



# CATFISH CREEK CONSERVATION AUTHORITY

## FEES POLICY

APPROVED: September 8, 2022

## **PURPOSE**

Since 1996, the Conservation Authorities Act has empowered Conservation Authorities to charge fees for services approved by the Minister of Natural Resources and Forestry. Section 21.2 of the Conservation Authorities Act relates to this collection of fees for the following services, where the service is not supported through provincial grant funding. This Fee Policy has been prepared to satisfy the requirement for a policy regarding the charging of fees for a program or service and to document the principles and practices regarding fees charged under Section 21.2 of the Conservation Authorities Act. The Minister may determine classes of programs and services in respect of which an authority may charge a fee. The amount of a fee charged by an authority for a program or service it provides shall be, the amount prescribed by the regulations; or if no amount is prescribed, the amount determined by the Authority. This policy used the Minister's Fee Classes Policy (April 2022) as a reference. The attached Fee Schedules are based on the user-pay principle. The fees and revenues generated are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. The policy confirms that the Board of Directors authorizes a user-pay principle and requires the direct beneficiary or recipient of the service(s) to fully or partially pay for the cost of the service. A user-pay model redirects public funding and taxes to services that benefit the broader constituency versus subsidizing services that are delivered to specific individuals and accustom to their respective benefit only.

## **SCOPE**

This Fee Policy includes:

- (a) a Fee Schedule that addresses fees related to all programs and services provided by the Conservation Authority, as approved by the Board of Directors. This includes:
  - Fees for specific services related to planning and development review-oriented activities, such as regulatory or permitting services
  - Fees for programs and services related to non-planning and compliance activities
  - Fees for use and occupation of authority assets (e.g. recreational facilities, lands and works, vehicles etc.)
- (b) the frequency within which the fee policy shall be reviewed by the authority
- (c) the process for carrying out a review of the fee policy, including the rules for giving notice of the review and of any changes resulting from the review, and,
- (d) the circumstances in which a person may request that the authority reconsider a fee that was charged to the person and the procedures applicable to the reconsideration.

# POLICY PRINCIPLES AND STATEMENTS

## Public Sector Service Provider:

As a public-body, the Catfish Creek Conservation Authority (CCCA) strives to find the balance between its multiple roles as a supplier of a wide variety of services, which include:

- delivery of services which broadly benefit the region and its residents
- legislated services which are applicant or proponent-driven
- discretionary services which are provided by other agencies and private companies

## Eligible Fees:

The “Minister’s List” establishes classes of programs and services where a Conservation Authority may charge a fee. This list may be amended from time to time, and where updates are made, a new policy document will be distributed to each CA. Currently, the Minister’s List established three classes of programs and services where a CA may charge a fee, along with specific criteria for each class:

1. **Category 1 Mandatory Programs and Services;**
2. **Category 2 Municipal Programs and Services** (*the parties agree through the provisions of an MOU or other such agreement that the Authority should be permitted to charge a fee for that program or service*); and,
3. **Category 3 Other Programs and Services** (unless otherwise prescribed by the Minister in regulation, Conservation Authorities may charge fees for the following services):
  - Conservation Services: Conservation Areas (e.g. daily/annual passes, camping, facilities rentals, site rental), Forestry/Forestry Extension Programs
  - Community Outreach: Outdoor Education programs, special events
  - Watershed Management Services: Floodplain regulations and related development applications (i.e. permit review, property inquiries, survey), Watershed Planning (e.g. Planning Act applications)
  - Corporate Services: sale of products (e.g. reports, maps, photographs)

As per the Minister’s List the following programs and services are considered to be “pre-approved” and therefore do not need to be incorporated into a cost apportioning agreement to enable the charging of CA fees: recreational activities with the direct supervision of staff; community relations; public education services; provision of information to the public; and the sale of products by the authority.

## **Eligible Costs:**

Eligible costs may include;

- Staff salaries, mandatory payroll taxes, discretionary benefits, training, professional membership dues and other related payroll costs
- Appropriate percentage of salary and overhead for staff/consultants who support the program or service (e.g. administration, geomatics (GIS) and information technology, engineering, surface water and groundwater specialists, source water protection, natural heritage, property management, senior staff/management.
- Compliance costs (e.g. inspection of approved permits, potential violations and enforcement)
- Overhead costs associated with office space (lease, building maintenance/operations, computers/networks, etc.)
- Vehicle operating costs associated with program delivery (e.g. acquisition, depreciation, maintenance, insurance, gas, etc.)
- Equipment and software (e.g. mobile phones, cameras, GPS, safety equipment, software, etc.)
- Legal expenses (e.g. annual expenses and contingency reserves) and insurance
- (liability, directors and officers, errors and omissions)
- Maintenance and development of public resources (e.g. website, fact sheets, etc.)
- Other supply costs (paper, postage, courier, etc.)
- Other reasonable indirect costs that are associated with service delivery
- Allocated cost of assets used to deliver services

## **Determining Fees:**

Fees are necessary to finance Catfish Creek Conservation Authority's mandatory programs and services in the absence of sufficient provincial or municipal funding to deliver the program or service, or as a means of generating revenues to support the program or service.

Unless otherwise prescribed by the Minister through regulation, the Authority determines the amount of the fee based on consideration of eligible costs, and consideration of the following issues and data, where and when relevant:

- Analysis of trends in workload changes, shifts in market and types of applications
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining
- General overview of status of cost recovery
- Statistics of numbers of applications and annual changes, where required
- Level of service/review turn-around timing
- Areas of improvement of level of service/staffing demands
- Cost cutting measures as required
- Reserve Fund requirements
- Identification of specific/specialized municipal requirements
- Trends in legal costs associated with LPAT, Mining and Lands Tribunal decisions and other legal services (not staff time), and
- Fees charged by the private sector for similar services

In addition, the Board will consider impact of fees on program delivery (e.g. outdoor education programs), the nature of the request (e.g. for-profit or commercial activities), and fair-market-value of similar services in the private sector to prevent a situation of unfair competition, inappropriate application of taxpayer subsidized services and excessive use of CCCA's limited staff resources.

Where a program or service is supported through provincial grant funding, fees shall not exceed the costs of delivering the services on a program basis.

### **Consultation:**

When developing and establishing fees, the Authority also considers the fees of Conservation Authorities offering the same level of service and technical advice, the fees set by neighbouring Conservation Authorities, and fees charged by member municipalities and local agencies.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

The Fee Policy is administered and applied by CCCA staff and has been approved by the CCCA Board of Directors. The General Manager/Secretary Treasurer may, under extenuating circumstances, waive or reduce fees.

When updating existing fee schedules or establishing new fees the following policy direction will be considered:

- fees need to be set with regard to legislative requirements, ability to sustain programs, based on a user-pay philosophy;
- fee increases should include inflation;
- fees must not exceed the costs of delivering the services;
- refunds of fees may carry an administrative cost/penalty;
- fee schedules are reviewed annually and regular adjustments to fees are desirable; and
- fee schedules will be approved on an annual basis to inform the budget for the following year.

### **Approval of the Fee Schedule:**

Administration will propose a Fee Schedule, based on its analysis further to Eligible Fees and comments received through consultation, for approval by the Board of Directors.

On approval by the Board of Directors, inflationary costs associated with fees (e.g. cost of living adjustments, etc.) may be applied to fee schedules without undertaking formal consultations.

### **Waiving Fees:**

The Fee Policy and Schedule has been approved by the Catfish Creek Conservation Authority (CCCA) Board of Directors and is administered and applied by staff of CCCA.

Senior Administration, in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees.

In the case of a request to waive fees for plan input and review:

Senior Administration will review the type and complexity of the application and make a determination on the appropriate fee. This assessment will consider the scope of work required to administer and review the application and supporting technical reports, the nature of the project or request, and the associated risk to the resource affected.

**Appeal Process:**

If an appellant wishes to appeal a fee:

- The appellant must submit a request for administrative review of the fee in writing to the General Manager/Secretary-Treasurer the reasons for the appeal.
- The General Manager/Secretary-Treasurer shall review the appeal and notify the appellant accordingly of the decision.
- If the appellant is not satisfied with the decision of the General Manager/Secretary-Treasurer's decision, the appellant may request consideration of the appeal by the Conservation Authority Executive Committee in writing with reasons for the appeal. Once heard or reviewed by the Executive Committee, the appeal will be dismissed or upheld through a resolution. The appellant will be notified accordingly of the Board's decision.

## **REVIEW**

**Fee Policy Review:**

In keeping with the Conservation Authorities Act, S.21.2 (9), the Fee Policy will be reviewed by CCCA Senior Administration every five years and propose any changes to the Policy to the Board of Directors for approval.

**Fee Schedule Review:**

The Fee Schedule will be reviewed annually by CCCA senior administration, in conjunction with the annual budgeting process. Senior Administration will seek information regarding fees and recommend any changes to listed fees for consideration by the CCCA Board of Directors.

Once approved, the revised Fee Schedule to this policy will be published on CCCA's website and distributed to Municipal Clerks and Stakeholders for posting, and in other materials used by the public.

If, after a review of a Fee Schedule or at any other time, the CCCA Board of Directors wishes to make a change to the list of fees set out in the Fee Schedule or to the amount of any fee of the manner in which a fee is determined, the Authority shall give notice of the proposed increases or revisions to the Fee Schedule, by way of posting a notice on the CCCA website and in the CCCA administrative office, that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board of Directors.

## **FEE SCHEDULES**

Appendix A: Section 28 Regulation Permitting Fees

Appendix B: Catfish Creek Conservation Authority Reforestation Assistance Program

Appendix C: Forest Management Fee Schedule

Appendix D: Administration Fee Schedule

Appendix E: Springwater Conservation Area Fee Schedule

## Appendix A- Regulations Fee Schedule

### Catfish Creek Conservation Authority Ontario Regulation 146/90

#### Applications for Permits to Construct, Place Fill or Alter Waterways, and Land Transfer Inquiry Fees.

The following fee schedule to APPLICATIONS TO CONSTRUCT, PLACE FILL OR ALTER A WATERWAY in any defined area within the Catfish Creek Watershed, pursuant to Section 28 of the Conservation Authorities Act of Ontario R.S.O. 1990, Chapter C.27.

#### Application Fees:

Non-refundable fees are charged to support the costs incurred through the administration of the

C.C.C.A. regulations program. The fee amount is based on the value of the works being applied for and the following graduated scale will apply:

Value Range	Application to Construct, Place Fill or Alter Waterways
up to \$10,000	\$ 160.00
up to \$100,000	\$ 320.00
up to \$500,000	\$ 650.00
over \$500,000	\$ 1,200.00
renewal fee (after 1 year)	\$ 110.00
site surveying	\$ 110.00
Property/legal inquiries requiring a site visit/written response	\$ 110.00
2X fee-permit fee following issuance of a Violation Notice	

\* Fees include all applicable taxes

#### Legal Inquiries:

Legal Inquiries are submitted by solicitors representing prospective buyers of property within the watershed. They typically request confirmation of if, and how, regulations of the Authority affect a property. A fee is charges to help offset the costs associated with administering the program.

Applicants are responsible to provide the C.C.C.A. with an estimate of the value of the proposed works and may be requested to support such a value in writing.

\* Per Report PF 07/2019



## Appendix B - Catfish Creek Conservation Authority Reforestation Assistance Program

To improve the overall health of the environment, the Catfish Creek Conservation Authority provides a windbreak, reforestation and shelterbelt Tree Planting Program to private landowners owning property within the Catfish Creek Watershed on the following basis.

Tree Stock	* market value
Handling Fee (includes shipping & storage)	\$0.35 per tree
Conservation Authority Planting Service	\$1.00 per tree
Weed Control Spraying (new planting site)	\$0.50 per tree
Weed Control Spraying (previously sprayed site)	\$100.00 minimum fee *plus \$0.50 per

\* When available, landowners will be notified of existing Tree Planting Program subsidies.

## Appendix C - Forest Management Fee Schedule

SERVICE TYPE	ACTIVITY	FEE
MFTIP	Managed Forest Plan Renewals and Approvals (plans prepared by other accreted individuals)	\$400.00
MFTIP	Preparation and Approval of Managed Forest Plans	10-25 acres: \$700.00 26-50 acres: \$800.00 51-100 acres: \$1,000.00
MFTIP	Amendments to Plans prepared by CCCA	\$400 .00

\* (MFTIP) Managed Forest Tax Incentive Program

\*\* Applicable Taxes Extra

\*Per Report PF 07/2019

## **Appendix D - Administration Fee Schedule**

Boardroom Rental	\$50.00/day
Display Unit	\$50.00/day
Photocopies:	
Letter and legal	.25/copy
Tabloid (11" x 17")	.35/copy
Colour – letter-size and legal-size	.50/copy
Colour – 11" x 17"	1.00/copy
Returned Cheques (NSF Fee)	\$30.00
Replacement Receipts (with discretion)	\$25.00
Order-in-Council	\$500.00
Faxes in and out	\$1.00/sheet

\* Applicable Taxes Included

\* Per Report FA 74/97 & Report FA 109/2002 (NSF fee)

## Appendix E - Springwater Conservation Area 2022 Fee Schedule

### TRANSIENT CAMPING

❖ rates include any applicable taxes ❖

Nightly - Unserviced	\$ 48.00
Nightly - 15 amp Service	\$ 53.00
Nightly - 30 amp Service	\$ 60.00
Weekly - Un-serviced	\$ 290.00
Weekly - 15 amp Service	\$ 320.00
Weekly - 30 amp Service	\$ 365.00
Monthly - Un-serviced	\$ 850.00
Monthly - 15 amp Service	\$ 950.00
Monthly - 30 amp Service	\$ 1,100.00
Reservation Fee (on all above rates) *non-refundable	\$ 14.00
Extra Vehicle Pass (per night)	\$ 15.00

### GROUP CAMPING (in Group Areas only; minimum of 20 campers; per person per night)

Children (18 years of age or younger)	\$ 8.00
Adults	\$ 15.00
15 amp Service (per plug per night, in addition to the above fees)	\$ 5.00
Refundable Site Cleaning Deposit (Group Camping)	\$ 100.00

### SEASONAL CAMPING

Seasonal - 15 amp Service	\$ 2,620.00
Seasonal - 30 amp Service	\$ 2,840.00
Refundable Site Cleaning Deposit (at registration)	\$ 75.00
Seasonal Camping Late Fee (per month)	\$ 100.00
Seasonal Entry Card (limit 4 per seasonal camper)	\$ 60.00
External Refrigerator	\$ 100.00
Golf Cart Permit (Disability Permit Holders Only)	\$ 75.00
Grass Cutting Fee (per cut)	\$ 15.00
Gravel / Top Soil Delivery (per load)	\$ 25.00
Hydro Abuse Fine (unattended trailer, outdoor lights, etc.) (per incident)	\$ 50.00
Mulch Delivery (per load)	\$ 15.00
Trailer or Deck Installation/Relocation (per item)	\$ 75.00
Winter Storage Fee (trailers)	\$ 225.00
Winter Storage Fee (shed &/or deck with no trailer)	\$ 50.00
Winter Storage Fee (other equipment/vehicles)	\$ 100.00
Winter Storage Late Fee (per month)	\$ 75.00

### FIREWOOD SALES

Bundle	\$ 10.00
SPW 1/2 Cord	\$ 65.00
SPW Cord	\$ 100.00

### LIQUID WASTE REMOVAL

Sewage Pumping Service - Bi-Weekly	\$ 290.00
Sewage Pumping Service - Weekly	\$ 560.00
Sewage Pumping Service - Second Tank	50% of rate
Sewage Pumping Service - Single (per pump)	\$ 50.00
Sewage Pumping Service - Unscheduled / Emergency Service (per pump)	\$ 100.00
Dumping Station (per use) *fee applies to group camping, un-serviced camping, & non-camping units	\$ 50.00

**DAY USE FEES**

❖ rates include any applicable taxes ❖

Seasonal Pass	\$ 90.00
Bus Day Pass	\$ 90.00
Vehicle Day Pass	\$ 10.00
Trail Fee (per person)	\$ 3.00
Per Person	\$ 3.00
Cross Country/Track & Field (schools only)	\$ 5.00
Charity/Fundraising entrance fee *\$40.00 minimum	\$ 3.00

**CANOE / KAYAK RENTALS**

Half Day (up to 4 hrs.)	\$ 40.00
Full Day (after 4 hrs.)	\$ 75.00
Refundable Deposit (per vessel)	\$ 20.00

**FACILITY RENTALS \* plus entry fee of \$10.00 per vehicle and/or group camping fees**

Pavilions – North, South, or Maple	\$ 90.00
Portable Pavilion (Large - 18' x 30')	\$150.00
Portable Pavilion (Small - 10' x 20')	\$ 75.00
Stage (less than 200 people)	\$500.00
Concession Booth or Pancake House	\$200.00

**SPRINGWATER SCHOOL HOUSE RENTAL**

In Season *plus entry fee of \$10.00 per vehicle and/or group camping fee	\$ 120.00
Off-Season DAY USE (flat rate)	\$ 220.00
Lost / Misplaced Key Charge	\$ 25.00

**EDUCATION PROGRAMS (per student; minimum class fee of \$100.00)**

Outdoor / Mobile Education – One Program	\$ 9.00
Outdoor / Mobile Education – Each Additional Program(s)	+ \$ 5.00
Watershed Education Program *minimum class fee of \$200.00	\$ 17.00
Cancellation Fee (less than two weeks of notice)	\$ 75.00
Craft Kits (Blue Bird House Kit)	\$ 5.00
Wagon Rides (per hour) *1 hour minimum	\$ 200.00

**MAPLE SYRUP PROGRAM & FESTIVAL**

Festival Admission - Adults	\$ 8.00
Festival Admission - Children	\$ 4.00
Maple Syrup Education Program *minimum class fee of \$100.00	\$ 9.00

**TROUT FISHING (APRIL - END OF MAY)**

Per Person Entrance Fee (children 14 and under are free)	\$ 10.00
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