



Fee Policy and Schedules

This policy outlines Quinte Conservation's guidelines for setting and charging fees

Approved by the Quinte Conservation Board of Directors

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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 Quinte Conservation.

Legislative Framework

The Conservation Authorities Act (CAA) Section 21.2 allows for conservation authorities to charge fees for services.

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 principal as appropriate.

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.”

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.”

Category 1 Mandatory Programs and Services

These programs and services include:

- Administration of Conservation Authorities Act (CAA) Section 28 and 28.1 including technical advice and studies;
- Enforcement and compliance;
- Response to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the Planning Act;
- 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.
- Flood forecasting and warning;
- Flood and Erosion Control Infrastructure Operation, Management, and Maintenance;



- Low water response;
- Provincial Water Quality Monitoring Network (PWQMN);
- Provincial Groundwater Quality Monitoring (PGMN);
- Drinking Water Source Protection
- Conservation Land Management and activities requiring a permit made pursuant to section 29 of the CAA;
- Enabling Services for the Organization including administration, finance, fleet management, communications, IT.

Category 2 Municipal Programs and Services

Municipal programs and services are offered throughout the watershed to all our partnering municipalities. These programs and services are provided by Quinte Conservation on behalf of our municipal partners.

These programs and services include (but are not limited to):

- Commenting on Planning Act applications for technical and policy matters related to natural heritage, stormwater management, hydrogeology, or other matters requested by a municipality, county, corporation or individual. This commenting/peer review service provides for a consistent approach across the watershed.
- Drinking Water Source Protection Risk Management Official Services including Education and Outreach.

Category 3 Advisable Programs and Services

Quinte Conservation offers programs and services to our watershed residents that provide an overall benefit to the environmental health of the region.

These 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, management of forests/recreational land owned by others, technical studies)
- 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.



Policy Principles

This Fee Policy and associated Schedules have been prepared in conformity with the Conservation Authorities Act. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service.

Process and Public Notification

The Fee Policy and Schedules have been established by the Quinte Conservation (QC) Board of Directors following consultation with local stakeholders and the public.

Consultation includes direct e-mail to key stakeholders (e.g., municipalities) and posting the notice for comment/review and/or revisions to the Fee Policy and Schedules on the QC website for a minimum of 30 days. Comments received will be presented to the Board of Directors prior to any approval.

Implementation

It is the objective of QC to provide an effective and efficient delivery of services. To achieve this objective:

- Land use proposals will be reviewed in a timely fashion.
- Comments on applications under the Planning Act will be provided in time for the legislated public meeting or hearing.
- Permit applications under the CAA generally will be processed within timelines outlined in Conservation Ontario's "Annual Reporting on Timelines Template for permissions under Section 28 of the Conservation Authorities Act". These timelines were developed by the Timely Review and Approvals Taskforce and received endorsement by the CO Council in December 2019.
- Fees will not exceed the costs to deliver the service.

Exemptions to the application of these fees include:

- Non-profit conservation and/or environmental groups contributing to the protection and restoration of the natural environment, provided the work is occurring on their private lands. Exemptions would be considered for fees associated with permit applications, Planning Act applications, legal inquiries, and site assessments.

Refunds

Quinte Conservation does not issue refunds for services or products once the application process has started or order is submitted, and the payment has been processed. Under exceptional circumstances, refund requests will be considered and may be approved by the Chief Administrative Officer (CAO). If a refund is approved, a 20% refund fee will apply.



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 planning and permitting.

Consideration of appeals will be directed to the CAO. The appellant must submit in writing to the CAO the reasons for the appeal request. The CAO will review the request, consult with staff and the proponent. 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. 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 QC 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 becomes effective as of the date set by the QC 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.

Review Process

This Fee Policy and Schedules will be reviewed annually by QC staff to monitor effectiveness and any changes will be brought forward to the Board of Directors for consideration. Consultation is required if changes are applied to the Policy or Schedules (as noted under Process and Public Notification) prior to Board approval. Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.



FEE SCHEDULES

Schedule 1: Quinte Conservation Planning and Regulations Fees

Schedule 2: Quinte Conservation General Fees

Schedule 3: Quinte Conservation Monitoring, Stewardship and Education Services Fees



SCHEDULE 1 Planning and Regulations Fees

| Fee Type | 2022 Fees | 2023 Fee | Notes |
|---|-----------|----------|-------------------------------------|
| Pre-Consultation | | | |
| Site Visit – Project Specific | \$358 | \$450* | See reference at bottom of schedule |
| Site Visit – Standard (1 lot) | \$358 | \$450* | See reference at bottom of schedule |
| Site Visit – Complex (2 or more lots severed) | N/A | \$900 | NEW |
| Legal Inquiry | \$182 | \$200 | Increase reflective of COLA |
| Planning Service Fees | | | |
| Technical Study Review (cost per study) | \$350 | \$500** | See reference at bottom of schedule |
| Consent to sever – Standard (1 lot) | \$358 | \$450* | See reference at bottom of schedule |
| Consent to sever – Complex (2 or more lots) | N/A | \$900 | NEW |
| Minor Variance/Zoning By-law amendment | \$358 | \$450* | Increase reflective of COLA |
| Official Plan amendment | \$651 | \$705 | Increase reflective of COLA |
| Standard Site Plan review | \$3310 | \$3580 | Increase reflective of COLA |
| Hydro – G technical study Review (small) | \$750 | \$810 | Increase reflective of COLA |
| Hydro – G technical study Review (large) | \$1500 | \$1620 | Increase reflective of COLA |
| Minor Site Plan review | \$797 | \$865 | Increase reflective of COLA |
| Subdivision review | \$7391 | \$7990 | Increase reflective of COLA |
| Subdivision phase review - minor | \$1282 | \$1390 | Increase reflective of COLA |
| Subdivision phase review - complex | \$3309 | \$3580 | Increase reflective of COLA |
| Permit Applications Fees | | | |
| Minor work | \$182 | \$250*** | See reference at bottom of schedule |
| Standard work | \$358 | \$450* | See reference at bottom of schedule |
| Major work | \$770 | \$835 | Increase reflective of COLA |
| New Infrastructure work | \$1282 | \$1390 | Increase reflective of COLA |
| Permit amendment | \$90 | \$100 | Increase reflective of COLA |



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|---|-----------------------------------|---------|---|
| Request for a Hearing | \$1700 | \$1840 | Increase reflective of COLA |
| Violations | Double the normal application fee | | |
| Risk Management Official Services | | | |
| Enforcement of Part IV of the Clean Water Act | \$12000 | \$12000 | Split between those municipalities that require Part IV duties as per existing agreements (agreements expire in 2023) |

*This fee was increased significantly because a site visit is required. Three Regulation Officers completed an independent review of the time necessary to complete one permit or site visit. The three officers determined approximately the same fee. The proposed fee includes travel time, mileage, and administrative time. The new \$450 fee would reflect our minimum cost involved to issue a permit or complete one site visit. Some more complex permits/site visits would take significantly longer time to complete. However, staff normally complete many permits/site visits in a day to reduce costs.

** This technical view fee was approved by the Board in May of this year. Staff soon realized after reviewing numerous reports (Karst and Environmental Impact Reports) that the fee was insufficient because the majority of the reports required changes/updates and time-consuming discussions with the consultant and/or other Regulation department staff.

*** This fee increase reflects the requirement for a site visit for some minor permits.



SCHEDULE 2 General Service Fees

| Fee Type | 2022 Fees | 2023 Fee | Notes |
|---|-----------|-----------|---|
| Staff Charge out Rates (per hour) | | | |
| Management/Project Management | \$85 | \$90 | Increase reflective of COLA |
| Engineering/Technical Resource Staff | \$70 | \$75 | Increase reflective of COLA |
| Specialists – IT, GIS, Biologist/Ecologist | \$60 | \$65 | Increase reflective of COLA |
| Administration/Technicians | \$45 | \$50 | Increase reflective of COLA |
| | | | |
| Conservation Lands | | | |
| Group rates for property usage (<50 ppl) | N/A | \$250 | These rates do not include closure of property |
| Group rates for property usage (>50 ppl) | N/A | \$450 | These rates do not include closure of property |
| Special Event rates Requiring Closure of Gathering Area within Property (Weekend) | N/A | \$2000 | These rates will not include any special accommodations (delivery of picnic tables, garbage service, etc.) or additional staffing |
| Special Event rates Requiring Closure of Gathering Area within Property (Weekday) | N/A | \$1500 | These rates will not include any special accommodations (delivery of picnic tables, garbage service, etc.) or additional staffing |
| Frink Center | N/A | \$150/day | OR \$75 /half day or evening; subject to CAO approval based on number of visitors |
| Depot Lakes Office Building | N/A | \$150/day | OR \$75 /half day or evening; subject to CAO approval based on number of visitors |
| Main Office Boardroom | N/A | \$150/day | OR \$75 /half day or evening; subject to CAO approval based on number of visitors |
| Annual Access Pass | \$50 | \$60 | Increase reflective of COLA and Market/Demand |
| Daily Access Pass – Little Bluff | \$15 | \$15 | Annual Passes will be accepted |



| | | | |
|---|-----------|---------|--|
| Daily Access – All CA's (except Little Bluff) – regular passenger vehicle | \$5 | \$6 | Increase reflective of COLA and Market/Demand, |
| Daily Access – All CA's (except Little Bluff) – Other types of vehicles | N/A | \$12 | Buses, vehicles with trailers (i.e., horse trailers, boat trailers, canoe racks, etc.) |
| | | | |
| | | | |
| DEPOT LAKES CAMPGROUND | | | |
| Seasonal Sites (annual rate) | | | |
| Group A | \$1318.76 | N/A | |
| Group B | \$1245.88 | N/A | |
| Group C | \$1026.25 | N/A | |
| Group D | \$910.59 | N/A | |
| Waterfront Site | N/A | \$2000 | Change to reflect market/demand |
| Non-waterfront Site | N/A | \$1500 | Change to reflect market/demand |
| Interior Sites (weekly rates) | | | |
| May and June | \$250 | \$270 | Increase reflective of COLA |
| July and August | \$350 | \$378 | Increase reflective of COLA |
| September and October | \$250 | \$270 | Increase reflective of COLA |
| | | | |
| | | | |
| Hunting Leases | | | |
| Cost per Acre | \$2.40 | \$3.50 | Change to reflect market/demand |
| | | | |
| | | | |
| Administrative Services | | | |
| Shipping and Handling | \$5.00 | \$15.00 | Increase reflects cost to deliver service |
| NFS Cheques | \$20.00 | \$50.00 | Increase reflects cost to deliver service |
| Printing – all printing and sizes | N/A | CR | CR – Cost Recovery to deliver the service |
| Mileage (per km) | \$0.61 | TBD | Government rate set in January |
| Freedom of Information Requests | \$5.00 | \$5.00 | CR – Cost Recovery for document retrieval |
| Project Fees | 15% | 15% | No Change |



SCHEDULE 3 Monitoring, Stewardship and Education Service Fees

| Fee Type | 2022 Fees | 2023 Fee | Notes |
|--|----------------------|---|--|
| Tree Seedlings and Shrubs | | | |
| Conifer Stock | 1.00 | 1.10 | Sold in bundles of 10 or 25 (minimum order of 100 total trees); COLA |
| Deciduous Stock | 1.50-2.00 | 1.50-2.00 | Sold in bundles of 10 or 25 (minimum order of 100 total trees); |
| Shoreline Planting Kits (QC provides a stewardship site visit and customized planting plan) | | | |
| | Minimum fee of \$395 | Minimum fee of \$425 | A kit is a minimum of 50 plants and is subsidized by grants. Kit price may exceed \$425 in 2023 pending grants received. COLA |
| Shoreline Planting Services | | | |
| | \$7/plant + 0.61/km | \$7/plant + 0.66/km | Landowners can hire QC to have their shoreline kit planted; COLA on KM |
| Large Scale Tree Planting Program (heavily subsidized for 2023 through grants) | | | |
| | N/A | \$0.30 to \$0.50 per tree for landowner | Large scale tree planting program is subsidized by Forest Ontario Grants as well as other grants and sponsors. Landowner fee will vary depending on subsidies acquired |
| Education/Outreach | | | |
| In-school Watershed Workshop | No Cost | No Cost | 40-minute curriculum-connected watershed workshops K-8 |
| Outdoor Education Programs K-12 | \$8-\$14 per student | \$8-\$14 per student | We charge for outdoor programs at a rate of \$8 per student for half day programs (or min \$160) and \$14 per student for full day programs (or min fee of \$280 for full day programs). |
| Stream of Dreams School Water Edu Program | \$3/student | \$3/student | Minimum fee of \$300 |



| Aquatic Science | | | |
|---|--------|--------|--|
| Equipment Rental (Daily Rates) | | | |
| AbraScan | \$5 | \$6 | Increase reflective of COLA |
| Backpack Electrofishing Unit | \$150 | \$162 | Increase reflective of COLA |
| Benthic Gear | \$20 | \$22 | Increase reflective of COLA |
| Electrofishing Boat | \$300 | \$325 | Increase reflective of COLA |
| Boat Stanley | \$200 | \$220 | Increase reflective of COLA |
| Canoe | \$7 | \$8 | Increase reflective of COLA |
| Flow Tracker | \$20 | \$22 | Increase reflective of COLA |
| GPS Unit | \$20 | \$22 | Increase reflective of COLA |
| John Boat | \$20 | \$22 | Increase reflective of COLA |
| Kayak | \$7 | \$8 | Increase reflective of COLA |
| Larval Net | \$50 | \$54 | Increase reflective of COLA |
| Passive Netting Gear | \$100 | \$108 | Increase reflective of COLA |
| Pygmy Meter | \$20 | \$22 | Increase reflective of COLA |
| YSI Multimeter | \$20 | \$22 | Increase reflective of COLA |
| PGMN Workbook | \$10 | \$11 | Increase reflective of COLA |
| PGMN Generator | \$20 | \$22 | Increase reflective of COLA |
| Water Quality Monitoring | | | |
| Provincial Water Quality Monitoring Network in the Moira Region (per event - monthly) | \$1286 | \$1390 | QC performs this monitoring once per month at 13 stations; Increase reflective of COLA |
| Provincial Water Quality Monitoring Network in the Napanee Region (per event - monthly) | \$519 | \$561 | QC performs this monitoring once per month at 3 stations; Increase reflective of COLA |
| Provincial Water Quality Monitoring Network in Prince Edward County (per event - monthly) | \$1017 | \$1100 | QC performs this monitoring once per month at 12 stations; Increase reflective of COLA |
| Provincial Groundwater Monitoring Network (average cost per well per visit) | \$918 | \$992 | QC has 23 wells as part of the provincial program, increase reflective of COLA |



| | | | |
|--|-------|-------|---|
| Ontario Benthos Bio-monitoring Network (average cost per station per visit) | \$315 | \$340 | QC samples 47 stations to ensure water quality changes can be tracked; Increase reflective of COLA |
| Baseflow (average cost per day) | \$599 | \$648 | QC samples at multiple locations throughout a given sub-watershed that are completed in a single day; Increase reflective of COLA |