

Kawartha Conservation Fee Policy and Schedule

Effective December 1, 2022
FIN007



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore



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Fee Policy

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 Kawartha Conservation.

Background

Amendments to the Conservation Authorities Act were undertaken in 2020 to clarify the programs and services that conservation authorities provide. Following this, *O. Reg. 686/21 Mandatory Programs and Services* provided additional clarity regarding the programs and services that Conservation Authorities are required to provide.

In April 2022 the *Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee* ("Minister's List") was published. Conservation Authorities may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List replaces the *1997 Policies and Procedures for the Charging of Conservation Authority Fees* which was approved by the Minister of Natural Resources and Forestry.

Legislation

The Conservation Authorities Act (CAA) Section 21.2 allows for conservation authorities to charge fees for services. This policy serves to fulfill the requirement for a written fee policy and fee schedule with respect to the fees that it charges for the programs and services it provides. The Minister has defined three categories in which Conservation Authorities can charge fees.

Category 1: Mandatory Programs

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 principle as appropriate.

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.
- Access to authority owned or controlled land for recreational activities not requiring direct authority or other staff involvement.

Category 2: Municipal programs and services

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”

Municipal programs and services include but are not limited to:

- Commenting on Planning Act applications for technical and policy matters other than for consistency with natural hazard policies, such as related to natural heritage, storm water management, or other matters requested by a municipality, county, corporation or individual.
- Municipally focused services (e.g., technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, water management, management of forests/recreational land owned by others, technical studies)

Category 3: Other 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.”

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, water quality monitoring, management of forests/recreational land owned by others, technical studies)

The following Category 3 programs are considered pre-approved, and do not need to be incorporated into a cost apportioning agreement to enable the charging of CA fees.

- 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.

- Community relations to help establish, maintain, or improve relationships between the authority and community members.
- Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario.
- The provision of information to the public.
- The sale of products by the authority.

Policy Scope

This policy is in accordance with legislation under the *Conservation Authorities Act* amendment effective December 1, 2022. This policy applies to all classes of programs and services for which Kawartha Conservation may charge a fee.

This policy does not include instances where the authority is already authorized under another statute to charge a fee for a program or service. Under *Part IV* of the *Clean Water Act, 2006*, a municipality has enforcement responsibility to regulate significant drinking water threats in wellhead protection areas and intake protection zones and may delegate that responsibility to a conservation authority. When this delegation occurs, the conservation authority is also given the power to charge fees as the enforcement body under that Act.

Policy Principles

The Fee Policy and Schedule have been prepared in conformity with the *Conservation Authorities Act*. When developing fee schedules, the following principles apply:

- Conservation authorities are entitled to set rates, charge, and collect fees for services rendered.
- Conservation authority fee recovery direction/standards for programs and services are set by the Members of the authority.
- A fee may only be applied when the User-Pay Principle is considered appropriate, which is when there is a class of persons that directly benefits from a program or service delivered by an authority.
- Direct and indirect costs associated with the program or service are included in the calculation of the overall cost.
- Fees shall be reviewed for market comparison to similar operations and opportunities in the industry, including trends.
- Fees are adjusted for inflation on an annual basis, where feasible, to offset increased costs and impacts to levy for municipalities.
- Fees should be established with due regard to legislative requirements and the ability to sustain programs.
- 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.
- When appropriate, fees associated with municipal and other programs and services provisions to enable the charging of fees are included in agreements with municipalities.

Exemptions and In-Kind Services

Kawartha Conservation may waive or discount fees and/or provide in-kind services for non-profit groups aligning with the protection or restoration of the natural environment. Exemptions will be reviewed on a situational basis contingent on the scope of the project or request, resources required, and budgetary considerations. These fee exemptions and/or in-kind services must be approved by the CAO.

Exemptions to the application of fees established on the Fee Schedules include:

- Participating and local municipalities forming part of the Authority for planning applications, inquiries, permits, and review of environmental assessments (EA) receive exemptions for fees.
- Crown corporations or agencies may be exempt from the regulatory approval process under the Conservation Authorities Act.
- Federal undertakings are exempt from the regulatory approval process under the *Conservation Authorities Act*,
- National and Ontario Energy Board Applications are a matter of exclusive federal or provincial jurisdiction, respectively, with the board itself being responsible for all decisions. Through these processes, proponents are required to consult community stakeholders, including conservation authorities. Kawartha Conservation can choose to comment on these applications through the commenting process established by the NEB or OEB. While there are no provisions that would allow for us to charge review fees for participation in a NEB or OEB process, if conditions for NEB or OEB approval specifically require our involvement, appropriate fees will be negotiated on a project-specific basis.

Review Process and Public Notification

The Fee Policy and Schedule has been established by the Kawartha Conservation Board of Directors. We will review the Fee Policy and Schedule every three years or as needed. Recommended changes will be brought forward to the Board of Directors and if the Board considers the changes, then a public consultation process will occur. The Fee Schedule will be reviewed and updated on an annual basis.

Minimum consultation on updates to the fee policy and fee schedules will include a draft proposal to the Board, followed by the posting of a notice for comment for review and/or revisions to the Fee Policy and Schedules on the Kawartha Conservation website for a minimum of 30 days. Comments received will be reviewed, proposed changes drafted as may be appropriate and presented to the Board of Directors prior to any approval.

In depth reviews of the fee policy or fee schedule in line with the scope of review or type of schedule being reviewed will also involve direct communication and engagement with key stakeholders (e.g., municipalities, key agencies, or organizations) as deemed applicable.

Inflationary fee updates will be applied annually, indexed to the Consumer Price Index. These changes aren't intended for public consultation, however, a minimum 30-day notice period for these updates will be provided.

Implementation

Our fee schedules adhere to the “Policy Principles” and the implementation of the fee schedules is further defined below.

Planning and Permitting Fees (Section 28 Permits, Planning Act and Technical Reviews)

Kawartha Conservation administers its fee schedule for Planning and Permitting with the intent of achieving a full cost recovery for the issuance of permits, responding to planning act and technical reviews. We also ensure fees will not exceed the cost of the service, as prescribed by legislation.

There is a balance between user fees directed towards cost recovery of services provided and municipal levy supporting aspects which are not cost recoverable through the issuance of permits or commenting functions. There are also significant resources directed to pre-consultations, proposals, and inquiries prior to application submissions and compliance efforts. It our objective to provide an effective and efficient delivery of services consistent with *the Client Service Standards for Conservation Authority Plan and Permit Review*, endorsed by Conservation Ontario Council, June 24, 2019.

General Fees

The intent is for the general fee schedule to be reviewed and updated annually. This fee schedule includes administrative fees, conservation areas fees and other fees.

Stewardship Fees

Fees for trees, tree planting and stewardship services are reviewed and updated annually to reflect market pricing. User fees are balanced with program costs and are in alignment with the *Kawartha Conservation Stewardship Strategy 2020-2030* and other strategic initiatives. The cost of these fees are based on the following principles:

- Tree and native plant costs are based on full cost recovery plus administrative fees of 15% are applied to orders.
 - Pricing on individual tree species are streamlined into deciduous trees, conifers, shrubs, and specialty trees categories. Individual species within these categories have differing prices, streamlined pricing is based on a combination of most popular tree, reasonability, and market conditions.
- Planting services are completed on a cost recovery basis, with a handling fee applied to cover project management costs. Net costs for customers may be reduced by grants available to Kawartha Conservation
- Programming and achieving planting targets are dependent on sustainable funding received through funding opportunities such as 50 million trees, Forest Ontario, Highway of Heroes, etc.

Education and Community Programming Fees

Education and community programming fees are reviewed annually. Programs are funded through a number of avenues including fees charged directly to the school classes participating, fees charged



directly to the School Board, user fees, and through corporate, foundation or government donations and sponsorships of specific programs. The objective of full cost recovery is applied to these fees.

Refunds

Kawartha Conservation does not issue refunds for goods or services once the application or order is submitted, the payment has been processed and works have been partially or substantially completed. Works might include but aren't limited to administration procedures, review of applications and initiation of product orders or service requests.

Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer or Director, Corporate Services. If a refund is approved when works have been initiated and not substantially been advanced, a 50% refund fee will apply. This fee may be waived or adjusted with CAO approval in extenuating circumstances.

In cases where goods or services have been requested, once the application or order is submitted and the payment has been processed but works haven't been initiated, a 10% refund fee will apply, if approved by the CAO or management.

In cases where payment is accepted by Kawartha Conservation due to error, there is an event cancellation, or we are unable to fulfill the order, a choice will be provided to customers for a full refund or an alternative date, good or service.

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 the planning and permitting fee schedule.

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, with consultations as appropriate with the proponent and/or staff. The appeal will be dismissed, upheld or the fee altered.

If the appeal is dismissed, the proponent will be 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 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 become effective on the date approved for implementation by the 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.

An exception applies for multi-year agreements that have been committed to through agreement prior to the Fee Policy and Schedule that extend beyond December 1, 2022. Upon cessation of these agreements, the fee policy and schedule will be applied for renewing agreements.



Fee Schedule

The Fee Schedules corresponding to the Fee Policy are identified below.

Schedule 1: Planning Fees

Schedule 2: Permitting Fees

Schedule 3: General Fees

Schedule 4: Stewardship Fees

Schedule 5: Education and Community Programming Fees



Schedule 1

Plan Review Fee Schedule

(Effective December 1, 2022)

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

| PLANNING APPLICATION TYPE | CURRENT FEE |
|---|---------------------|
| Minor Variance | \$500 |
| Severance: | |
| <ul style="list-style-type: none"> • Minor (Lot line adjustments/additions) | \$250 |
| <ul style="list-style-type: none"> • Major (Lot creation, lot severance) | \$500/lot creation |
| Zoning By-Law Amendment | \$500 |
| Official Plan Amendment | \$550 |
| Site Plan Approval: | |
| <ul style="list-style-type: none"> • Single Lot Residential | \$550 |
| <ul style="list-style-type: none"> • Multiple Residential <ul style="list-style-type: none"> ○ Minor (≤5 hectares) | \$3,300 |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Major (>5 hectares) | \$6,600 |
| <ul style="list-style-type: none"> • Commercial/Industrial/Institutional Development | \$6,600 |
| Site Plan Amendments (red-line revisions will be evaluated on a case-by-case basis, fees negotiated accordingly based on staff time required) | 50% of original fee |

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|---|--|
| Subdivision or Condominium: | |
| Draft Plan | |
| o Minor (≤5hectares) | \$8,250 |
| o Major (>5 hectares) | \$16,500 |
| • Clearance of Draft Plan Conditions | \$2,200/hectare (net out natural hazards) |
| • Revision Fee (change to concept and/or layout) | \$2,200 per technical report |
| • Reactivation Fee After 5 years | Full amount of current fee |
| Golf Course | \$6,600 |
| Driving Range | \$3,300 |
| Aggregate Operation | \$6,600 |
| Other Fees | |
| Proposal Review/Request for Information | |
| • Single Residential or Agricultural Development | \$275 |
| • Multiple Residential/ Commercial/Industrial/Institutional Development | \$1,100 |
| Real Estate Inquiry | \$275 |
| Additional Site Visit | |
| • Applicant Driven Consultation | \$275 |
| • Information Acquisition to Complete Application | \$550 |
| Detailed Technical Review | |
| Review of Reports (not covered by initial planning fee) | |
| • Minor (single lot residential) | \$1,100 Peer review paid by applicant |
| • Major (commercial/industrial/institutional/multiple residential) | |
| Peer Review | Cost paid by applicant |

Notes:

1. Consolidated Planning Act Applications: will be subject to only the higher of the application fees (not the aggregate – if submitted within 3 months);
2. Kawartha Region Conservation Authority (Kawartha Conservation) reserves the right to collect a fee for the review of technical reports/studies (i.e., Detailed Technical Review fee OR Peer Review fee listed above) if review costs exceed initial Planning fee;
3. For Clearance of Draft Plan Conditions, environmental or hazard lands are not included in determining fee.
4. Clearance of Draft Plan Condition fees will be charged per phase upon request for clearance.
5. Three resubmissions of a technical report(s) are included in the initial Planning fee, after which a detailed technical review fee will be applied to each subsequent resubmission of the report(s).
6. Peer Review fees will be recovered when a report contains information that is beyond the scope of the Authority's in-house technical expertise (e.g., hydrogeological analysis) OR to come to a third-party resolution where there is a conflict.
7. Kawartha Conservation 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

Permit Fee Schedule

(Effective December 1, 2022)

Pursuant to the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* regulation (Ontario Regulation 182/06) under Ontario Regulation 97/04, within Kawartha Conservation regulated areas, a permit is required for:

- ❖ Development in areas where flooding, erosion, dynamic beaches, pollution or the conservation of land may be affected by development
- ❖ Interference with Wetlands
- ❖ Alteration to Shorelines and Watercourses.

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

| PERMIT APPLICATION TYPE | CURRENT FEE |
|---|--------------|
| Streamlined Review and Approvals | |
| <ul style="list-style-type: none"> Construction of non-habitable accessory structures (<46.5 m²) Construction of unenclosed decks, patios and docks Swimming pool installation Routine maintenance/repair of private infrastructure Culvert replacement (same length and diameter) Maintenance of existing isolated or dug-out ponds (not enlargement of the pond) Fill placement/excavation/grade modifications not exceeding a volume of 20 m³ Demolition of existing structures where NO reconstruction, site alteration, in-water works, or fill will occur <p><i>* Type 1 Development fee will apply where a site visit is required to complete an application</i></p> | \$200 |
| Type 1 Development | |
| <ul style="list-style-type: none"> Basement/crawlspace installation Construction of non-habitable accessory structures ≥46.5m² or additions to existing non-habitable accessory structures Construction of on-shore boathouses Residential/agricultural reconstruction, replacement, and relocation Single or multiple minor ground floor residential additions – total area of addition(s) not exceeding the lesser of 50% of the ground floor area of the existing structure or 46.5m² Above ground-level residential additions (additional storey or extension thereof) Internal residential renovations which would change the use or potential use of dwelling Single or multiple minor agricultural additions – total area of addition(s) not exceeding 50% of the ground floor area of the existing structure or 100 m², whichever is less Other development of a minor nature | \$550 |

| PERMIT APPLICATION TYPE | CURRENT FEE |
|---|---|
| Type 2 Development <ul style="list-style-type: none"> • New single residential/agricultural buildings or structures • Single or multiple major ground floor residential additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 46.5 m² • Single or multiple major agricultural additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 100 m² • Single or multiple minor commercial/industrial/institutional additions – total area of addition(s) not exceeding 50% of the ground floor area of the existing structure or 100 m², whichever is less • Commercial/industrial/institutional reconstruction, replacement, or relocation | \$1,100 |
| Type 3 Development <ul style="list-style-type: none"> • New multiple residential units • New commercial/industrial/ institutional buildings or structures • Single or multiple major commercial/industrial/institutional additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 100 m² • Private infrastructure (e.g., roads, gas and electrical transmission pipelines/corridors) • Marinas • Golf courses | \$2,750 OR \$1,100 where current Site Plan Approval ≤3 years |
| Fill Placement, Excavation, Grade Modifications <ul style="list-style-type: none"> • Importation of fill > 20 m³ but < 500 m³ OR excavation/grade modifications of onsite fill > 20 m³ <p><i>Notes:</i></p> <p>* \$0.50 surcharge is applied only where fill is imported to the site. This fee applies to fill placement/excavation/grade modifications either on their own (e.g., flooding and/or erosion protection of existing buildings or structures) or associated with Type 1 or 2 Development projects where this fee is higher. Fill, which by legislation must be clean fill associated with development structures such as septic systems may be discounted from the applicable fill volume.</p> | \$550 PLUS \$0.50/m³ of imported fill |
| Large-Scale Fill (associated with infrastructure projects, commercial, industrial, multiple residential, or agricultural developments) <ul style="list-style-type: none"> • Importation of fill > 500 m³ <p><i>Note:</i></p> <p>* \$0.75 surcharge is applied only where fill is imported to the site.</p> | \$5,000 PLUS \$0.75/m³ |
| Alterations to Shorelines and Watercourses | |
| <ul style="list-style-type: none"> • Installation of private utilities (e.g., cable laying) • Bed-level crossings | \$275 |
| <ul style="list-style-type: none"> • Erosion protection and shoreline/bank stabilization | \$550 |
| <ul style="list-style-type: none"> • Dredging | \$1,100 |
| <ul style="list-style-type: none"> • Construction of in-water boathouses | \$1,100 |
| <ul style="list-style-type: none"> • Bridge replacements • Culvert replacements involving dimensional changes | \$1,100 |
| <ul style="list-style-type: none"> • New culvert, bridge and causeway installations | \$1,650 |
| <ul style="list-style-type: none"> • Water control structure repair, maintenance, modification, and/or decommissioning | \$1,650 |

| PERMIT APPLICATION TYPE | CURRENT FEE |
|--|--|
| <ul style="list-style-type: none"> New water control structures Enclosures other than a culvert Channel realignment, straightening, changing, diverting | \$2,750 |
| Interference with Wetlands | |
| <ul style="list-style-type: none"> Installation of private utilities (e.g., cable laying) | \$275 |
| <ul style="list-style-type: none"> Installation of tile drain that is inconsistent with natural drainage grade | \$1,100 |
| <ul style="list-style-type: none"> Land conversion for agricultural activities <p><i>Note:</i></p> <ul style="list-style-type: none"> * Where there is a minimum 1.5x gain in wetland area, 50% of the cost will apply to any fees charged (other fees may be required for multiple reviews of technical reports and/or additional site visits). | \$1,100 |
| Other Permit Fees | |
| <p>Renewable Energy Act (REA) Projects</p> <p><i>Note: This fee applies to large scale wind and solar projects involving multiple ground mounted wind turbines or ground mounted solar units requiring an REA approval and where technical reports are required in support of the applications. Technical reports could include hazard impact assessment, grading and drainage plans, storm water management plans and construction erosion and sediment control plans.</i></p> <p><i>Smaller solar wind projects such as micro Feed-in-Tariff where there is minimal site alteration/disturbance would be subject to the applicable Type 2 or Type 3 development fee plus any required technical review or site visit fees that may be applicable.</i></p> | \$5,500 |
| Permit and/or Remediation Agreement to resolve unauthorized works | 2 times applicable permit fee plus recoverable costs (additional site visits, technical review). If an applicable permit fee does not exist, a base fee of \$1,000 will apply (plus recoverable costs) |
| <p>Administrative Fee For Board Processes</p> <ul style="list-style-type: none"> Application Requiring Board Consideration (Inconsistent with Board approved policies) Application Appealed to the Board (Hearing required) | <p>\$750</p> <p>\$750 (plus all peer review costs)</p> |
| <p>Permit Revision</p> <ul style="list-style-type: none"> Minor (Administrative) Major (Proposal revision) | <p>\$125</p> <p>50% of original permit fee</p> |

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| <p>Conservation Activities (Stewardship Projects)</p> <ul style="list-style-type: none"> Projects where the sole purpose is intended to maintain, enhance, or restore the functions of a natural heritage feature or function. | <p>50% of applicable permit fee; minimum of \$165</p> |
|--|--|

| PERMIT APPLICATION TYPE | CURRENT FEE |
|---|---|
| <ul style="list-style-type: none"> If sponsored by a conservation organization (e.g., Ducks Unlimited Canada, Community Stream Stewards, Lakeland Alliance) and supported by appropriate technical information required to evaluate impact. | <p>\$220</p> |
| <p>Other Works</p> <ul style="list-style-type: none"> Other development or construction works not specified in the fee schedule will be subject to the fee that most closely describes the activity being proposed as determined by the Director of Planning and Development. | <p>Closest applicable fee</p> |
| <p>Other Fees</p> | |
| <p>Proposal Review/Request for Information</p> <ul style="list-style-type: none"> Single lot residential or agricultural development Multiple residential/commercial/ industrial/institutional development | <p>\$275</p> <p>\$1,100</p> |
| <p>Additional Site Visit</p> <ul style="list-style-type: none"> Applicant Driven – consultation Information acquisition to complete application | <p>\$275</p> <p>\$550</p> |
| <p>Detailed Technical Review Review of reports (e.g., geotechnical analysis) not covered by initial permit fee</p> <ul style="list-style-type: none"> Minor (single lot residential) Major (commercial/industrial/institutional/ multiple residential) | <p>\$1,100</p> <p>Peer review paid by applicant</p> |
| <p>Peer Review</p> | <p>Cost paid by applicant</p> |
| <p>File Reactivation (dormant files < 2 years inactive)</p> <p><i>Note: current policies will apply</i></p> | <p>50% of current applicable fee</p> |

Notes:

1. Projects with multiple components: will be subject to only the higher of the application fees – not the aggregated amount for the components.
2. Kawartha Conservation reserves the right to collect a fee for the review of technical reports/studies (i.e., Detailed Technical Review fee OR Peer Review fee listed above) if review costs exceed initial Permit fee.
3. Peer Review fees will be recovered when a report contains information that is beyond the scope of the Authority's in-house technical expertise (e.g., hydrogeological analysis) OR to come to a third-party resolution where there is a conflict.
4. Three resubmissions of a technical report(s) are included in the initial Planning fee, after which a detailed technical review fee will be applied to each subsequent resubmission of the report(s).
5. Kawartha Conservation reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.



(Effective December 1, 2022)

Schedule 3 - General Fee Schedule

| Description | Fee Basis | Fee (Excluding Taxes) | Tax Treatment |
|--|---------------|---|----------------|
| Administration Fees | | | |
| Boardroom Rental (Member Municipalities Exempt) | | | |
| Meetings (Minimum 2 hours to Maximum 4 hours) | Per Hour | \$40.00 | HST Applicable |
| Daily | Daily Rate | \$250.00 | HST Applicable |
| Report Copying – Administrative fee <i>Copy fees below apply to report copying in addition to the administrative fee. Incidental copies will not be charged.</i> | Per Hour | \$50.00 | HST Applicable |
| Copy documents (B&W) | Per Page | \$0.25 | HST Applicable |
| Copy documents (Colour) | Per Page | \$1.00 | HST Applicable |
| NSF Cheque/Returned Payment | Each | \$45.00 | HST Exempt |
| Ship CD/Reports/Maps | Per Package | \$35.00 | HST Applicable |
| Third Party Services (Non-Municipal Partners) | Per Project | Negotiated per project with a minimum of full cost recovery plus a 10% administration fee | HST Applicable |
| Conservation Areas | | | |
| Ken Reid – Group Camp (Renters subject to pay for parking) | | | |
| Daily | Per Day | \$75.00 | HST Applicable |
| Daily + Overnight | Per Overnight | \$150.00 | HST Applicable |
| Ken Reid – Field Centre (Renters subject to pay for parking) | | | |
| Meetings (Minimum 2 hours to Maximum 4 hours) | Per Hour | \$30.00 | HST Applicable |
| Daily | Per Day | \$175.00 | HST Applicable |
| Security Deposit (<i>Determined if needed at time of booking; recoverable if clean-up is not required</i>) | Per Booking | \$200.00 | HST Exempt |
| Conservation Areas - Private Events (restricted public access) | Per Day | \$250.00 | HST Applicable |
| Filming Fees (security deposit may be required) | | | |
| Set up / take down activities | Per Day | \$1,000 - \$1,500 | HST Applicable |
| Feature Film Filming Days | Per Day | \$2,500 - \$3,000 | HST Applicable |
| Parking Fees | | | |
| Daily | Per Vehicle | \$3.54 | HST Applicable |
| Annual Pass | Per Permit | \$75.00 | HST Applicable |
| Annual Pass – Seniors | Per Permit | \$60.00 | HST Applicable |
| Agricultural Field Rentals | Per Acre | \$100.00 | HST Applicable |
| Watershed Information and Services | | | |
| Technical staff time – Processing data requests (1hr minimum) | Per Hour | \$80.00 | HST Applicable |
| Regulation Mapping per sheet - digital file | Each | \$80.00 | HST Applicable |
| Regulation Mapping - entire watershed - digital file | Each | \$2,000.00 | HST Applicable |



(Effective December 1, 2022)

| | | | |
|---|-----------------|----------|----------------|
| Annual Fee - Updates to Regulation Mapping Layer | Per Year | \$500.00 | HST Applicable |
| Floodplain Modelling Files - Hec-Ras, VO2 | Each | \$600.00 | HST Applicable |
| GIS Services | | | |
| Mapping/Data Processing Fee - Processing mapping or data requests (to include: map production; data analysis; photo retrieval; delivery of digital data) (1 hr minimum) | Per Hour | \$80.00 | HST Applicable |
| Maps | | | |
| 17" x 22" | Each | \$35.00 | HST Applicable |
| 22" x 34" | Each | \$45.00 | HST Applicable |
| 34" x 44" | Each | \$55.00 | HST Applicable |
| All Other Dimensions | Per Linear Foot | \$15.00 | HST Applicable |
| Aerial Photography | | | |
| Aerial Photographs - 1978/1988 - Black & White | Per Image | \$15.00 | HST Applicable |
| | Per Add'l Image | \$5.00 | HST Applicable |
| Aerial Oblique Photographs – 2007 (digital) | Each | \$10.00 | HST Applicable |
| Orthophoto tile, digital Tiff format (1x1 km tile 20 cm) | Each | \$75.00 | HST Applicable |



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore

(Effective December 1, 2022)

Schedule 4 - Stewardship Fee Schedule

| Description | Unit | 2022 Fee (Excluding Taxes) | 2023 Fee (Excluding Taxes) | Tax Treatment |
|-----------------------------|---|--------------------------------------|--------------------------------------|----------------|
| Stewardship Services | | | | |
| Tree Seedlings and Shrubs | Approach: Full cost recovery based on market costs with an integrated administration fee of 15% (<i>prices posted in the fall prior to sale year</i>) | | | |
| Conifers | Per Bundle | \$29.75 | TBD | HST Applicable |
| Deciduous | Per Bundle | \$42.10 | TBD | HST Applicable |
| Shrubs | Per Bundle | \$45.40 | TBD | HST Applicable |
| Specialty | Per Bundle | \$57.50 - 62.50 | TBD | HST Applicable |
| Native Plants | Approach: Full cost recovery based on market costs with an integrated administration fee of 15% (<i>prices posted in the spring of the sale year</i>) | | | |
| 12 plant garden package | Per Bundle | N/A | TBD | HST Applicable |
| 24 plant garden package | Per Bundle | \$52.50 | TBD | HST Applicable |
| Single plants | Per Plant | N/A | TBD | HST Applicable |
| Planting Services | Per Service | Cost Recovery + \$75 Handling Fee | Cost Recovery + \$75 Handling Fee | HST Applicable |



(Effective December 1, 2022)

Schedule 5 - Education and Community Programs

| Description | Unit | Fee (Excluding Taxes) | Tax Treatment |
|--|------------|------------------------|----------------|
| Education | | | |
| Delivered at Ken Reid Conservation Area (up to a 30 students) | | | |
| <i>Parking for one bus is included in fee. Additional parking is \$4/vehicle.</i> | | | |
| 1 Lesson (1 hr in length) | Each | \$305.00 | HST Applicable |
| 1 Lesson (2 hr in length) | Each | \$440.00 | HST Applicable |
| 2 Lesson (1 hr in length) | Each | \$440.00 | HST Applicable |
| Full Day (4hrs of programming) | Each | \$775.00 | HST Applicable |
| Additional students over 30 persons | Each | \$10.00 | HST Applicable |
| Delivered in School Classroom | | | |
| 1 Lesson (1 hr in length) | Each | \$360.00 | HST Applicable |
| 2 Lesson (2 hr in length) or 1 Lesson (2hrs in length) | Each | \$515.00 | HST Applicable |
| Watershed Stewardship Program | | | |
| Day 1 - 4hrs of programming delivered by Kawartha Conservation Staff at Ken Reid Conservation Area. Day 2 - 2 hrs on the ground action in community lead by Kawartha Conservation staff. Location to be determined. Cost of travel for Kawartha Conservation staff included in fee. This includes one instructor. | Each | \$1,270.00 | HST Applicable |
| Guest Speaker | Per Hour | \$110.00 | HST Applicable |
| Outdoor Classroom Rental | Half Day | \$55.00 | HST Applicable |
| | Full Day | \$110.00 | HST Applicable |
| Community Programs | | | |
| Professional technical and soft training opportunities | Per Person | Target: 25% Net Margin | HST Applicable |
| Community Hikes | Per Person | \$10.00 | HST Applicable |
| Forest Bathing | Per Person | \$20.00 | HST Applicable |

Note: Fees for Education and Community Programs may be reduced in circumstances where Kawartha Conservation obtains grants, donations, sponsorships or other forms of support towards facilitating a program.