

2024 Approved Fees - Services & Programs

Effective January 1, 2024

Auth. Res. 74/23, dated November 21, 2023

PROGRAM/SERVICES	2024 Approved		Notes (* Fee includes HST) (***)Fee +HST)
CONSERVATION AREA/FACILITY FEES			
Vehicle/Parking Fee (LYSCA, HDCA, BWCA, LSCA, SGCA, ECA-except Area #5, PWCA)	\$6.00	Per day*	
Vehicle Seasons Pass – All Areas	\$75.00	Per year*	from date issued
Public Lock Key Deposit	\$20.00	Per group*	
Russ Powell Nature Centre	\$250.00	Per day/use*	includes kitchen use and hydro - maximum 70 ppl
Russ Powell Nature Centre - Summer Camp	\$250.00	Per day/use*	includes kitchen use and hydro - maximum 50 campers
Russ Powell Nature Centre Cleaning Fee	\$75.00	Per clean*	
Russ Powell Nature Centre - Summer Camp	\$5.00	Per day/camper*	includes kitchen use, hydro, parking includes min. 50 campers; this rate is charged over 50
Enniskillen Nature Nook Fee – Summer Camp Rental	\$25.00	per day*	Free to school groups that book full day
Picnic Area – (sheltered) – Summer Camp	\$5.00	Per day/camper*	includes hydro, parking includes min. 20 campers; this rate is charged over 20
Picnic Area – non-sheltered (HDCA)	\$60.00	Per day*	parking additional
Picnic Area – sheltered (HDCA, ECA)	\$90.00	Per day*	parking additional, hydro additional (if required \$25)
Special Event Minor – Less than 50 people (ie. Wedding, Memorial)	\$300.00	Per day*	area preparation, parking included
Special Event Major - 50 to 100 people	\$600.00	Per day*	area preparation, parking included
All Areas Fee (over 250 people) – DAY USE ONLY	\$300.00	Per event*	Parking additional (hydro included)
Garbage Pick-Up Fee	\$25.00	Per bag*	if garbage is left behind
Professional Photography Fee (wedding, graduation, etc.)	\$50.00	Per hour*	For professionals selling or offering an item or service as a business or enterprise.
Memorial Bench	\$950.00	Per bench*	Placement of memorial benches within CLOCA CA's
Commemorative Brick	\$100.00	Per brick*	Placement of personalized brick at PWCA
Filming Fees (damage deposit may be required – negotiable)	\$1600.00	Per film day (+HST)	Additional fees may be applied (i.e., parking lots/cleaning etc.)
- Prep and Wrap Days	\$500.00	Per day (+HST)	Additional fees may be applied (i.e., parking lots/cleaning etc.)
- Staff requested to be on site	\$100.00	Per hour/staff*	
Storoshchuk Pit Filling Fee	\$3.50	Per cubic meter***	
Heritage Hall Rental Fees: Monday to Friday	\$800.00	Per day*	Approved Management Plan usage only
Saturday to Sunday	\$1100.00	Per day*	Approved Management Plan usage only
- Heritage Hall Kitchen only	\$150.00	Per day*	
- Heritage Hall - Summer Camp	\$600.00	Per day*	
- Heritage Hall - Clearing Fee	\$150.00	Per clean*	
- Building Access Washrooms – Monday to Friday	\$250.00	Per day*	
- Building Access Washrooms – Saturday or Sunday	\$350.00	Per day*	
- Damage Deposit	\$500.00	Per day	
- Additional on-site staff visits	\$200.00	Per visit*	Over the initial viewing, opening/closing staff visits, which are included.
MAPLE SYRUP FESTIVAL			
Entrance Fee Online (Purple Woods)	\$8.00	Per person*	Children 2 & under are free
Entrance Fee On-site (Purple Woods)	\$11.00	Per person*	Children 2 & under are free
MAPLE SYRUP	4 litres	\$80.00	Each
	2 litres	\$45.00	Each
	1 litre	\$25.00	Each
	½ litre	\$15.00	Each
	¼ litre	\$10.00	Each

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PROGRAM/SERVICES	2024 Approved		Notes (Fees include HST)
EDUCATION PROGRAM FEES - includes entrance fee			**Fee + HST (for high school/adult education programs)
Outdoor Classroom Environmental Education School Tour – full day program (HDCA/ECA/LYSCA/PWCA)	\$15.00	Per student**	min. \$200.00
Outdoor Classroom Environmental Education School Tour – ½ day program (HDCA/ECA/LYSCA/PWCA)	\$8.75	Per student**	min. \$130.00 (15 students minimum)
Outdoor Classroom Environmental Education School Tour – Adult Volunteer more than recommended volunteer/student ratio	\$3.00	Per adult**	
Nature Nook (with ½ day booking)	\$25.00	Per booking	Use of the Nature Nook with ½ day program (Free for use at lunch with a full day program)
School Booking with ½ day program (additional use of picnic shelter)	\$25.00	Per booking**	Use of the picnic shelter with ½ day program
Watershed Wishes – 1 hour per class	\$150	Per class**	2 classes minimum (30 students maximum per class)
Maple Syrup Tour – Adult Volunteer more than recommended volunteer/student ratio	\$3.00	Per adult**	
Maple Syrup with Pancake meal	\$9.00	Per student**	1-hour tour + small pancake meal
Maple Syrup Tour without Pancake meal	\$4.00	Per student**	1-hour tour only
In-School “In Your Backyard Program”		Per class**	1-hour tour (Max 30 students)
Other Group Tours	\$8.75	Per student**	1.5-hour tour (Minimum fee \$130.00) (Scouts, Guides)
Online School Program	\$75.00	Per class**	3 class (90 students) maximum
Outdoor Classroom Environmental Education Tour Cancellation Fee	\$75.00	Per booking**	No charge if minimum 2 weeks notice provided or if another date is selected
Durham Children’s Watershed Festival (DCWF) Student	\$12.50	Per student*	includes bus
DCWF Cancellation Fee	\$75.00	Per class**	Received 13 working days prior to event
Specialist High Skills Major (SHSM) Program	\$35.00	per student**	3-hour program (Minimum \$560)
Summer Onsite Program	\$150.00	Per program**	1-hour program
Outreach Organized Community Events	\$5.00	Per adult**	Events outside normal business hours
	\$2.50	Per child	Children 12 years of age and younger
ADMINISTRATION FEES			
Black & White Photocopies	\$0.25	Each*	
Colour Photocopies	\$1.00	Each*	
Compact Discs	\$10.00	Each*	
Special Board Meeting	\$1,000.00	Per meeting*	
Administration/Cancellation/NSF Cheque Fee	\$25.00	Each*	
Reports - All Reports	\$20.00	Minimum*	Fee set at the discretion of staff
Report Lending Deposit	\$20.00	Each	Deposit
GIS Services – Free for Municipal and Regional projects. For analysis requests, \$113 initial fee, plus \$113/hour, plus tertiary fee of \$23 per megabyte of digital information			
Digital Data Request	\$113.00	Initial fee*	Initial handling fee to cover administrative time
Technical Staff Time: Processing Data Requests	\$113.00	Per hour*	Minimum one hour. Data prep and analysis
Watershed Information and Services			
Technical Staff Time (Natural Heritage, Engineering, Groundwater)	\$113.00	Per hour*	Minimum one hour. Data preparation and analysis
Shaping Watersheds Display/Exhibit (Reality Sandbox): half day	\$250.00	Half day*	Includes staff time, set-up/take-down & travel within CLOCA Watershed; Travel costs extra outside CLOCA Watershed
full day	\$500.00	Full day*	
Floodplain mapping	\$68.00	Per sheet*	Per printed map sheet in colour
	\$45.00	Per PDF*	Per PDF map sheet
Floodplain Modeling Package (HEC-RAS, VO2 Reports)	\$339.00	Per FP study*	Per Floodplain (FP) Study
Geospatial Data Fee	\$23.00	Per megabyte*	Per megabyte of digital information
Municipal Freedom of Information/Protection of Privacy Act ~ Part IV - General s. 45 (1) Fees (effective Feb.1/06)			
(1) A Head shall require the person who makes a request for access to a record to pay fees in the amounts by the regulations for,			
a) the cost of every hour of manual search required to locate a record			
b) computer/other costs incurred in locating, retrieving, processing copying			
c) the cost of preparing the record for disclosure			
d) shipping costs			
e) any other costs in responding to a request for access to a record			

2024 REVISED Approved Fee Schedule for Regulation Services - Effective January 1, 2024 (Exempt from HST)

Auth. Res.15/24, dated January 16, 2024

Permit Type	2024 APPROVED
Minor Permit A Very low risk related to natural hazard or natural heritage features, minor activities not requiring site visit or technical information. Generally, in areas where there are CLOCA approved intervening land uses between the regulated feature and the proposed development.	\$170
Minor Permit B Low risk of impact on natural hazard or natural features, no technical letter/plans/reports required (pools, sheds, decks, minor additions)	\$520
Standard Permit C Moderate hazard risk and/or potential impact on natural hazards or natural features. Applications generally require one technical letter/report/plan. Moderate scale: site total area generally under 5 hectares.	\$1,930 + (\$3,530/each technical report or set of drawings) + \$320/additional site visit or meeting for project facilitation or compliance monitoring
Major Permit D Complex applications or larger scale applications such as privately initiated servicing works for plans of subdivision. Works may include wet stormwater management ponds, watercourse crossings or erosion control works. Projects are within or adjacent to hazards and/or natural features requiring multiple site visits, compliance monitoring and the review of a package of technical report(s)/letter(s)/plan(s). Generally related to sites with a total area generally equal to or above 5 hectares.	\$3,850 + (\$3,530/each technical report or set of drawings) + \$320/additional site visit or meeting for project facilitation or compliance monitoring
Infrastructure Permit A Projects arising from a Class Environmental Assessment that are routine and small scale (i.e., culvert replacements/extensions, repair, or maintenance works)	\$1,930 + (\$3,530/each technical report or set of drawings) + \$320/additional site visit or meeting for project facilitation or compliance monitoring
Infrastructure Permit B Projects arising from and Individual Environmental Assessment or Class Environmental Assessment that are related to new or substantially modified existing infrastructure that are at a moderate or large scale (i.e., bridge replacements, new road alignments)	\$3,850 + (\$3,530/each technical report or set of drawings) + \$320/additional site visit or meeting for project facilitation or compliance monitoring
Section 28.0.1 Permit Projects arising from applications made under Section 28.0.1 of the Act.	\$7,700 + (\$3,530/each technical report or set of drawings)
Large Fill Application	\$3,850 + (\$2.05/m ³) + peer review/sampling deposit of \$12,930 + \$320/additional site visit or meeting for project facilitation or compliance monitoring
Permit Revisions	50% of current fee for minor revisions (+technical report or drawing fee may be applicable)
Violation Surcharge	2 times the current application fee
Legal Inquiry/Archive File Information Request	\$385
Pre-application Analysis <ul style="list-style-type: none"> • Policy Guidance • Natural Heritage • Water Resources • Hydrogeology 	\$645 (without site visit) \$1,930 (analysis by one technical discipline) \$3,850 (analysis by more than one technical discipline)
Peer Review	As determined by peer review consultant fees

Notes:

1. Permit applications for projects with concurrent Planning Act approvals will be assessed as a permit type A, B, C or D.
2. Permit application fees, with the exception of the Minor Permit A and Minor Permit B categories include one CLOCA staff site visit.
3. Peer review fee costs are to be borne by the applicant when a peer review is required pursuant to approved Policy and Procedural Document (sections 2.5, 4.3.1, and 7.3).

Revised Jan. 16, 2024

2024 REVISED Proposed Fee Schedule for Planning Services - Effective January 1, 2024 (Exempt from HST)

Auth. Res.15/24, dated January 16, 2024

Application Type	2024 APPROVED
Minor Variance	\$900 (+\$3,530/technical report)
Land Division/Severance	\$1,410 (+\$3,530/technical report) \$320 for Clearance Letter
Zoning By-law Amendment	\$2,185 (+\$3,530/technical report)
Lifting of Part Lot Control	\$1,410 (+\$3,530/technical report)
Site Plan or comparable condominium application	\$2,185 (+\$3,530/technical report)
Site Plan comparable to a draft plan of subdivision	\$15,560 (+\$3,530/technical report)
Official Plan Amendment	\$2,185 (+\$3,530/technical report)
Complex Official Plan Amendment (e.g. Golf Courses or Aggregate Extraction Uses)	\$15,560 (+\$3,530/technical report)
Subdivision or comparable condominium application	\$15,560 (+\$2,185 or \$4,175/ha) \$3,850 for Clearance Letter \$1,930 for Clearance Letter related to Additional Phases
Master Environmental Servicing Plan, Subwatershed Plan or equivalent	25 ha or less base fee of \$12,945 Greater than 25 ha base fee of \$25,680 Additional charge of \$653 per hectare
Individual Environmental Assessment	\$8,025 to \$19,900 plus applicable permit fees. Subject to negotiation based on anticipated complexity, scale of works and staff effort required
Schedule B or C Class Environmental Assessment not within an area subject to Ontario Regulation 42/06	\$3,315
Schedule B Class Environmental Assessment	\$5,350 plus applicable Infrastructure Permit fee.
Schedule C Class Environmental Assessment	\$8,025 plus applicable Infrastructure Permit fee.
Consultations regarding Review Requests for the Department of Fisheries and Oceans Canada	\$645
Pre-application Analysis Fee	\$645 (without site visit)
• Policy Guidance	\$1,930 (analysis by one technical discipline)
• Natural Heritage	\$3,850 (analysis by more than one technical discipline)
• Water Resources	
• Hydrogeology	
Peer Review	As determined by peer review consultant fees

Notes:

- Subdivision applications within areas subject to prior Master Environmental Servicing Plan or equivalent study prepared to the satisfaction of CLOCA will be charged the \$2,185 per hectare fee. For clarity, the review of Master Environmental Servicing Plans or equivalent study is billed separately from the review of Subdivision applications.
- Plans of Subdivision/Condominium:
 - Major re-submissions and major revisions will be surcharged at \$7,060
 - Per hectare fees will be invoiced 50% at draft approval prior to the issuance of conditions to draft plan approval and 50% at final approval prior to the issuance of a clearance letter. Clearance letter fees also apply.
 - Except for Master Environmental Servicing Plans, Subwatershed Plans or equivalent study, Planning Act applications under concurrent review will be subject to only the higher of the applicable application fee – not the aggregate of multiple fees.
- A \$128,190 maximum billable fee applies for Plans of Subdivision, Master Environmental Servicing Plans, Subwatershed Plans or equivalent reviews. Fees more than \$128,190 for these reviews are subject to negotiation with CLOCA based on the application complexity and CLOCA resources required to review and comment and may include agreed upon mile-stone payments.
- Expedited External Review Voluntary Option may be available at the discretion of CLOCA staff. An additional Expedited External Review Fee will apply.
- Peer review fee costs are to be borne by the applicant when a peer review is required pursuant to approved Policy and Procedural Document (sections 2.5, 4.3.1, and 7.3).

Revised Jan. 16, 2024

2024 Approved Fee Schedule for Stewardship & Restoration Services - Effective January 1, 2024 (Exempt from HST)

Auth. Res. 74/23, dated November 21, 2023

Service Type	2024 Approved	
<p>Managed Forest Plan Preparation and Application Submission to Managed Forest Tax Incentive Program (MFTIP): Fee for service to private landowners who are eligible under the MFTIP. This service includes the inventory of eligible lands, preparation of a managed forest plan by CLOCA's certified MFTIP Plan Approver, a meeting with the landowner to review the plan, and submission of the complete application to the MFTIP.</p>	<p>MFTIP Eligible Acres</p> <p>10-20 21-30 31-40 41-50 51-75 76-100 101-200 201+</p>	<p>Base Fee Total^{1,2}</p> <p>\$650 + HST \$700 + HST \$750 + HST \$800 + HST \$900 + HST \$1,000 + HST \$1,250 + HST \$1,500 + HST</p>
<p>Afforestation Tree Planting Service - Private Land Stewardship Program: Fee for service to private landowners who are eligible for afforestation tree planting services under the Forest Ontario 50-Million Tree Program (project must include a minimum of 500 trees in addition to other program requirements).</p>	<p>CLOCA will cover up to 80% of total costs of eligible projects through this program</p> <p>\$0.30/seedling³ (site does not require full tending activities)</p>	

Notes:

1. Base fee assumes 1 MFTIP plan compartment. Each additional compartment charged at \$50/compartment + HST for a new plan. 10-year renewal of a MFTIP plan originally authored by CLOCA staff is only charged the Base Fee Total.
2. Base fee assumes 1 complimentary site visit to initiate the project, 1 site visit with landowner to review completed plan. Additional site visits with the landowner charged at \$100/hour + HST per visit.
3. Base fee is subject to change in response to unexpected changes in Forest Ontario 50 Million Tree Program subsidies, industry changes in tree stock prices, and industry changes in tree planting contractor services.

Central Lake Ontario Conservation Authority (CLOCA) Fee Policy; approved November 22, 2022, and amended on March 19, 2024

Legislation

Under the *Conservation Authorities Act (CA Act)*, Central Lake Ontario Conservation Authority (CLOCA) may charge a fee for a program or service provided it falls within the following list:

- **Mandatory programs and services.** Mandatory programs and services that the Conservation Authority is required to provide [see 21.1 for further details]. These services are further defined in O. Reg. 686/21: Mandatory Programs and Services, and may be funded by provincial grants, other sources, municipal apportionment and/or Conservation Authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate.
- **Municipal programs and services.** Programs and services that a Conservation Authority agrees to provide on behalf of a municipality under a Memorandum of Understanding (MOU) or agreement [see 21.1.1 for further details]. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement.
- **Other programs and services.** Programs and services that a Conservation Authority determines are advisable to further the purposes of the *CA Act* [see 21.1.2 for further details]. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the cost apportioning agreement and the Minister's List.

Policy Principles and Statements

Fees for programs and services are set by the Members of the Authority.

- *Fees for planning and permitting services are set to recover but not exceed the costs associated with administering and delivering the services on a program basis.*
- *Direct and indirect costs associated with the program or service are included in the calculation of the overall cost.*
- *For fees associated with municipal and other programs and services, provisions to enable the charging of fees will be included in the MOU/service agreement with the Region of Durham except where already authorized through the Minister's List.*
- *Fees are established with due regard to legislative requirements, ability to sustain programs and reflect a user-pay principle.*

Implementation

Planning and Regulation Services

In accordance with the current practice and agreed procedure with CLOCA's partner municipalities, all initial application processing fees are to be collected by the municipality prior to circulation. Central Lake Ontario Conservation Authority will determine the applicability of the technical report fee through the review of the application and supporting information. If applicable, CLOCA will invoice the applicant.

For consolidated *Planning Act* applications, only one fee will be applied to a proposed development subject to multiple related *Planning Act* applications such that only the highest of the application fee is applicable—not the aggregate. To utilize the consolidated planning fees, the new planning application must be submitted within two years from the approval of the prior related planning application. This guidance is not applicable to Master Environmental Servicing Plans (MESP), or equivalent studies. See notes 1 and 2d) on the Fee Schedule for Planning Services.

When a municipality requires a new application and fee for a resubmission, CLOCA's planning services fees will also be applicable.

All application fees are to be paid at the time of filing an application. Applications will not be stamped received and a file will not be opened if the required application fee does not accompany the application. Applications for large fill sites must be paid by way of a certified cheque.

Application fees, except for Minor Permit A and Minor Permit B categories include one CLOCA staff site visit. Subsequent site visits or meetings for project compliance monitoring may be assessed a supplementary fee pursuant to the in-effect fee schedule at the time an application is made. Central Lake Ontario Conservation Authority staff will advise of this requirement prior to undertaking the billable work.

Only technical reports that relate to CLOCA's mandate and review responsibilities are subject to the technical review fees. For example, noise reports or archaeological reports are not subject to the technical review fee. Reports subject to a technical review fee may include, but are not limited to environmental impact study, stormwater management study, functional servicing plan, floodline delineation study/hydraulics, geotechnical/slope stability study, hydrogeological assessment, watercourse erosion analysis, channel crossings assessment, stream corridor protection study, and coastal engineering study.

Each applicable technical report may trigger a technical review fee. The applicability of the technical review fee for scoped or minor reports will be considered on a case-by-case basis. Factors such as the need for a site visit to confirm study results, the scale of development, environmental sensitivity, existing background information and the need for on-site water quantity/quality management will be considered to determine if the technical review is applicable to scoped reports

The Plan of Subdivision fee category references two per/ha fees. The per/ha fee represents the fee associated with the technical review of the functional and detailed design in support of the application. The lower applicable fee is applicable to a plan of subdivision that is located within an area that was subject to a comprehensive MESP or equivalent study (addressing natural resources and natural hazard issues) completed to the satisfaction of CLOCA. The higher fee is applicable if the plan of subdivision is in an area where an MESP/Master Planning Exercise has not been completed or where a landowner has not paid their portion of the fee for an approved MESP. A fee threshold applies for plans of subdivision as set out in the current in-force fee schedule. Fees in excess of the fee threshold are subject to negotiation with CLOCA based on the application complexity and CLOCA resources required to review and comment, and may include agreed upon milestone payments.

For Plans of Subdivision/Condominium, major resubmissions and major revisions will be subject to a surcharge and will be invoiced 50 per cent at draft approval and 50 per cent at final approval. Technical review fees for plans of subdivision will be collected in two phases: 50 per cent at draft approval, 50 per

cent at final approval. This fee is calculated based on land area (hectares), of the total draft plan area. Payment of the first 50 per cent of the per/ha fee is required in advance of the issuance of CLOCA conditions to draft plan approval in payment of the CLOCA functional review. Payment of the second 50 per cent of the per/ha fee is required in advance of the issuance of clearance letter by CLOCA staff. In addition, payment of CLOCA fees will be made a condition to draft approval. If necessary, CLOCA staff will complete an invoice requisition form and send it to the Accounting Department with a cover letter to the proponent advising that the required technical review fees are due and the amount of these fees.

Clearance letter fees are required as part of a request for clearance of conditions. Any uncollected fees or any change in land area which results in a change to the fees shall be resolved prior to final approval.

For Condominium Plans, there are two fees applicable (applications comparable to site plans and comparable to subdivision applications). Comparable to site plan applications refers to applications on smaller lots with a single multi-storey building. Comparable to subdivision refers to applications that involve multiple units or dwellings (e.g., townhouse condos).

Master Environmental Servicing Plan fees in excess of a fee threshold set out in the current in-force fee schedule are subject to negotiation with CLOCA based on the application complexity and CLOCA resources required to review and comment and may include agreed upon milestone payments. A Terms of Reference for the MESP work tasks must be prepared and agreed to by all parties—the municipality, CLOCA and the proponent. Non-participating landowners will be required to pay their share at the time a development application is received. Master Environmental Servicing Plan milestone payment structure:

1. Preliminary Initiation (at Project start-up) – Base Fee applies (scoping of MESP/Terms of Reference Initiation)
2. Terms of Reference completion/MESP Initiation – 50 per cent payable (includes existing conditions report/field work, first MESP submission/review)
3. Prior to First Submission Comments – 20 per cent payable
4. Prior to issuance of final MESP approval by CLOCA – 30 per cent payable

Fee rates in accordance with CLOCA's approved fee schedule shall apply to all applications stamped received by the municipality within the given year. In instances where the municipality has not circulated the application to CLOCA due to incompleteness, and a new fee schedule comes into effect, the new fee will apply on the date CLOCA receives the application for review from the municipality. In this scenario, CLOCA staff will be responsible for working with an applicant to collect any difference in the required fee to ensure the appropriate fee is remitted to correspond with the timing of CLOCA's review services.

Some applications subject to a technical review fee have multiple stages of collection, such as plans of subdivision or site plans. In these cases, CLOCA will bill outstanding fees based on the current applicable fee.

Reconsideration of Planning and Permitting Fees

An applicant may request the reconsideration of a planning application fee. Any request will be heard, in the first instance, by the Director of Planning and Regulation and subsequently, if necessary, the Chief

Administrative Officer (CAO). A decision will be made to either: order the payment of the fee, vary the fee amount or charge no fee. Consideration shall be given to: scope of work required to administer and review the application and supporting technical reports; and if the municipality has modified their application fee.

If a Conservation Authority receives a request for reconsideration of a fee charged for an application for a permit, the Conservation Authority shall make its decision within 30 days after receiving the request. Further, that if a decision is not made within 30 days of receiving the request, the person who made the request may appeal the amount of the fee directly to the Ontario Land Tribunal.

If after reconsideration of a fee charged for an application for a permit a Conservation Authority orders a person to pay the fee, the person shall pay the fee in accordance with the order. A person who pays a fee may, (a) when paying the fee, indicate to the Conservation Authority writing that the fee is being paid under protest; and (b) within 30 days after payment of the fee, appeal the amount charged by the Conservation Authority upon reconsideration to the Local Planning Appeal Tribunal.

Reconsideration/Refund for Other Fees

For all other fees, (excluding planning and Section 28 permitting), the CAO has the discretion to waive fees for activities that support the Conservation Authority's objectives (e.g., a permit application fee for a stewardship project).

Cancellation and Refunds related to bookings for use of Conservation Areas/facilities are outlined in the required agreement.

Review of Fee Policy and Fee Schedule

The Fee Policy will be reviewed a minimum of every five years. During a review, notice shall be provided on the Conservation Authority's website that the review is being undertaken and that comments can be provided. A subsequent posting on the Conservation Authority's website shall be posted if any changes are proposed to the Fee Policy. Any changes to the Fee Schedule shall be posted on the Conservation Authority's website a minimum of five days prior to the Board of Director's consideration. Fee schedules will be reviewed on an annual basis.

Effective Date

The Fee Policy and Fee Schedule will take effect upon approval by the Board of Directors.

Posting on Website

The Fee Policy will be posted on the Conservation Authority's website.