

Kawartha Conservation Fee Policy and Schedule

Effective January 1, 2023
Revised May 23, 2024
FIN007



**KAWARTHA
CONSERVATION**

Discover • Protect • Restore



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Department: Corporate Services	Title: Fee Policy and Schedule	Policy No: FIN007
Responsibility: CAO	Approved by: Board of Directors	Date of Approval: October 27, 2022
Cycle of review: Fee Policy, Every 3 years or as needed Fee Schedule, Annually or as needed		
Revisions: May 25, 2024- permit fee appeals, legislative conformity		Page: 1 OF 9

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 January 1, 2023. 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.

Fee Reconsiderations

The fee reconsideration process will be based on the principles of fairness, opportunity, and notification.

Requests for fee reconsiderations will be directed to the Chief Administrative Officer (CAO). The appellant must submit in writing to the CAO the reasons for the reconsideration request. The CAO will review the request, with consultations as appropriate with the proponent and/or staff. The request for reconsideration will be dismissed, upheld or the fee altered.

If the request is dismissed, the proponent will be required to pay the fee amount. If the request for reconsideration 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, a request for reconsideration to the Board of Directors can be requested.

The appellant must submit in writing to the CAO the reasons for the reconsideration request to the Board of Directors. The written request must identify a request to present the fee reconsideration before the Board of Directors. Once heard, the request will be dismissed, upheld or the fee altered.



If the request for reconsideration is dismissed, the proponent is required to pay the fee amount. If the request for reconsideration is upheld, the fee could be waived or varied from the original amount. Any reconsideration decision requires a resolution passed by the Board of Directors. The appellant will be notified of the Board's decision.

Reconsideration of Fees for Permit Applications

Requests for reconsideration of a fee charged for a permit made under subsection 28.1 (2) of the Conservation Authorities Act must be made in writing to the CAO.

The CAO will review the fee with consultations as appropriate with the applicant and/or staff and will make a decision within 30 days after receiving the request. If a decision to reconsider the fee is not made within the 30-days of receiving the request, the applicant making the request may appeal the amount of the fee directly to the Ontario Land Tribunal.

Requests for reconsideration may be upheld, dismissed, or the fee amended.

Once the reconsideration is complete, the applicant must pay the associated fee based on the decision. If the applicant is not satisfied with the reconsideration decision, they can:

- a) Pay the fee and indicate in writing, that the payment of fee is being made under protest; and,
- b) Within 30 days after payment of the fee, appeal the amount to the Ontario Land Tribunal.

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 January 1, 2023. 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) • Major (Lot creation, lot severance) 	\$250 \$500/lot creation
Zoning By-Law Amendment	\$500
Official Plan Amendment	\$550
Site Plan Approval: <ul style="list-style-type: none"> • Single Lot Residential • Multiple Residential <ul style="list-style-type: none"> ○ Minor (≤5 hectares) ○ Major (>5 hectares) • Commercial/Industrial/Institutional Development 	\$550 \$3,300 \$6,600 \$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

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
• Major (commercial/industrial/institutional/multiple residential)	Peer review paid by applicant
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.



****Note:** Effective as of April 1, 2024, all references of Ontario Regulation 182/06 are replaced with Ontario Regulation 41/24.

Permits are required within regulated areas, for:

- ❖ Development in areas where flooding, erosion, dynamic beaches, or unstable soil or bedrock may be affected by development.
- ❖ Interference with wetlands.
- ❖ Alteration to shorelines and watercourses.

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>* Type 1 Development fee will apply where a site visit is required to complete an application</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>* <i>\$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.</i></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>* <i>\$0.75 surcharge is applied only where fill is imported to the site.</i></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
<p>Permit and/or Remediation Agreement to resolve unauthorized works</p>	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) 	\$750 \$750 (plus all peer review costs)

Permit Revision <ul style="list-style-type: none"> • Minor (Administrative) • Major (Proposal revision) 	\$125 50% of original permit fee
Conservation Activities (Stewardship Projects) <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. 	50% of applicable permit fee; minimum of \$165

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. 	\$220
Other Works <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. 	Closest applicable fee
Other Fees	
Proposal Review/Request for Information <ul style="list-style-type: none"> • Single lot residential or agricultural development • Multiple residential/commercial/ industrial/institutional development 	\$275 \$1,100
Additional Site Visit <ul style="list-style-type: none"> • Applicant Driven – consultation • Information acquisition to complete application 	\$275 \$550
Detailed Technical Review Review of reports (e.g., geotechnical analysis) not covered by initial permit fee <ul style="list-style-type: none"> • Minor (single lot residential) • Major (commercial/industrial/institutional/ multiple residential) 	\$1,100 Peer review paid by applicant
Peer Review	Cost paid by applicant
File Reactivation (dormant files < 2 years inactive) <i>Note: current policies will apply</i>	50% of current applicable fee

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 January 30, 2025

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 – Green Spaces *Renters subject to pay for parking			
Green Spaces <i>*No third-party vendors</i>	Daily	\$85.00	HST Applicable
Group camp <i>*Renters must be cleaned up and out of the Group Camp area by 11am on checkout day</i>	Per Overnight	\$150.00	HST Applicable
Escarpment Pavillion <i>*Electricity available</i>	Daily	\$100.00	HST Applicable
Security Deposit <i>*Recoverable if clean-up is not required</i>	Flat Rate	\$200.00	HST Exempt
Ken Reid – Field Centre *Renters subject to pay for parking			
Field Centre	Daily	\$175.00	HST Applicable
Security Deposit <i>*Recoverable if clean-up is not required</i>	Flat Rate	\$200.00	HST Exempt
Special Events *Renters subject to pay for parking *Private use of parking associated with area			
Special Event <i>*No third-party vendors</i>	Daily	\$255.00	HST Applicable
Special Event <i>*One to three third-party vendors</i>	Daily	\$410.00	HST Applicable
Special Event <i>*Three plus third-party vendors</i>	Daily	\$560.00	HST Applicable
Events in Excess of 500 people <i>*Includes 8 hours of staff time</i>	Daily	\$3,100.00	HST Applicable
Security Deposit <i>*Recoverable if clean-up is not required</i>	Flat Rate	\$200.00	HST Exempt



Effective January 30, 2025

Ken Reid – Outdoor Classroom *Renter subject to pay for parking			
Outdoor Classroom	Daily	\$80.00	HST Applicable
Parking Fees			
Daily	Per Vehicle	\$3.54	HST Applicable
Festival Parking	Per Vehicle	\$20.00	HST Applicable
Annual Pass	Per Permit	\$85.00	HST Applicable
Annual Pass – Seniors	Per Permit	\$60.00	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
Other			
Vendor and Concession Permit	Per Day	\$80.00	HST Applicable
Agricultural Field Rentals	Per Acre	Negotiated agreement	HST Applicable
<i>*Discounted rates on Facility Rentals may be negotiated with local schools, charitable organizations, not-for-profit organizations, and partner organizations on an individual basis.</i>			
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
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



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Schedule 4 - Stewardship Fee Schedule

Description	Unit	2026 Fees (Excluding Taxes)
Stewardship Services		
Tree Planting Services	Approach: Full cost recovery based on market costs and staff time, including an integrated administration fee of 15% and a one-time handling fee of \$85.	
Hand Planting	Per Tree	\$3.27-\$4.32
Machine Planting	Per Tree	\$3.35-\$4.40
Site Preparation (Mowing)	Per Acre	\$310.00
Site Preparation (Competition Management)	Per Acre	\$235.00
Tractor Float	Per Site	\$330.00
Post Planting Tending	Per Tree	\$0.49
Over The Counter Tree Seedlings and Shrubs	Approach: Full cost recovery based on market costs and staff time, including an integrated administration fee of 15%.	
Deciduous Species	Per Bundle (25)	\$66.50
Conifer Species	Per Bundle (25)	\$50.00
Shrub Species	Per Bundle (25)	\$69.00
Speciality Species	Per Bundle (25)	\$79.00-\$99.50
Native Plants	Approach: Full cost recovery based on market costs including an integrated administration fee of 15%.	
Pollinator Friendly Kit	Per Bundle (20)	\$60.00
Shady Oasis Kit	Per Bundle (22)	\$85.00
Rain Garden Kit	Per Bundle (62)	\$259.00
Waterfront Wonders Kit	Per Bundle (18)	\$55.00
Shoreline Tiny Forest Kit	Per Bundle (20)	\$174.00
Big Backyard Forest Kit	Per Bundle (26)	\$232.00
Small Backyard Forest Kit	Per Bundle (15)	\$136.00
Sense-ational Forest Kit	Per Bundle (16)	\$143.00

KAWARTHA CONSERVATION

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KawarthaConservation.com

Our Watershed Partners:

City of Kawartha Lakes • Region of Durham • Township of Scugog • Municipality of Clarington • Township of Brock • Municipality of Trent Lakes • Township of Cavan Monaghan





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Schedule 5 - Education Fee Schedule

Description	Unit	Fee (Excluding Taxes)
Education Programming		
Delivered at Ken Reid Conservation Area or in Class where appropriate (One Hour Programs)		
<i>*Parking for one bus is included in the fee. Additional parking is \$4/vehicle.</i>		
<i>*Each program requires one teacher and two volunteers per class to be present to assist staff with students</i>		
Forest Senses	Per class	\$300.00
Micro-Macro Hike	Per class	\$300.00
Pond Dipping/Water Bugs	Per class	\$300.00
The Changing Seasons Game and Scavenger Hunt	Per class	\$300.00
Wonderful Wetlands	Per class	\$300.00
Pollinator Gardens	Per class	\$300.00
Water Cycle	Per class	\$300.00
Delivered at Ken Reid Conservation Area or in Class where appropriate (Two Hour Programs)		
<i>*Parking for one bus is included in the fee. Additional parking is \$4/vehicle.</i>		
<i>*Each program below requires one teacher and three volunteers per class to be present to assist staff with students</i>		
Description	Unit	Fee (Excluding Taxes)
Education Programming		
Soil Recipe	Per class	\$400.00
Habitats and Survival	Per class	\$400.00
Rocks and Minerals	Per class	\$400.00
Tree Identification	Per class	\$400.00
Orienteering	Per class	\$400.00
Environmental Sculpting	Per class	\$400.00
Animal Tracks and Signs	Per class	\$400.00
Snowshoeing	Per class	\$400.00
Water Quality and Biomonitoring	Per class	\$400.00
<i>Please note, not all programs can be easily delivered in a classroom setting, contact staff for details.</i>		
Community Programs		
Professional technical and soft training opportunities	Per Person	Target: 25% net margin
Community Hikes	Per Person	\$10.00
Forest Therapy	Per Person	\$20.00
Private Forest Therapy Session	Per Session	\$300.00
Private session (Forest Therapy, Guided Hike)	Per Session	Based on Cost Recovery with Admin fee of 15%