permits.

### ***Retroactive Permit***

- A retroactive permit is a permit **required** arising from the failure to obtain a permit before works commenced.

### ***Non-Complex***

- Non-complex refers to applications that do **not require** any technical reports, analysis to support the application.

***Complex***

- Complex refers to applications that **require** any technical reports, analysis required to support the application.

***Site Plan – Condominium (multi-unit)***

- Refers to a site plan for a multi-unit condominium building and/or development.

***Site Plan – Institutional (multi-unit)***

- Refers to site plans multi-unit institutions that include retirement villages, adult lifestyle buildings and other related buildings.

***Site Plan – Commercial, Industrial, Institutional***

- Refers to site plans for commercial, industrial and institutional proposed uses.
- Institutional uses are considered to include schools, churches, municipal buildings and other related uses.

