



Ausable Bayfield Conservation Authority Fee Policy

Approved by Board of Directors on November 17, 2022.

Replaces Policy A-27-Fee Policy, Approved 2007.

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1. POLICY PURPOSE

The purpose of this policy is to meet the requirements of the *Conservation Authorities Act* (“The Act”). Both the Fee Policy and Fee Schedule are intended to provide transparency and accountability surrounding the establishment and charges of Ausable Bayfield Conservation Authority (ABCA) fees.

The policy will provide a framework for ABCA to use to determine fees and to review and revise the annual fee schedule.

This policy was developed using the following documents as references:

- *Guideline for CA Fee Administration Policies for Plan Review and Permitting*, endorsed by Conservation Ontario Council (June 24, 2019).
- *Guidance on CA Fee Policies and Fee Schedules* (Conservation Ontario, September 13, 2022)
- *Guidance on the Second Phase of the Transition Period* (Conservation Ontario, June 27 2022)
- *Policy: Minister’s list of classes of programs and services in respect of which conservation authorities may charge a fee* (Ministry of Environment, Conservation and Parks (MECP), April 11, 2022)
- *Policy A-27: Fees for Service* (ABCA, Approved October 18, 2007)

The policy confirms that the ABCA utilizes 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 directs public funding and taxes to services that benefit the broader constituency versus subsidizing services delivered to specific individuals and inure only to their respective benefit.

2 OVERVIEW OF FEE POLICY AND FEE SCHEDULE REQUIREMENTS

On January 1, 2023, the Conservation Authorities Act is scheduled to be amended by repealing 21 (1) (m.1) which related to the power of Conservation Authorities (CAs) to charge fees for services approved by the Minister of Natural Resources and Forestry and enacting Section 21.2 (1)-(12) “Fees for Programs and Services”.

Section 21.2 of the *Act* sets out that every Conservation Authority shall prepare and adopt both a written fee policy and fee schedule with respect to the fees it charges for the programs and services it provides. Note that the Minister’s List does not apply to those instances where the authority is already authorized under another statute to charge a fee for a program or service (e.g., *Clean Water Act*, *Building Code Act*).

This policy replaces ABCA *Policy A-27: Fees for Service* that was in effect since October 18, 2007. The principles of the new policy are consistent with the 2007 policy.

Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires the minister to publish a List in a policy document. The Minister published the list through the *Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee* ("Minister's List") on April 11, 2022 (see Appendix 1). Conservation authorities may only charge a fee for a program or service that it provides if it is included in this list. This 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.

3. POLICY SCOPE

This Fee Policy includes:

- (a) the Fee Schedule (Schedule 1) that addresses fees related to all programs and services provided by the Conservation Authority, as approved by the Board. This includes:
 - Fees for specific services related to planning and development review-oriented activities, such as regulatory or permitting services;
 - Fees for programs, services and products not related planning and compliance activities; and
 - 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.

4. FEE SCHEDULE

The Fee Schedule is a required component of the Fee Policy and is Schedule 1 in this document.

The Fee Schedule includes two key components:

- (a) a list of the programs and services that the CA provides where a fee is charged; and
- (b) the amount of the fee charged for each individual program or service, or, where a set fee is not established, the manner in which the fee is determined.

The ABCA has been charging fees identified in a Fee Schedule for decades.

While the Fee Schedule is a part of the overall fee policy, it is expected that the Fee Schedule would be subject to more regular review and updates.

The province has provided direction for conservation authority fee schedules in the 2022 document “Policy: Minister’s list of classes of programs and services in respect of which conservation authorities may charge a fee” as well as the requirements of s. 21.2 of the *Conservation Authorities Act*.

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:

- (a) **Category 1 Mandatory Programs and Services** *(where the user-pay principle is appropriate);*
- (b) **Category 2 Municipal Programs and Services** *(where the user-pay principle is appropriate **and** 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*
- (c) **Category 3 Other Programs and Services** *(where the user-pay principle is appropriate. Where a cost apportionment agreement has been entered into for these programs and services, the agreement must also include provisions permitting the authority to charge a fee for the program or service).*

Fees charged by conservation authorities are considered “User Fees”, which are fees paid to the Authority by a person or organization for a program or service they specifically benefit from. In accordance with the Minister’s List, a fee may only be applied by the CA when the “User-Pay Principle” is considered appropriate (i.e., when there is a person or class of persons that directly benefit from a program or service delivered by the Authority).

5. POLICY PRINCIPLES AND STATEMENTS

Public Sector Service Provider

As a public-body, ABCA strives to balance 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; and
- discretionary services provided by other agencies and private companies.

Policy Direction

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

- (a) fees need to be set with regard to legislative requirements, ability to sustain programs, and be based on a user-pay philosophy;

- (b) fee increases should include inflation;
- (c) fees must not exceed the costs of delivering the services, if provincial grant funding is provided for the program;
- (d) refunds of fees may carry an administrative cost/penalty;
- (e) fees are reviewed at least annually and regular adjustments to fees are desirable;
- (f) the fee schedule will be approved on an annual basis to inform the budget for the following year.

Eligible Fees

Unless otherwise prescribed by the Minister in regulation, Conservation Authorities may charge fees for the following services:

- Conservation Services: Stewardship, tree planting, restoration and forestry services;
- Conservation Lands: Entrance fees, camping, facilities and site rentals, hunting and trapping permits, Special Use Permits, professional photography, sale of timber and other products, etc.;
- Education and Community Outreach: Conservation education programs, special events, public speakers, meeting registration, etc.;
- 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); and
- Technical Services: Environmental monitoring, research, property assessments and management plans, and other advisory services.

Eligible Costs

Fees are dependent on the complexity of the project and the level of effort required to administer or deliver the program or service.

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.); and
- 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; and
- Allocated cost of assets used to deliver services.

Determining Fees

Fees are necessary to finance Ausable Bayfield Conservation Authority's programs and services in the absence of sufficient government 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 the market and types of applications;
- Consultation with developers/municipalities about work effort, new planning/legislative requirements and streamlining;
- General overview of the 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 such as trends in legal costs associated with the Local Planning Appeal Tribunal (LPAT), legal decisions and other legal services; and
- Fees charged by the private sector for similar services.

In addition, the Board will consider the impact of fees on program delivery (e.g. 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 in order to prevent a situation of unfair competition, inappropriate application of taxpayer subsidized services and excessive use of ABCA'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.

Authority staff will consult with key stakeholders at an appropriate level for proposed changes to the Fee Schedule. The greater the impacts of changes to the fee schedules, the larger the scale of consultation.

Notification and Consultation

The *Conservation Authorities Act* (s. 21.2 (7) (c)) requires that the CA includes within their fee policy, information regarding the process for carrying out a review of the policy, including the rules for giving notice and of any changes resulting from the review. The Minister's List states CAs must notify the public of any proposed change it wishes to make to its fee schedule. Any updates to the fee schedule should follow the procedures outlined in the CA's fee policy.

The public will be notified of the policy development, review and approval as well as matters relating to the fee schedule by way of posting on the ABCA website and other means determined by the ABCA.

Authority staff will consult with key stakeholders at a level appropriate for proposed changes to the Fee Schedule. The greater the impacts of changes to the fee schedules, the larger the scale of consultation.

Key stakeholders include:

- (a) Primary user groups who may represent interests of applicants, participants, customers, or other program or service stakeholders who may be consulted for various ABCA programs and services;
- (b) Neighbouring conservation authorities, in order to compare services, eligible costs and percentage cost recovery proposed to and/or approved by the Board; and
- (c) Municipalities in order to identify proposed changes to fee schedules, and define service(s) to be provided.

Consultation will, at a minimum, include posting the proposed changes to the fee schedule on the ABCA website and by other means deemed to be appropriate.

Fee Schedule Approval

Staff will draft a Fee Schedule annually for Board approval, based on its analysis and comments received through consultation.

Notification of fee revisions is made by way of posting a notice on the ABCA website that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board.

Inflationary costs associated with fees may be applied to fee schedules without undertaking formal consultations.

Waiving Fees

The Fee Policy and Fee Schedule are approved by the Board and is administered and applied by ABCA staff.

Senior management, in consultation with the General Manager may, under extenuating circumstances, waive or reduce fees. The type and complexity of the application will be reviewed in order to 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.

6. APPEAL PROCESS

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Application for an administrative review may be received for:

- (a) An appeal if a fee is contrary to the fees set out in the fee schedule; or
- (b) That the fee set out in the fee schedule is excessive in relation to the service or program received.

If an appellant wishes to appeal a fee:

- (a) The appellant must submit a written request for an administrative review of the fee to the General Manager/Secretary-Treasurer specifying the reasons for the appeal. The General Manager/Secretary-Treasurer shall review the appeal and notify the appellant accordingly of the decision.
- (b) 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 Board in writing with reasons for the appeal.

Once heard or reviewed by the Board, the appeal will be dismissed or upheld through a resolution. The appellant will be notified accordingly of the Board's decision.

In making their decision, the General Manager/Secretary-Treasurer and/or the Board 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.

Upon reconsideration of a fee that was charged by the authority, the authority may:

- (a) Order the person pay the fee in the amount originally charged;
- (b) Vary the amount of the fee originally charged, as the authority considers appropriate; or
- (c) Order that no fee be charged for the program or service.

7. REVIEW

Fee Policy Review

In keeping with the Conservation Authorities Act, S.21.2 (9), the Fee Policy will be reviewed by ABCA staff every five years and propose any changes to the Policy to the Members for approval.

Fee Schedule Review

The Fee Schedule will be reviewed annually by ABCA staff, in conjunction with the annual budgeting process. Information will be sought regarding fees, from various sources, as identified above and recommend any changes to listed fees for consideration by the Board.

Once approved, the revised Fee Schedule will be published on the ABCA's website and distributed to member municipality clerks and appropriate stakeholders for posting, and in other materials used by the public.

If, after a review of the Fee Schedule or at any other time, the Board wishes to make a change to the list of fees set out in the Fee Schedule or to the amount of any fee or 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 ABCA website, that the Fee Schedule will be reviewed on an identified date, at an open meeting of the Authority's Board.

8. IMPLEMENTATION

The user-pay principle and cost recovery are required and are appropriate for certain services as noted above. However, the Authority considers other factors when setting fees, such as fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services and in some cases, the value of similar services provided by the private sector. It should also be noted that for some circumstances and programs, an attempt to charge a fee that would provide complete cost recovery is not feasible due to the inability to pay and would result in reduced demand for the service, e.g., school education programs.

Planning and Regulations (Section 28 Permit Fees, Planning Act and Technical Reviews)

The fee program for Planning and Regulations is administered to partially recover costs. The fee structure aims to achieve a minimum 50 percent cost recovery with a maximum 100 percent cost recovery on a per annum basis. Maximum reliance on user fees buffers the planning and regulations program against economic volatility and subsequent budgetary uncertainty.

It is also intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application submissions as well as compliance activities. Fees are based on the complexity of the application and technical review required, which influences the staff time and resources needed. Administration may consider the following issues and data, where and when relevant, to revise the fee schedule:

- Analysis of trends in workload changes as a result of shifts in the development 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 related to number of applications and annual changes, where required;
- Level of service and the review expectation for processing timing;
- Areas of improvement of level of service/staffing demands;
- Cost cutting measures as required;
- Reserve fund requirements;
- Identification of specific or specialized municipal requirements;
- Trends in legal costs associated with appeals to the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board), legal services and compliance activities.

It is the objective of the ABCA 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.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters;
- ABCA for permit applications, Planning Act applications, inquiries, and site assessments.

Conservation Lands

Fees are charged for the use of land owned by the ABCA as follows: Rock Glen Conservation Area entrance, hunting and trapping permits, facilities and site rentals, and Special Use Permits. Agricultural land rent and forest management are determined through a tender process.

Criteria for setting fees are:

- Impact on or opportunity to support the expenses of owning, maintaining, protecting and improving conservation authority properties;
- Anticipated operational expenses;
- Cost of collecting the fees;
- Comments and feedback from CA users and user groups; and
- Comparison to similar operations and opportunities in the industry, including trends.

Fees collected may be excess of the costs to operate a particular property. The surplus can be used to subsidize the cost of maintaining, managing and restoring ecological functions on properties where fees are not collected or allocated to reserves for future conservation land projects.

Other sources of revenue include donations, and corporate, foundation or government funding programs.

Stewardship Services

The stewardship and forestry program has four key components: technical assistance (advisory and project design) to watershed landowners, connecting landowners with cost-share funding, ecological restoration and tree planting. The program is funded by fees for products and services, and agreements with funders that assist with the costs of stewardship projects and program delivery. The levy provides a small portion of funding.

Reforestation Assistance Program fees are reviewed and up-dated annually. An attempt is made to balance fees for products and services with program costs while trying to maintain and, over the long-term, improve watershed health. It must be noted that fees would be without cost-sharing opportunities such as the Clean Water Project, 50 Million Tree Program, Canadian Nature Fund and others that assist landowners with the cost of the program, the tree planting program would not be sustainable.

The cost of providing these services is based on the following principles:

- Prices for tree and other plant material are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover costs associated with employee costs, tree delivery and storage, administration and outreach. Fees are also based on the costs of products and services by private companies;
- Planting fees for both machine and hand planting, site preparation, follow-up care, licences are based on staffing, supply and equipment costs;
- The tree planting program strives to be funded by user fees, donations and grants.

Technical service fees are the same as the ABCA Technical Service Fee which is charged by other departments.

Education and Outreach Program

Conservation education programs are funded through a number of avenues including fees charged to participants, and through donations, and corporate, foundation or government sponsorships. This revenue is augmented by Authority levy funds to cover costs. Staff endeavour to control dependency on Authority levy funds by recovering as much of the program costs as the market will bear. To determine the fees charged directly to the school classes a number of factors are considered including:

- availability of similar services;
- surveys of prices charged by organizations offering similar services; and
- demand for the program.

Community outreach and special events are also funded by a variety of sources.

In some circumstances, fees charged may be greater than the cost of a specific program with the surplus used to subsidize other costs.

Corporate Services

The Conservation Authority charges fees for services, facility rental and products. Fees for Category 3 products and services will provide complete cost recovery.

Technical Services

The Conservation Authority charges fees in order to strive for complete cost recovery for a variety of services such as environmental monitoring, research, property assessments and management plans, species inventories and advisory services. The fees are to cover the costs of providing the services including staff time, mileage, equipment, laboratory fees, mapping, licenses, certification, and other items related to providing the service.

Appendix 1: Policy: Minister’s list of classes of programs and services in respect of which conservation authorities may charge a fee (MECP, April 11, 2022)

Preamble

A conservation authority is permitted to charge a fee for a program or service only if the program or service is included in the Minister’s list of classes of programs and services in respect of which a conservation authority may charge a fee. The Minister’s published list of classes of programs and services in respect of which a conservation authority may charge a fee (“Minister’s Fee Classes Policy”) is provided as per the provisions set out in section 21.2 of the *Conservation Authorities Act*. From time to time, the Minister may make changes to the list and will promptly update this document and distribute it to each conservation authority.

Fees that a conservation authority may charge under the *Conservation Authorities Act*

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting and publishing a written fee policy, which includes a fee schedule that lists the programs and services for which an authority charges a fee and the amount to be charged. Conservation authorities must maintain their fee schedule and if an authority wishes to make changes to its fee schedule, it must notify the public of the proposed change (e.g., on its website). In its fee policy, a conservation authority must also set out the frequency with which it will conduct a review of its fee policy, including its fee schedule, the process for carrying out a review of the fee policy, including the rules for giving notice of the review and any changes as a result of a review, and the circumstances under which any person may request the authority to reconsider a fee that was charged to the person and the procedures applicable to the reconsideration. Decisions regarding the fee policy and fee schedule are made by the members of a conservation authority, comprised of representatives appointed by the participating municipalities and the agricultural sector representative member, where appointed by the Minister of the Environment, Conservation and Parks.

Reconsideration of fee charged

A conservation authority’s fee policy must define the circumstances in which

a person may request that the authority reconsider a fee that was charged and the procedures applicable to the reconsideration. Where the authority's fee policy permits a person to request the authority to reconsider the fee it has charged that person because it is contrary to the authority's fee schedule or excessive in relation to the program or service for which it was charged, that person may apply to the authority, in accordance with the procedures set out in the authority's fee policy, to request a reconsideration of the fee.

After receiving and considering the request, the authority may vary the amount of the fee to be charged to an amount the authority considers appropriate, order that no fee be charged, or confirm the original amount of the fee.

Fees that a conservation authority may charge as prescribed by other legislation

The Minister's Fee Classes Policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service. For example, where an authority administers an on-site sewage system program under the *Building Code Act, 1992*, the authority has the power to charge fees for that program.

Similarly, 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.

User-Pay Principle

The fees that conservation authorities charge, in accordance with the Minister's Fee Classes Policy, are considered 'user fees.' 'User fees' are fees paid to an authority by a person or organization for a service that they specifically benefit from. This includes use of a public resource (e.g., park access or facility rental) or the privilege to do something (e.g., receive an approval through a permit or other permission to undertake a regulated activity).

For the purposes of this Minister's Fee Classes Policy, 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 (“User-Pay Principle”) (note: other restrictions may apply; see Table 1 below).

Enabling authorities to charge a fee for programs and services where the User-Pay Principle is considered appropriate increases opportunities for an authority to generate revenue. This may reduce an authority’s reliance on the municipal levy (now called an “apportionment”) to finance the programs and services it provides. However, it is up to a conservation authority to decide the proportion of the costs associated with administering and delivering a program or service that should be recovered by a user fee versus those costs that are offset by other funding sources, such as the municipal levy. Beginning with the 2024 calendar year budgets, if an authority considered opportunities to raise and use self-generated revenue such as fees to finance its operations, the authority will be required to include in its budget a description of what the authority considered.

Fee amounts

A conservation authority may determine the amount of a fee to be charged for a program or service that it provides. If a fee is to be charged for a program or service, the amount to be charged or the manner for determining the amount must be listed in the conservation authority’s fee schedule. Some fee amounts cannot exceed the authority’s costs for administering and delivering a program or service. For example, fees for planning services should be developed in conjunction with the appropriate planning authorities and set to recover but not exceed the costs associated with administering and delivering the services on a program basis. Similarly, fees for permitting services should be developed to recover but not exceed the costs associated with administering and delivering the services on a program basis. Other fees set by the authority for a program or service are not subject to this restriction, such as fees for selling products or fees for rentals. Fees that are not subject to this restriction can provide the authority with a source of revenue to help offset costs for other programs and services offered by the authority.

Minister’s fee classes

The following is the list of classes of programs and services in respect of which an authority may charge a fee.

Table 1. Classes of programs and services for which conservation authorities may charge a fee

Classes of programs and services	Criteria	Examples
Category 1 mandatory programs and services (section 21.1 of the <i>Conservation Authorities Act</i>)	<p>Category 1 programs and services where the following requirement is met:</p> <ul style="list-style-type: none"> The User-Pay Principle is appropriate. 	<p>Examples may include:</p> <ul style="list-style-type: none"> Administration of section 28 natural hazards development permits (current section 28 and unproclaimed section 28.1), including related technical advice and studies. Responses to legal, real estate and public inquiries regarding a section 28 permit (and unproclaimed section 28.1) and natural hazard inquiries under the <i>Planning Act</i>. Activities requiring a permit made pursuant to section 29 of the <i>Conservation Authorities Act</i>. 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.

<p>Category 2 municipal programs and services – i.e., those programs and services an authority provides on behalf a municipality pursuant to a memorandum of understanding or service level agreement (or other agreement) (section 21.1.1 of the <i>Conservation Authorities Act</i>)</p>	<p>Category 2 programs and services where the following requirements are met:</p> <ul style="list-style-type: none"> • The User-Pay Principle is appropriate; and • The parties agree through provisions in a memorandum of understanding, service level agreement, or other agreement governing the provision of the Category 2 program or service that the authority should be permitted to charge a fee for that program or service. 	<p>Examples may include commenting on <i>Planning Act</i> 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.</p>
<p>Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are financed in whole or in part by the municipal levy and on or</p>	<p>Category 3 programs and services that are financed in whole or in part by the municipal levy, where the following requirements are met:</p> <ul style="list-style-type: none"> • The User-Pay Principle is appropriate; and • Where a cost apportionment agreement has been entered into for a Category 3 program or service, the agreement includes provisions permitting the authority to charge a fee for the program or service. This requirement does not apply where the cost apportionment agreement 	<p>Examples may include private land stewardship or extension services that are partially funded by municipal levy.</p>

<p>after January 1, 2024 will require a cost apportioning agreement</p>	<p>relates to any of the following Category 3 programs and services:</p> <ul style="list-style-type: none"> i) 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. ii) Community relations to help establish, maintain, or improve relationships between the authority and community members. iii) Public education services to improve awareness of issues relating to the conservation, restoration, development, and management of natural resources in watersheds in Ontario. iv) The provision of information to the public. v) The sale of products by the authority. 	
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Category 3 authority determined programs and services (section 21.1.2 of the <i>Conservation Authorities Act</i>) that are not financed in whole or in part by the municipal levy	Category 3 programs and services that are not financed in whole or in part by the municipal levy, where the following requirement is met: <ul style="list-style-type: none"> The User-Pay principle is appropriate. 	Examples may include those listed in the row above that are not financed in whole or in part by municipal levy.
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Disclaimer

This Minister's Fee Classes Policy summarizes some of the requirements in the *Conservation Authorities Act* with respect to the charging of a fees by a conservation authority for programs and services. This document should not be construed as legal advice or a substitute for seeking independent legal advice. Anyone seeking to fully understand how the Act may apply to the charging of fees by a conservation authority for programs or services should refer to the Act. In the event of any inconsistency between the *Conservation Authorities Act* and this policy, the Act will always take precedence.

Schedule 1: 2023 Fee Schedule

Category	Item #	Item Name	Description	2023 Fee	HST	Total 2023
					13%	
LEVY, Municipal	1210	Municipal Levy		TBD		
LEASE	1310	Parkhill Campground Lease	Determined by Contract			
	1320	Property Lease, Farm Land	Determined by Contract			
RENT, Office		Office Furniture Rental	Includes desk, bookshelf, filing cabinet, chair, per mo.	\$25.00	\$3.25	\$28.25
	1330	Rental, Boardroom/Meeting		\$50.00	\$6.50	\$56.50
	1670-01	Rental, Boardroom Coffee		\$5.00	\$0.65	\$5.65
CONS AREAS Gate Fees	1510-01	Gate Fees, Individual		\$3.76	\$0.49	\$4.25
	1510-02	Gate Fees, Student Groups		\$2.88	\$0.37	\$3.25
	1510-03	Gate Fees, Event: minimum charge \$212.50	minimum 50 people	\$188.05	\$24.45	\$212.50
	1510-04	Gate Fees, Commercial Photos		\$57.52	\$7.48	\$65.00
	1520-01	Conservation Areas Pass, Family		\$46.46	\$6.04	\$52.50
	1520-02	Conservation Areas Pass, Individual		\$30.97	\$4.03	\$35.00
CONS AREAS Passes	1520-03	Super Pass, Family		\$69.69	\$9.06	\$78.75
	1520-04	Super Pass, Individual		\$46.46	\$6.04	\$52.50
	1520-05	Trapping Permit		\$30.97	\$4.03	\$35.00
CONS AREAS Pavilion Rental	1530-01	Pavilion Rental A		\$22.12	\$2.88	\$25.00
	1530-02	Pavilion Rental B		\$35.40	\$4.60	\$40.00
CONS AREAS Sundry	1540-01	US Exchange	reviewed annually			
	1540-02	C.A. Sundry	determined by cost of item			
	1550-20	Candy, Ice Cream/Pop	determined by cost of item			
	1640-20	Herbicide, Row Application	*minimum chg \$300	\$0.30	\$0.04	\$0.34
	1640-21	Herbicide, Backpack Application	*minimum chg \$300	\$0.60	\$0.08	\$0.68
TECH FEES, Stewardship	1640-35	Minimum Herbicide Fee		\$300.00	\$39.00	\$339.00
	1640-22	Machine Tree Planting, Seedlings	*minimum chg \$800	\$0.60	\$0.08	\$0.68
	1640-23	Tree Planting, Large Stock	*minimum chg \$800	\$15.00	\$1.95	\$16.95

Ausable Bayfield Conservation Authority Fee Policy

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PRODUCTS, Stewardship	1640-37	Hand Tree Planting, Seedlings	*minimum chg \$800	\$1.50	\$0.20	\$1.70
	1640-38	Tree Planting, 2' B&B or Potted Stock	*minimum chg \$800	\$8.00	\$1.04	\$9.04
	1640-34	Minimum Planting Fee		\$800.00	\$104.00	\$904.00
	1640-33	Tree Planting Plan		\$250.00	\$32.50	\$282.50
	1640-24	Forest Management Plan	\$15 per acre, minimum \$800	\$800.00	\$104.00	\$904.00
	1640-36	Monitoring & Assessment Fee		\$350.00	\$45.50	\$395.50
	1640-25	Woodlot Marking	\$65 per acre, minimum \$800	\$800.00	\$104.00	\$904.00
	1640-28	Insect/Disease Analysis	per hour	\$65.00	\$8.45	\$73.45
	1640-29	Technical Service - Forestry	per hour	\$65.00	\$8.45	\$73.45
	1640-30	Technical Service - Spraying	tech fee plus chemical	TBD		
	1640-31	Technical Service - Erosion Control	per hour	\$65.00	\$8.45	\$73.45
	1650-22	Tree Signs		\$1.97	\$0.26	\$2.23
	1650-23	Tree Wrap Rodent Guard		\$2.50	\$0.33	\$2.83
	1650-24	Wooden 2x2 tree stake		\$2.50	\$0.33	\$2.83
	(Commercial Renewable Energy Projects are 2 times the standard fee)					
PERMITS, Fill Regs	1620-01	Reg 147/06, 1 Residential L1, <2500 sq ft	For structures less than 2500 sq ft (as measured externally)	\$775.00	\$0.00	\$775.00
	1620-13	Reg 147/06, 1 Residential L1, >2500 sq ft	For structures greater than 2500 sq ft (measured externally)	\$1,100.00	\$0.00	\$1,100.00
	1620-02	Reg 147/06, 2-4 units		\$1,375.00	\$0.00	\$1,375.00
	1620-03	Reg 147/06, Renewal/Transfer		\$100.00	\$0.00	\$100.00
	1620-04	Reg 147/06, Survey	Minimum to collect info to assess application	\$350.00	\$0.00	\$390.00
	1620-05	Reg 147/06, Violation Surcharge	Violator offered option to apply for permit. Double for recurring offences	\$400-\$1,550	\$0.00	\$400-\$1,550
	1620-06	Reg 147/06, Minor Works App		\$200.00	\$0.00	\$200.00
	1620-07	Reg 147/06, Hearing	Applicant requests special hearing with Full Board.	\$2,000.00	\$0.00	\$2,000.00
	1620-08	Reg 147/06, 1 or 2 Residential L2		\$500.00	\$0.00	\$500.00
	1620-09	Reg 147/06, 5-15 units		\$2,750.00	\$0.00	\$2,750.00
	1620-10	Reg 147/06, 16-45 units		\$4,125.00	\$0.00	\$4,125.00
	1620-11	Reg 147/06, 46 units and higher		\$5,500.00	\$0.00	\$5,500.00
	1620-14	D.A.R.T. Protocol: Drain Mtce Review Fee		\$150.00	\$0.00	\$150.00
	Municipalities receive 2 apps free/year					

TECH FEES, Planning	(Commercial Renewable Energy Projects are 2 times the standard fee)					
	1640-01	Reg 147/06, Written Inquiry		\$175.00	\$0.00	\$175.00
	1640-02	Reg 147/06 Written Inquiry	Where response requested in less than 10 working days	\$250.00	\$0.00	\$250.00
	1640-03	Reg 147/06, Minor Survey		\$110.00	\$0.00	\$110.00
	1640-04	Reg 147/06, Site Visit		\$66.37	\$8.63	\$75.00
	1640-05	Reg 147/06, Drain Review		\$450.00	\$0.00	\$450.00
	1640-06	Nutrient Management Plans	\$200 min chg incl 2 hrs + \$60/hr.; \$100/hr for 4 hrs of court time	\$200.00	\$26.00	\$226.00
	1640-07	Plan Inp, Official Plan Amend		\$225.00	\$0.00	\$225.00
	1640-08	Plan Inp, Zoning By-Law Amend		\$175.00	\$0.00	\$175.00
	1640-09	Plan Inp, Severance Consent		\$275.00	\$0.00	\$275.00
	1640-10	Plan Inp, Minor Variance		\$175.00	\$0.00	\$175.00
	1640-11	Plan Inp, Dr Plan Subdivision	Per Lot or Residential Unit	\$60.00	\$0.00	\$60.00
	1640-12	Plan Inp, Dr Plan Condominium	Per Lot or Residential Unit	\$60.00	\$0.00	\$60.00
	1640-13	Plan Inp, Site Plan App	Per Lot or Residential Unit	\$60.00	\$0.00	\$60.00
	1640-14	Tech Clearance, Site Plan		\$300.00	\$0.00	\$300.00
	1640-15	Tech Clearance EIS, Scoped Site		\$400.00	\$0.00	\$400.00
	1640-16	Tech Clearance EIS, Full Site	For natural heritage or natural hazard	\$600.00	\$0.00	\$600.00
	1640-17	Tech Clearance Tributary Study	Subwatershed Study/Master Drainage Plan	\$600.00	\$0.00	\$600.00
	1640-18	Tech Clearance, Stormwater Mg	Includes review of all phases of SWM plans for preliminary or conceptual to final engineering design (Quality, Quantity, & Sediment & Erosion Control)	\$1,250.00	\$0.00	\$1,250.00
	1640-19	Technical Service Fee	per hour	\$66.37	\$8.63	\$75.00
PRODUCTS, Planning	1650-08	Reports	Includes SMP, WRC, etc. Any reports produced by ABCA staff & reprinted	\$39.82	\$5.18	\$45.00
	1650-09	HECII/HYMO Info Diskette	Disk containing HECII or HYMO Info or Stream Flow/Precipitation/Weather Data	\$66.37	\$8.63	\$75.00
	1650-10	Stream Flow/Precip Data	per page	\$12.39	\$1.61	\$14.00
	1640-32	Digital Mapping, Tech Time	per hour	\$66.37	\$8.63	\$75.00
	1640-39	Data Retrieval, Tech Time	per hour - min 1 hour	\$66.37	\$8.63	\$75.00

TECH FEES, Education	1650-12	Aerial Photo (2007), 10 cm, Lake Huron Shore, Digital File	per 500m x 500m tile	\$25.00	\$3.25	\$28.25
	1650-13	Lake Huron Shore Digital Vector Data including elevation data	per 500m x 500m tile	\$75.00	\$9.75	\$84.75
	1650-14	Digital Air Photo, 2006,2010,2015 Colour	per 1 km x 1 km tile	\$20.00	\$2.60	\$22.60
	1650-15	Aerial Photo, Digital Historic Scan		\$11.00	\$1.43	\$12.43
	1650-16	Aerial Photo/Other Large Plot, per sq ft		\$4.00	\$0.52	\$4.52
	1650-17	Aerial Photo, Colour Laser Output	maximum 11" x 17"	\$20.00	\$2.60	\$22.60
	1650-19	Aerial Photo, Glossy Paper Additional Charge	large format plot	\$28.00	\$3.64	\$31.64
	1650-31	Aerial Photo (2020), 15 cm, Digital File	per 1 km x 1 km tile, plus Admin fee if applicable	\$50.00	\$6.50	\$56.50
	1630-06	Outdoor School Ed Program, 2 hr	Per Student - min 17 students	\$6.77	\$0.88	\$7.65
	1630-07	Outdoor School Ed Program, 2 x 2 hr	Per Student - min 17 students	\$12.61	\$1.64	\$14.25
	1630-23	MVCA In School/School-yard	Per Day	\$398.23	\$51.77	\$450.00
	1630-24	In School/School-yard/Virtual Ed Program	Per Class	\$88.50	\$11.50	\$100.00
	1630-25	In School/School-yard	Per Day	\$309.74	\$40.26	\$350.00
	1630-26	In School/School-yard	Per Program	\$106.19	\$13.81	\$120.00
	1630-08	Program, Non Profit Groups	Oaks & Acorns per Family	\$70.80	\$9.20	\$80.00
	1630-14	Program, Non Profit Groups	1.5-2 hour Ed program	\$106.19	\$13.81	\$120.00
	1630-15				\$0.00	\$0.00
	1630-10	Day Camp: 1 day	Per Child	\$35.40	\$4.60	\$40.00
	1630-17	Day Camp: age 6 to 9	Per Child - 5 day program	\$172.57	\$22.43	\$195.00
	1630-13	Day Camp: age 10 to 12	Per Child - 5 day program	\$189.38	\$24.62	\$214.00
	1630-27	Science Outdoors! Ed Program	3 hrs per session for 6 wks	\$159.29	\$20.71	\$180.00
	1630-28	Outdoor School Ed Program	6 hrs per session for 6 wks	\$318.58	\$41.42	\$360.00
PRODUCTS, Education	1650-05	Bluebird or Bat or Butterfly Box	Price per kit	\$12.39	\$1.61	\$14.00
	1650-06	Bird Box or Bat Box Assembled	Price per assembled box	\$15.04	\$1.96	\$17.00
	1350-01	Snowshoe Rental	Per pair	\$4.65	\$0.60	\$5.25
	1350-04	Snowshoe Rental - Weekend	Per pair	\$9.74	\$1.27	\$11.00
	1350-02	Snowshoe Rental	Set of up to 30 pairs	\$79.65	\$10.35	\$90.00
	1350-05	Science Kit Rental	Per kit per week	\$44.25	\$5.75	\$50.00

OFFICE ADMINISTRATION	1670-04	Shipping/Handling;Regular Mail		\$5.00	\$0.65	\$5.65
	1670-05	Shipping/Handling;Courier		\$15.00	\$1.95	\$16.95
	1670-02	Photocopies, Colour	per page	\$0.18	\$0.02	\$0.20
	1670-14	Photocopies, Black	per page	\$0.09	\$0.01	\$0.10
	1670-03	Fax	per page	\$0.09	\$0.01	\$0.10
	1670-06	Document Scan/Copy (MFIPPA)	plus tech time \$60 per hr	\$2.00	\$0.26	\$2.26
	1670-08	Network Connection		\$10.00	\$1.30	\$11.30
	1670-16	Freedom of Information	Labour only, per hr. Need to add copy charge on to fee.	\$30.00	\$3.90	\$33.90
	1670-11	Laminating, letter size	per sheet	\$0.75	\$0.10	\$0.85
	1670-12	Laminating, legal size	per sheet	\$1.00	\$0.13	\$1.13
	1670-15	Laminating, ledger size	per sheet	\$1.50	\$0.20	\$1.70
OTHER	2100	Donations	apply to program as required			
FOUNDATION	1650-04	River and the Rocks		\$8.50	\$0.00	\$8.50