



Nottawasaga Valley
Conservation Authority

**Policy To Charge Fees
for Services Related to
Planning and Permit
Applications**

BOD-03-16 approved March 18, 2016

8195 8th Line, Utopia, ON L0M 1T0
T: 705-424-1479 • F: 705-424-2115
admin@nvca.on.ca • www.nvca.on.ca

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Alternative Format – If you require this document in an alternative format, please contact the NVCA at 705-424-1479 or admin@nvca.on.ca.

1.0 Introduction

This document is intended to provide landowners, developers, consultants and other stakeholders the background and application of NVCA's review fees associated with regulatory and plan review services. Further, the guidelines serve as a valuable source of information for the NVCA's Board of Directors, municipal staff, development industry and the public.

2.0 Legislation and Basis

In January 1996, a provincial Omnibus Bill was passed which amended the *Conservation Authorities Act*. One of the amendments to the Act empowered conservation authorities to charge fees for services approved by the Minister of Natural Resources. Section 21(m.1) of the *Conservation Authorities Act* allows for this collection of fees for services such as plan review, permitting, public and legal inquiries, conservation land management, and community relations. This Policy to charge fees primarily applies to the planning and engineering services provided by the NVCA.

This Policy has been prepared in conformity with the *Conservation Authorities Act* and the *Policies and Procedures for the Charging of Conservation Authority Fees*, established by the Ministry of Natural Resources. This Policy is based on the user-pay principle. The fees and revenues generated through this Policy are designed to recover the costs associated with administering and delivering the services on a program basis

3.0 Process and Public Notification

This Policy has been established through a process that includes formation of the Planning and Engineering Advisory Committee (PEAC) comprised of eight NVCA Board Members. The Committee completed a review of current NVCA Planning Services delivered and a comparison of other Conservation Authority fees. PEAC engaged key stakeholders, including: the development sector, the agricultural community, and the aggregate industry. The recommended draft fees were circulated to the watershed municipalities and placed on the NVCA website for public comment. The Policy was also circulated to the Ministry of Natural Resources and Forestry (MNRF) for their information and comment. The PEAC members recommend the draft planning permitting fees to the NVCA Board of Directors for consideration and approval.

4.0 Implementation

It is the objective of the NVCA to provide an effective and efficient delivery of planning and related services. To achieve this objective, land use proposals will be reviewed in a timely fashion. Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.

Permit applications under the *Conservation Authorities Act* will be generally processed within timelines outlined in MNR's May 2010 "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities" (CALC Report).

The CALC report identifies that Conservation Authorities are to make a decision (i.e., recommendation to approve or referred to a Hearing) with respect to a permission (permit) application and pursuant to the *Conservation Authorities Act* within 30 days for a complete minor application and 90 days for a complete major application. The NVCA will notify applicants, in writing, within 21 days of the receipt of a permission (permit) application, as to whether the application has been deemed complete or not. The applicant should pre-consult with NVCA staff prior to submission of an application to determine complete permit application requirements for specific projects.

The subsequent section in this policy entitled "Permit Fee Categories" outlines minor, intermediate and major permits. Please note that in terms of the CALC report timelines, intermediate and major fall within the 90 day review period.

The attached "Schedule of Fees" forms part of this Policy. Staff of the NVCA shall apply the fees as prescribed on the Schedule of Fees when reviewing planning and development related applications.

4.1 Fee Exemptions

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment, such as Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, Friends of Minesing Wetlands, and New Tecumseth Streams Committee; and,
- Local municipalities forming part of the NVCA for permit applications, inquiries, and site assessments only.

In addition, works that would not pose a threat to public safety if subject to flooding or erosion are considered to be permitted within a regulated area without requiring further permission or fees from the NVCA. These works include:

- Construction of unenclosed decks and fences;
- Detached buildings and structures less than 10 square metres, awnings;
- Hot tubs, above ground pools and temporary pools;
- Top dressing of properties (0.1 m of fill or less) 30 metres from a watercourse and/or a wetland;
- Top dressing of existing driveways (0.1 m of fill or less, plus filling in potholes);
- Boreholes and test pits for geotechnical investigations;
- Agricultural practices such as cropping and tilling of existing agricultural lands; and,
- Holding tanks where the area is returned to the original grade and the fill is removed off site.

4.2 Permit Categories

The following addresses the permit fees identified in the "Schedule of Fees":

- **Letters of approval** include instances where municipal partners require clearance for works not requiring permit approval within a regulated area or other similar circumstances as determined by NVCA staff.
- **Minor permits** include proposals that have a low risk of impact on natural hazard or natural heritage features, no technical letters, plans or reports required. (e.g., minor additions, accessory structures less 46 sq. m. (500 sq. ft.) or outside of flooding and erosion hazard, etc.).
- **Intermediate permits** include applications that will have moderate hazard risk and /or potential impact on natural hazard or natural heritage features, limited scope technical studies are required. (e.g., typical house proposal).

- **Major permits** include large scale applications where there is a high hazard risk and/or potential impact to the natural hazard or natural features. A typical project requires one to two site visits, and/or one or two technical letters for one technical report review. (e.g., large infrastructure projects, grading greater than 1 ha (study required)).
- **Major permits (complex)** require multiple/extensive meetings with the applicant and multiple technical assessments. These applications also require multiple site inspections including more than one day of fieldwork.

In addition to the above, the fee schedule has a separate category for agricultural permits, including:

- **Letters of approval** include instances where municipal partners require clearance for works not requiring permit approval within a regulated area or other similar circumstances as determined by NVCA staff.
- **Minor permits** include proposals that have a low risk of impact on natural hazard or natural heritage features located outside of wetland as well as flooding and erosion hazards.
- **Intermediate permits** include applications that are located within an area that will have moderate hazard risk and /or potential impact on natural hazard or natural heritage features, limited scope technical studies are required.

4.3 Phasing of Subdivision Fees

The charging of fees related to plans of subdivision shall normally be collected in four phases or quarters and as follows:

- The first 25% of the fees shall be paid at the time of application.
- The second 25% shall be paid prior to draft approval.
- The third 25% shall be paid once draft plan approval is achieved and detailed plans have been submitted.
- The final 25% shall be paid prior to NVCA's clearance of pertinent conditions.

Each 25% fee payment would be calculated based upon the development area identified within the plan of subdivision and the fee schedule in place at that time.

The phasing of fees for other large scale developments (e.g., aggregates, site plans) may also be considered as determined by the Director, Planning Services in consultation with Chief Administrative Officer.

5.0 Transition

The establishment of this Policy supercedes and replaces all previous Fee Schedules. The Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision including submission of detailed design for review.

6.0 Appeal

The applicant can request an administrative review of the fee by the Chief Administrative Officer. In the event that an applicant is not satisfied with results of the above process, they have the right to appeal should he or she be dissatisfied with the prescribed fee. Any appeal shall be heard by the NVCA Board of Directors through a deputation by the proponent. The appeal will be heard based on the principles of fairness and transparency.

7.0 Monitoring

This Policy shall be monitored from time to time to evaluate its effectiveness and fairness. Any changes or amendments to the Policy shall proceed through the approval process utilized to establish the fee schedule. This Policy, as a minimum, will be reviewed once annually including a review of the cost of living adjustment.

Appendix A: NVCA Planning Services Fee Schedule

Official Plans and Zonings	
Official Plans and Secondary Plans	General Levy
Comprehensive Zoning By-law	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$500
Additional fee for technical study review	\$750
Letter of approval (no technical review or site inspection required)	\$100
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	
Minimum Fee	\$12,500
Maximum Fee (See Note 1)	\$100,000
Lot/Unit fee and Net hectare fee	\$3,300 per hectare
Site Plans	
Letter of Approval (no technical review or site inspection required)	\$525
Minor: Site Plan Area less than 2 ha	\$1,500
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,500
Major: Site Plan Area more than 4 ha (Additional 1250/ha fee charge for sites over 10 ha.)	\$13,500
Site Plan: Residential (multi-unit)	Use Residential Subdivision Fees
Golf Courses	
New Golf Courses	\$15,000
Aggregate Proposals	
Minimum fee for Below Water Table	\$12,500
Maximum fee for Below Water Table	\$100,000
Net hectare fee for Below Water Table	\$1,250/ha
Above water table proposals or expanded extraction within a licensed area	\$12,500

Consents	
Base Fee	\$300
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Minor Variances	
Base Fee	\$200
Additional fee for technical study review (e.g., SWM Report or EIS)	\$500
Letter of approval (no technical review or site inspection required)	\$100
Niagara Escarpment Commission Applications	
Base Fee	\$300
Additional fee for technical study review, for example EIS	\$500
Letter of approval (no technical review or site inspection required)	\$100
Conservation Authorities Act	
Letter of Approval (site inspection not required)	\$100
Permit Application Minor Works	\$250
Permit Application Intermediate Works	\$500
Permit Application Major Works	\$1,500
Permit Application Major Works – complex	\$3,000
Agricultural Permit Applications (separated in 2016)	
Letter of Approval (site inspection not required)	\$100
Minor works or works located in regulated adjacent lands	\$250
Works located within flood and/or erosion hazard	\$500
Unauthorized works	2 X permit fee
Permit application large fill projects: 250 – 1,000 m ³ (Permit application for large fill projects - See procedural guidelines for more detail.)	\$500 plus \$0.80/m ³

Permit application large fill projects: more than 1000 m ³	\$1,500 plus \$0.80/m ³
Permit – amendment	\$100
Additional fee for significant technical review	Varies
Other	
Legal/Real Estate Inquiries	\$200
Comprehensive Mapping Request (minimum fee)	\$2,000
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies
Provision of Individual Property Information	\$50
Development Pre-consultations requiring technical study review (minimum fee)	\$500

Notes:

1. The maximum review fee for plans of subdivision/condominium is \$100,000.
2. Plans of subdivision/condominium fees for will be phased as outlined in NVCA’s Policy for Charging Fees.
3. When processing and reviewing consolidated planning applications (e.g., OPA/ZBA/ Subdivisions) the higher fee would be applied.
4. Plans of subdivision/condominium and site plan fees include permitting fees under the NVCA’s Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, Ontario Regulation 172/06.
5. A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).
6. NVCA reserves the right to reassess the review fee after 5 years of receipt of the application based on timing and receipt of technical information.
7. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.
8. Alterations or expansions to existing golf courses not requiring *Planning Act* approvals and within a regulated area will be addressed through the *Conservation Authorities Act* approval fees.

9. Permit approval will not be required from the NVCA for certain small scale projects as outlined in NVCA’s Policy for Charging Fees.

10. Please see NVCA’s Policy for Charging Fees for further an explanation of the minor, intermediate and major permit fee categories, as well as other matters (e.g., fee exemptions, appeal process, etc.). This document is available at www.nvca.on.ca under Planning & Permits – Policies & Guidelines.

ATTACHMENT - Costs for Mapping/GIS Requests

Fee per Map	
Pre-made NVCA General Maps (8.5x11 or 11x17 Color)	\$10
Custom Made Maps (data processing fee + printing costs)	
8.5x11 or 11x17	\$10
17x22	\$20
22x34	\$25
24x36	\$30
Add Ortho Imagery to a 17 X 22 or larger map	Add \$10
Digital Maps	
Data Processing Fee -The fee for data preparation will be based on an hourly administration cost of the GIS Department’s time for compiling and processing the requested information.	Varies
Products	
Digital Ortho Imagery	\$75 per tile
Packaged GIS Datasets	
Price will vary depending on level of complexity of the data and the time put into processing i.e., Generic Regulation Mapping \$2000	Varies

Appendix B: Glossary of Terms

CALC: Conservation Authorities Liaison Committee

CALC Report: MNR's May 2010 report, "Policies and Procedures for Conservation Authority Plan Review and Permitting Activities"

EIS: Environmental Impact Study. A study of the environmental effects, both positive and negative, of a proposed development.

GIS: Geographic Information System. An integrated collection of computer software and data used to view and manage information about geographic places, analyze spatial relationships, and model spatial processes. (esri GIS Dictionary)

MNR: Ministry of Natural Resources and Forestry (Ontario)

Net Hectare Area: A net hectare refers to the total area of land available for development. It excludes lands outside of the development limit (e.g., natural hazard, natural heritage areas and buffers).

NVCA: Nottawasaga Valley Conservation Authority

OPA: Official Plan Amendment

PEAC: Planning and Engineering Advisory Committee. The committee is comprised of the Board of Directors and Staff tasked in 2015 -2016 to review the NVCA's Planning Services review fees.

SWM Report: Stormwater Management Report. An engineering study looking at the management (e.g., ponds, low impact development, etc.) of stormwater run-off with respect to a proposed development.

ZBA: Zoning By-law Amendment