



Raisin Region
Conservation Authority

Fee Policy

AS ADOPTED

October 20, 2022

Resolution No. 72/22

Effective Date: January 1, 2023

FEE POLICY

Purpose

The purpose of this policy is to outline the process for determining and implementing the fees the Raisin Region Conservation Authority (RRCA) charges for the delivery of programs and services.

This policy has been prepared in conformity with section 21.2 of the *Conservation Authorities Act* and the Minister's Fee Classes Policy (April 11, 2022).

Fees

Section 21.2 of the *Conservation Authorities Act* and the Minister's Fee Classes Policy enables the RRCA to set rates, charge fees, and collect for the delivery of programs and services.

RRCA applies the user-pay principle to further the objective of making programs and services self-sufficient and reducing municipal levies.

The fee schedules are designed to recover costs associated with administering and delivering programs and services.

Costs used for the calculation of the fee schedules include, but are not limited to:

- Staff salaries and related expenses
- Consultants
- Compliance costs
- Office space
- Vehicle costs
- Equipment and software
- Legal expenses
- Insurance
- Administrative costs

Non-payment of fees

RRCA may withhold services or programs until payment is received.

Non-payment may result in an application being deemed incomplete.

Refunds

RRCA does not issue refunds for services or products once the application or order is submitted, the work is substantially completed, and payment is processed.

Waiving of Fees

The General Manager may waive fees for not-for-profit corporations and charitable organizations.

Reconsideration of fees charges

Any person who considers that RRCA has charged a fee that is contrary to the fees set out in the fee schedules, or that the fee set out in the fee schedules is excessive in relation to the service or program for which it is charged, may apply to RRCA in accordance with the procedures set out in this policy and request that it reconsider the fee that was charged.

Requests for administrative review of a fee are made to the General Manager.

A person requesting an administrative review of a fee shall specify in writing the fee being reconsidered and provide written reasons.

Upon reconsideration of a fee that was charged, the General Manager may:

- Order the person to pay the amount originally charged
- Vary the amount of the fee originally charged, or
- Order that no fee be charged for the program or service

The General Manager shall provide a decision on the reconsideration of a fee that was charged within ten (10) Business Days of the date the written request for the administrative review of a fee was submitted.

For Planning and Permitting fees (schedules 1 to 3), an applicant can appeal to the RRCA Board of Directors if the applicant is dissatisfied with the decision of the General Manager. The applicant must submit in writing to the General Manager the appeal request. Once heard, the appeal request will be dismissed, upheld or the fee altered. The applicant will be notified of the Board's decision.

Review and notice of fee changes

This policy will be reviewed annually by RRCA staff to monitor effectiveness and any changes will be brought forward to the Board of Directors for consideration.

RRCA shall provide notice to the public and participating municipalities of proposed changes to the fee schedules via publicly available RRCA Board of Directors meeting agendas.

Notice to participating municipalities shall be delivered via email at least thirty (30) days before the changes to the fee schedules take effect.

The public shall be notified via postings on the RRCA website at least thirty (30) days before the changes to the fee schedules take effect.

Written comments will be accepted any time prior to the changes to the fee schedules taking effect.

Public availability

The fee schedules and this policy shall be made available to the public on the RRCA website.

RRCA shall provide the fee schedule and this policy in alternative formats by request in accordance with accessibility for *Ontarians with Disabilities Act*.

RRCA Fee Schedules

Effective January 1, 2023

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Schedule 1: Planning Advisory Services

Planning Advisory Service	Fee (\$)
Official Plan and Zoning Bylaw Amendments	
Standard (initiated by proponent)	760
Major (initiated by proponent)	2,590
Zoning By-Law Amendment	400
Minor Variance Applications	400
Consent to Sever	
Application for Consent Review and Comments	500
Clearance of Conditions	0
Site Plan Control	
Single Family Residential	415
Minor (under 2 ha)	760
Standard (over 2 ha, under 5 ha)	1,110
Major (over 5 ha)	2,460
Revisions/Amendments	50% Surcharge
Plan of Subdivision / Condominium / Part Lot Control	
Less than 2 ha and/or 10 lots on full municipal services	1,355
Under 10 lots and 2 ha on private services	2,690
Over 10 lots and/or 2 ha on private or full municipal services	3,925
Clearance of Conditions	1,855
Draft Plan Revision (alteration to plan or layout)	1,760
Draft Plan Extension (original comments to lapse)	100% of current fee
File re-activation fee (dormant 2 years +)	50% of current fee

Notes for Schedule 1

- All fees are payable at the time the application is made.
- All invoiced fees must be received prior to the release of written comments.
- An application is not deemed 'complete' and/or processed until the applicable fees have been received by the RRCA.
- Planning fees are separate from Technical and Environmental Review Fees (Schedule C) and shall be charged accordingly.
- Fees are charged per application.
- In the event of concurrent Official Plan and Zoning Amendment applications, one fee (the highest) applies.
- In the case of concurrent Minor Variance and Site Plan applications, one fee (the highest) applies.
- The RRCA reserves the right to charge additional fees where a review requires a substantially greater level of effort or requires additional site visits.

Schedule 2: Conservation Authorities Act Permits

Application Type			Fee (\$)
Site Alterations, Fill, Grading			
The addition or removal of material, displacement of material, grading, etc. including septic beds.	Level 1	≤ 100 m ³ (0.25 ha)	255
	Level 2	> 100 m ³ - 500 m ³ (0.25 ha - 0.5 ha)	620
	Level 3	> 500 m ³ - 1,000 m ³ (0.5 ha – 1 ha)	1,035
	Level 4	> 1,000 m ³ - 2,000 m ³ (1 ha - 2 ha)	1,995
	Level 5	> 2,000 m ³ (> 2 ha)	2,485
Buildings and Structures			
Single residential dwellings, auxiliary buildings, additions, and similar.	Level 1	≤ 20 m ²	255
	Level 2	20 m ² - 100 m ²	620
	Level 3	100 m ² - 200 m ²	1,035
	Level 4	> 200 m ²	1,995
Multi-residential, commercial, industrial, institutional.	Level 5	Anything other than single family residential structures	2,485
Shoreline Work, and Watercourse Vegetation and Debris Clean-out			
Shoreline alterations, erosion protection, channelization, new or modified watercourses, and similar.	Level 1	≤ 15 m	255
	Level 2	> 15 m - 50 m	600
	Level 3	> 50 m - 500 m	1,000
	Level 4	> 500 m - 1,000 m	1,940
	Level 5	> 1,000 m	2,410
Municipal Drain Maintenance			80
Non-municipal Drain/ Watercourse Clean-out			600
Water Crossings			
Private, Culvert/bridge	Level 1	Private Replacement ≤ 30 m	255
	Level 2	Private Replacement > 30 m	600
	Level 2	Private New Entrance	600
Infrastructure, Culvert/bridge	Level 1	Replacement (like for like, size, and location) ≤ 30 m and ≤ 1 m dia.: Resurfacing	255
	Level 2	Replacement (different size and location) or new ≤ 1 m dia.; Superstructure or abutment works	600
	Level 3	> 1 m dia. - 2 m dia.	1,000
	Level 4	> 2 m dia.	1,940
	Level 5	New Bridge	2,410
Directional Drilling	Level 1	Channel width ≤ 3 m	255
	Level 2	Channel width > 3 m	600
Water Utility Crossing (open cut)	Level 3	Channel width ≤ 3 m	1,000
	Level 4	Channel width > 3 m - 10 m	1,940

	Level 5	Channel width > 10 m	2,410
Docks (pile driven, floating or cantilever docks are not enforced)			
Crib Docks	Level 3	All Crib Construction	1,000
Wetland			
Development and/or interference within or adjacent to a wetland.	Level 1	Minor Review	255
	Level 2	Area affected ≤ 0.5 ha	600
	Level 3	Area affected > 0.5 ha - 1.0 ha	1,000
	Level 4	Area affected > 1.0 ha - 2.0 ha	1,940
	Level 5	Area affected > 2.0 ha	2,410
Other Fees			
Modifications or revisions – amended or resubmitted after approval			50% surcharge
Applying for a permit after the project has started (retroactive permit)			50% surcharge
Reactivation of applications left dormant for one year			50% surcharge
Section 28 Development Review Hearing			255
Screening fee, Letter of advice			85
Property Inquiries			
Desktop, No Site Visit			255
With Site Visit			435

Notes for Schedule 2

- All fees are payable at the time the application is made.
- All invoiced fees must be received prior to the release of written comments.
- An application is not deemed 'complete' and/or processed until the applicable fees have been received by the RRCA.
- Where multiple application types are proposed in one application, the RRCA reserves the right to determine the fee based on each individual project proposal.
- Acceptance of an application as complete does not imply permission will be granted. Permission will be forthcoming only if submissions address statutory requirements and conform to approved RRCA policies in effect at the time an application is made or where allowances are granted by the Authority's Executive Committee or RRCA Board.
- Permit Fees are separate from Planning Fees (Schedule 1), and Technical Review Fees (Schedule 3) and shall be charged accordingly.
- A property inquiry fee may be deducted from a permit application fee should a complete permit application be received within one calendar year.

Schedule 3: Technical & Environmental Reviews

Report Review	Description	Fee (\$)
Floodplain, geotechnical, hydrologic, environmental impact studies, stormwater management, grading and drainage, aquatic and fish habitat, groundwater and terrain analysis, private servicing, etc.	Small scale development. Area affected is $\leq 15 \text{ m}^2$ or linear extent $\leq 10 \text{ m}$.	425
	Development area $\leq 0.5 \text{ ha}$	640
	Development area $> 0.5 \text{ ha} - 2.0 \text{ ha}$	1,350
	Development area $> 2.0 \text{ ha} - 5.0 \text{ ha}$	2,240
	Development area $> 5.0 \text{ ha}$	2,875
Major Projects	Projects with a high level of environmental concern that require the Authority to attend meetings and respond to inquiries and concerns.	Hourly Rate
Revisions		50% Surcharge
Clearance of Conditions		0
Aggregate Resources Act Application Review		3,900

Schedule 4: Mapping and Data Services

General Services	Description	Fee (\$)
Paper and Digital Maps	Full Sheet (digital or hard copy)	\$35.00 + Admin. Fee
	Up to 11x17 photocopy or scan	Admin. Fee
	Administrative Fee	\$65.00
Other Maps	Customized	\$95.00 /hr.
Documents and Reports	Photocopying / Scanning ≤ 50 pages	\$0.65 /pg.
	Photocopying / Scanning > 50 pages	\$0.60 /pg. + Admin. Fee
Staff Time	Assistant Rate	\$70.00 /hr.
	Technical Rate	\$90.00 /hr.
	Specialist Rate	\$95.00 /hr.
	Professional Rate	\$105.00 /hr.
	Management Rate	\$130.00 /hr.

Schedule 5: Conservation Lands

Gray's Creek Conservation Area	Description	Fee (\$)
Rental of Gazebo	Family picnics and non-profit groups	50.00
	Weddings, company picnics	100.00
Cooper Marsh Conservation Area	Description	Fee (\$)
Rental of Gazebo	Family picnics and non-profit groups	50.00
Roxborough Forest	Description	Fee (\$)
Hunting Permit	Residents of RRCA Member Municipalities	100.00
	Other Ontario Residents	150.00
	Out of Province Residents	200.00

Notes for Schedule 5

- Rental at Gray's Creek Conservation Area does not include the play structure and the soccer field area

Schedule 6: Gray's Creek Marina

Seasonal Dock Rental	May to October	Fee (\$)
17' and under		686.65
Over 17' to 20'		769.95
Over 20'		968.05
Cancellation Fee	Before June 30	50.00
	June 30 to July 31	100.00
	No refunds after July 31	
Transient Dock Rental	May to October	Fee (\$)
Daily		24.95
Weekly		123.85
Monthly		310.85
3 Months	Available after June 30	404.10
Marina Services		Fee (\$)
Daily Launch		12.00
Seasonal Launch		120.00

Schedule 7: Charlottenburgh Park

Seasonal Camping Lot		Fee (\$)
Basic lot		2,801.75
20 amp lot with water		2,941.85
30 amp lot		2,998.20
30 amp lot with water		3,148.10
Seasonal boat dock		375.00
Cancellation Fee	Before January 4	400.00
	January 4 to April 10	750.00
	April 11 to May 19	1,150.00
Transient Camping Lot		Fee (\$)
Basic lot		43.10
20 amp lot with water		56.30
30 amp lot		56.80
30 amp lot with water		58.50
Basic lot (monthly)		1,120.55
20 amp lot with water (monthly)		1,463.71
30 amp lot (monthly)		1,476.93
30 amp lot with water (monthly)		1,521.00
Cabin (daily)		114.79
Cabin (weekly)		688.76
Reservation Fee		14.00
Booking Transaction Fee		4.00
Additional vehicle (seasonal)		57.70
Additional vehicle (transient)		10.00
Overnight visitor		15.00
Trailer water dump (external)		20.00
Day Use Fees		Fee (\$)
Beach (adult)		10.00
Beach (seniors 65 and older)		8.00
Beach (12 and under)		Free
Vehicle (3 or more occupants)		27.00
Walk-in / cyclist		3.00
Seasonal beach pass		85.00
Boat launch		12.00
Seasonal boat launch		120.00
Gazebo rental		50.00
Non-profit groups		7.00
School groups (per person)		5.00

Notes for Schedule 7

Seasonal Camping

- Seasonal Camping Lot fees do not include hydro
- A \$300 hydro deposit required at beginning of the season
- Hydro costs are based on actual usage plus a 12% administration fee
- Hydro rebates will be equally distributed among users

Transient Camping

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee
- Monthly rates based on a rate for 26 nights
- Transient camping cancellations 48 hours or less days prior to arrival will result in a one-night camping charge

Cabin

- Payment in full by credit card is required at time of booking, including a non-refundable reservation fee and booking transaction fee
- A refundable \$250 cabin damage deposit, subject to condition of cabin after departure, will be required at the time of booking
- Cabin reservations are subject to a two-night minimum stay policy for the period of Jun 30 to August 30.
- There are no refunds for cabin cancellations 24 hours or less days prior to arrival

Day Use

- Non-profit and school groups must contact RRCA staff to make arrangements

Schedule 8: Stewardship Services

Tree planting services		Fee (\$)
Site visit, preparation, tending, planting, tree transportation, cold storage, survival assessments		Forestry consultant rates
Site preparation mowing		\$450/ha + mileage
Inter-row mowing		\$250/ha + mileage
RRCA Project Administration		10% (Min: \$200, max: \$500)
Over the Counter Trees		Fee (\$)
Trees and shrubs		Nursery rate + overhead (30%)
Planting aids		Supplier + overhead (30%)
Handling fee		\$20/order
Re-stocking fee		\$10/order

Notes for Schedule 8

- Landowner subsidies may be available pending funding secured by the RRCA.