



# **Ganaraska Region Conservation Authority**

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## **Fee Policy and Schedules**

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## Purpose

The Ganaraska Region Conservation Authority (GRCA) has prepared the following Fee Policy and Schedule of Fees in accordance with the requirements under Section 21.2 of the *Conservation Authorities Act*. The purpose of the Fee Policy and Schedules is to inform the public and our municipal partners of the fees charged for Programs and Services delivered by GRCA.

The Minister may determine classes of Programs and Services with respect to 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:

- a) the amount prescribed by the regulations; or
- b) if no amount is prescribed, the amount determined by the authority.

This policy follows the Minister's Fee Classes Policy, April 11, 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.

## Legislative Framework

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

The CAA Section 21.1 Mandatory Programs and Services and Ontario Regulation (O. Reg.) 686/21 Mandatory Programs and Services outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate. These programs include responses to legal, real estate and public inquiries regarding a CAA Section 28 and 28.1 and natural hazard inquiries under the *Planning Act*; activities requiring a permit made pursuant to section 29 of the CAA; review and commenting on applications under other legislation noted under the Mandatory Programs and Services Regulation (O. Reg. 686/21) and associated inquiries, and access to authority owned land for recreational activities that require maintenance which includes risk management program, hazard tree management, gates, signage, communications, trails and parking lots.

Section 21.1.1 of the CAA outlines Category 2 Municipal Programs and Services, "An authority may provide, within its area of jurisdiction, municipal Programs and Services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the Programs and Services". This includes commenting on *Planning Act* 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, county, corporation or individual.

Section 21.1.2 of the CAA defines Category 3 Other Programs and Services, “In addition to Programs and Services described in sections 21.1 and 21.1.1, an authority may provide, within its area of jurisdiction, any other Programs and Services that it determines are advisable to further the purposes of this Act.” Category 3 Programs and Services include but are not limited to, stewardship services including tree planting, outdoor education and the management of timber within a managed forest.

## Policy Principles

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*. The Fee Schedules are based on the user-pay principle. The fees and revenues for planning and permitting services are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service nor are they full recovery fees.

## Policy Process

When developing and establishing fees, the GRCA reviews the fees charged by neighboring CAs for the same services, as well as fees set by other CAs with similar services and fees charged by member municipalities and local agencies.

When establishing fees, estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program is included.

The Fee Policy has been established by the GRCA Board of Directors and is administered and applied by GRCA staff. The CAO/Secretary-Treasurer may, under extenuating circumstances, waive or reduce fees.

While cost recovery is a requirement for certain services, it is not always practical. For some Programs and Services, to charge a fee that would provide complete cost recovery is not feasible due to inability to pay and would result in reduced demand for the service.

## Exemptions

GRCA may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment as approved by the Board of Directors and/or CAO/Secretary-Treasurer on a case-by-case basis.

## Plan Input and Review Fees (Schedule 1)

GRCA’s Plan Input and Review fee for service is contained within the levy apportioned to its member municipalities. The levy is intended to reflect that significant effort and resources are used for pre-consultation related to activities, proposals and inquiries prior to application. Member municipalities have the option of recovering the levy through the

collection of their own application fees. Eligible direct costs for the plan review and regulations program may include:

- Staff salary, training and overhead;
- Appropriate percentage of salary and overhead for staff/consultants that support the plan review and regulations function;
- Office space, equipment, software, and vehicle expenses;
- Legal expenses; and,
- Maintenance and development of public resources and administration costs.

### Section 28 Regulation Plan Review & Permitting Fees (Schedule 1)

GRCA administers fees for Section 28 Regulation Plan Review and Permitting to achieve a partial cost recovery. GRCA's permitting program relies upon user-fees to safeguard the regulations program and its services 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. The fee schedule is based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review. The permit fees are based on the scope of the work being proposed.

GRCA strives 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 on June 24, 2019.

### Tree Planting Fees (Schedule 2)

GRCA Tree Seedling and Planting Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. GRCA also provides full-service tree planting to landowners. Fees for trees and planting services are reviewed and updated annually. An attempt is made to balance user fees with program costs while trying to maintain and, over the long-term expand natural areas.

### Ganaraska Forest Recreation & Special Event Fees (Schedule 3)

GRCA owns and maintains the 11,000-acre Ganaraska Forest. The forest includes 100's of kilometres of multi-use trails that require maintenance year-round. This includes recreation, forest management, risk management program, hazard tree management, gates, fencing, signage, communications, trails, parking lots, roads, restoration, ecological monitoring, carrying costs such as taxes, and insurance. The Ganaraska Forest Management Plan guides the management of the forest. The plan's primary goal is "to conserve, enhance and where feasible, restore the forest's ecosystem to reflect the native biodiversity of the Ganaraska Forest while at the same time embracing recreational, education and social activities that support the health and sustainability of the forest." GRCA charges for the use of the Ganaraska Forest to help recover the costs of maintaining these recreational opportunities.

## Environmental Education Program Fees (Schedule 4)

The Ganaraska Forest Centre (GFC), located in the Ganaraska Forest, is home to GRCA's outdoor environmental education program where thousands of students visit for day or overnight activities to learn about their environmental footprint and become familiar with the natural world around them. Taught by Ontario certified teaching staff, the GFC offers curriculum-based environmental education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems and environmental issues. Programs can also take place at schools (indoors and outdoors) or through online learning. The programs are offered September to June. In addition, are March Break and Summer nature-based day camps offered at the GRCA's administrative office in Port Hope.

The fees charged for the outdoor environmental education program as well as the day camp program are determined largely on a cost-recovery basis, including an amount for program growth. Fees are reviewed annually to ensure sustainability.

## Ganaraska Forest Centre Rentals (Schedule 5)

The Ganaraska Forest Centre is a multi-purpose facility perfect for hosting weddings, corporate training and other special events including non-profit groups, such as Guides and Scouts. The GFC may be rented for varying lengths of stay from an afternoon to a full week. Special events, such as weddings, are costed differently from non-profit/corporate groups.

## Other Fees (Schedule 6)

### a) Millennium Building Rental Fees

The Millennium Building rental fees are generally developed on a revenue generation basis while considering appropriate market value and market willingness for rental of a limited space within the Millennium Building.

### b) Freedom of Information Requests (FOI)

Under *Freedom of Information and Protection of Privacy Act*, any person can make an FOI request for information. GRCA charges an application fee as well as any applicable processing fees.

### c) Miscellaneous Fees

Miscellaneous fees administered to a variety of day-to-day requests such as, but not limited to: GIS mapping, data requests, use GRCA lands for professional photography or filming, copies of reports, etc. Existing market value considerations applied.

## Refunds

GRCA does not issue refunds for services or products once the application or order is submitted and the payment has been processed.

GRCA has services that require non-refundable deposits. Under exceptional circumstances, refund requests will be considered and may be approved by the CAO/Secretary-Treasurer. If a refund is approved, an administrative fee may apply.

## Appeal

The GRCA fee appeal process is based on the principles of fairness, opportunity and notification. The only fees considered for an appeal are those found under planning and permitting.

Consideration of appeals will be directed to the CAO/Secretary-Treasurer. The appellant must submit in writing to the CAO/Secretary-Treasurer the reasons for the appeal request. The CAO/Secretary-Treasurer will review the request; consult with staff and the proponent. The appeal will be dismissed, upheld or the fee altered. If the appeal is dismissed, the proponent is required to pay the fee amount. If the appeal is upheld, the fee may be waived or varied from the original amount. The applicant will be notified of the CAO/Secretary-Treasurer's decision.

If the applicant is dissatisfied with the decision from the CAO/Secretary-Treasurer, an appeal to the GRCA Board of Directors may be requested.

## Policy Review and Public Notification

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 consider inflation;
- c) Fees must not exceed the costs of delivering the services;
- d) Fee schedules are reviewed annually and regular adjustments to fees are anticipated;
- e) Any adjustment to the fee schedules beyond inflation will be brought to the GRCA Board of Directors for approval; and,
- f) Any provincial regulation that restricts fee increase shall supersede this policy.

Once approved, the revised Policy and/or Fee Schedules will be published on GRCA's

website.





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## Fee Schedules

## Schedule 1: Plan Review & Permitting Fees

### **FEES FOR REVIEW OF APPLICATIONS MADE UNDER (Ontario Reg. 41/24)**

*Fees for review of applications made under Section 28 of the Conservation Authorities Act and Ontario Reg. 41/24.*

Inquiry/Pre-Consultation (fee deducted from permit review fee – if required)	\$300*
<b>Permit Review Fees:</b>	
<b>Development Activities</b>	
Routine	\$250*
Small Scale	\$500/\$750*
Medium Scale	\$1,500/\$2,500*
Large Scale	\$3,000/\$5,000*
Application to Permit or Resolve Unauthorized Works	Double Original Fee*
Permit Amendment & Extensions	50% of Original Fee (Maximum \$500)*
Additional or Requested Site Visit	\$200/\$400*
Additional Technical Review Fee	\$150/hr + HST
Large Fill Site (greater than 500m <sup>3</sup> )	\$5,000 + \$1.50/m <sup>3</sup> *
Additional Technical Review/Support Not Covered Above	\$150/hr + HST
Clearance/No Objections	\$100*
Legal Inquiry/Solicitor Letter	\$350*

\* HST Exempt

### **FEES FOR REVIEW OF MUNICIPALLY CIRCULATED PLANNING ACT APPLICATIONS**

Inquiry/Pre-consultation – deducted from other review fees if applicable	\$300*
Minor Variance	\$650*
Consent (Severance)	\$1,000*
Rezoning/Zoning Amendment	\$1,000*
Official Plan Amendment	\$1,000*
<b>Site Plan:</b>	
Site Plan Initial Review Fee (Minor)	\$1,000*
Site Plan Initial Review Fee (Major)	\$2,500*
Detailed Review Fee (Minor)	\$1,500*
Detailed Review Fee (Major)	\$3,000*
<b>Plans of Subdivision:</b>	
Initial Review Fee	\$10,000*
Initial Review Fee (Phased Subdivisions)	\$5,000/phases*
Detailed Review Fee (3 Submissions)	\$3,000/ha*
Additional Submissions (beyond 3 <sup>rd</sup> Submission)	\$2,000/sub*
Ministerial Zoning Order (MZO)	\$10,000 Deposit*

\* HST Exempt

## Schedule 2: Tree Planting Fees

<b>TREE SEEDLING AND PLANTING PROGRAM FEES</b>		* = Fee + HST
Tree Seedling Program Administration Fee	From \$25*	
Tree Planting Administration Fee 0 to 700 Trees	From \$0.60*/tree	
Tree Planting Administration Fee 701 to 1,750 Trees	From \$0.30*/tree	
Tree Planting Administration Fee 1,751 and greater	From \$0.20*/tree	
Planting & Tending Costs	Market Value	
Planting Stock Costs	Market Value	

## Schedule 3: Ganaraska Forest Recreation & Special Event Fees

### MEMBERSHIP & DAY PASS FEES

Every person visiting Ganaraska Forest requires a Ganaraska Forest Day Pass or Membership	PERMITTED USES											
	Hiking	Snow Shoeing	Cross-Country Skiing	Mountain Biking	Horseback Riding	Hunting	Motorized Passenger	Motorized Operator	YOUTH: Under 12 yrs. of age			
									MEMBERSHIP		DAY PASSES	
									ADULT	YOUTH	ADULT	YOUTH
Hiking/Snowshoeing	⊙	⊙						\$32	\$0	\$7	\$0	
Cross-Country Skiing	⊙	⊙	⊙					\$80	\$40	\$16	\$8	
Mountain Biking, Horseback Riding, Hunting	⊙	⊙		⊙	⊙	⊙	⊙	\$80	\$40	\$16	\$8	
Motorized Use (Operator)	⊙	⊙		⊙	⊙	⊙	⊙	\$190	\$95	\$32	\$16	
Motorized Use (Passenger)	⊙	⊙		⊙	⊙	⊙		\$80	\$40	\$16	\$8	

### GANARASKA FOREST SPECIAL EVENT FEES

Special Event (for group/events between 25-100 participants)\* From \$125 + HST

\* All people, participants, volunteers, organizers, and spectators accessing the GFC/Ganaraska Forest for a special event are required to carry a Ganaraska Forest Membership or day pass.

## Schedule 4: Environmental Education Program Fees

<b>EDUCATIONAL PROGRAMS</b>		* = Fee + HST
Overnight Experience (flat rate for 30 students minimum)		From \$3,503*
Day Experience (up to 30 students)		From \$515* <sup>1</sup>
Outdoor Education On-A-Roll		From \$210/class <sup>1</sup> + mileage \$0.51/km
Virtual Education Program		\$210/session <sup>1</sup>
SHSM Day Experience – 1 Certification (min. 15 students)		From \$50*/student
SHSM Day Experience – 2 Certifications (min. 15 students)		From \$75*/student
SHSM Overnight – 2-day Overnight Experience (min. 20 students)		From \$180*/student
SHSM Overnight – 3-day Overnight Experience (min. 20 students)		From \$272.50*/student
Nature Nuts Summer Camp – Leaders in Training (Port Hope location)		From \$345*/camper
Nature Nuts Summer Camps – Regular Camps (Port Hope location)		From \$235/camper
Nature Nuts Summer Camps – Extended Care (am or pm only)		From \$15/camper per day
Nature Nuts Summer Camps – Extended Care (am and pm)		From \$30/camper per day

<sup>1</sup> HST is applied to High School Groups

## Schedule 5: Ganaraska Forest Centre Rentals

<b>WEEKEND EXPERIENCES (Non-Profit &amp; Groups)</b>		* = Fee + HST
Full Weekend INDOOR Overnight (Friday 5 pm to Sunday Noon) Includes: Dorms, Weekend Kitchen & Fire Pit	From \$1,025* (up to 30 ppl) Over 30 ppl + \$33.17*/person (up to a maximum of 80 ppl)	
Full Weekend OUTDOOR Overnight (Friday 5 pm to Sunday Noon) Includes: Camping Area, Picnic Shelter & Fire Pit	From \$125* base fee + \$12.50*/person	
Firewood	From \$10*/bundle	
Cross-Country Ski Rentals (\$100 refundable damage deposit required)	From \$30/pair	
Snowshoe Rentals (\$100 refundable damage deposit required)	From \$20/pair	

<b>WEEKEND EXPERIENCES (Corporate)</b>		* = Fee + HST
	From \$1,800* (up to 30 ppl) Over 30 ppl + \$60*/person (up to a maximum of 80 ppl)	

<b>WEDDING RENTALS</b>		* = Fee + HST
<b>Full Facility/Full Weekend Weddings</b>		
Prime Season: May 1 to October 31	From \$7,604*	
Off Season: November 1 to April 30	From \$6,354*	

<b>FACILITY RENTALS</b>		* = Fee + HST
A-La-Carte Group Day/Overnight Rentals With/Without Catering	From \$120*/day	
<b>Equipment Rental:</b>		
LCD Projector and Screen	\$30*/day	
Photocopy Charges	\$0.25*/page	

## Schedule 6: Other Fees

<b>Millennium Building Meeting Room &amp; Kitchen Facility (Port Hope)</b>		* = Fee + HST
Full day (+\$150 Cleaning/Damage Refundable Deposit)	From \$175*/day	
Half day (under 4 hours) (+\$150 Cleaning/Damage Refundable Deposit)	From \$87.50*/day	
<b>Equipment Rental:</b>		
LCD Projector/Screen	\$30*/day	
Flip Charts/Easel	\$10*/day	
Photocopy Charges	\$0.25*/page	

<b>Freedom of Information (FOI) Requests</b>		* = Fee + HST
Mandatory Application Fee	\$5	
Search Time/Record Preparation	\$7.50*/15 mins	
Photocopies	\$0.20*/page <sup>1</sup>	

<sup>1</sup> Fees charged as per FOI legislation

<b>Miscellaneous Fees</b>		* = Fee + HST
<b>Professional Fees</b>		
Engineering/Planning	\$100*/hr	
Specialist	\$85*/hr	
Technicians	\$65*/hr	
<b>Filming Fees</b>		
Photography Sessions	GF Hiking Day Pass/person	
Filming Fee	From \$2,500*/day	
Scouting Fee (when GRCA staff person & vehicle are required)	From \$100*/hr	
Administration Fee	From \$500*	
Security Fee (to secure area for production company)	From \$40*/hr/guard	
Damage Deposit (deposit returned upon satisfactory inspection of location area postproduction)	\$5,000	
NSF Fee	\$30	
Photocopies	\$0.25*/page	