



Nottawasaga Valley Conservation Authority

Fee Policy & Fee Schedules

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Alternative formats available upon request.



Nottawasaga Valley
Conservation Authority

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1.0 Introduction

This document is intended to inform the public, stakeholders and our municipal partners of the fees charged for the Nottawasaga Valley Conservation Authority (NVCA) programs and services.

2.0 Legislation and Basis

Conservation authorities are permitted to charge fees for a program or service that is included in the Minister's list of classes of programs and services ("Minister's Fee Classes Policy") pursuant Section 21.2 of the *Conservation Authorities Act* (CA Act).

Conservation authorities (CA) must develop a written fee policy and fee schedule for all chargeable programs and services. The policy and fee must include principles and practices regarding fees charged under un-proclaimed provisions of Section 21.2 of the CA Act.

NVCA staff has prepared this fee policy to satisfy this requirement, as well as to identify the principles and practices regarding fees charged under Section 21.2 of the CA Act.

Under the CA Act, programs and services delivered by conservation authorities include:

- Mandatory programs and services. Mandatory programs and services that the conservation authority is required to provide. These services are further defined in Ontario Regulation (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 an authority agrees to provide on behalf of a municipality under a MOU or agreement. 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 an authority determines are advisable to further the purposes of the CA Act. The program or service may be funded by the municipality or by other funding mechanisms as per the cost apportioning agreement and the Minister's List.

3.0 Policy Review and Public Notification

This policy shall be evaluated from time to time for its effectiveness and fairness. The public shall be notified of any changes or amendments to the policy through posting on the NVCA website and/or Board of Director's meeting process. This policy, as a minimum, will be reviewed once annually to include a review of the cost of living adjustment.

NVCA may consult stakeholders/partners, as appropriate, for various fee changes for the programs and services that it provides. NVCA also considers the fees of other CAs that offering the same level of service and technical advice; the fees set by neighbouring CAs; and fees charged by member municipalities and local agencies.

4.0 User-Pay

The attached fee schedules are based on the user-pay principle. The fees and revenues generated are designed to recover the costs associated with administering and delivering the services on a program basis in accordance with the Minister's policy.

Program costs include (but not limited to): staff salaries; equipment and supplies; overhead costs associated with office use; legal expenses; compliance costs; vehicle operating costs; allocation of assets to deliver services; and a reasonable charge to cover administration of the program.

Fees have been rounded up or down to the nearest dollar when applicable

5.0 Refunds

Refunds for various fees are identified in the individual program sections of this policy document. In general, no refunds will be provided for services after NVCA has initiated the work, including planning review, permit processing, parking or facility rental after use of the service, except when request for reconsideration has been submitted and approved.

6.0 Planning Services Fees

NVCA strives to provide an effective and efficient delivery of planning related services in a timely fashion. Comments on applications under the *Planning Act* will be provided in time for the legislated public meeting or hearing.

Section 28 Permit applications under the *CA 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 CAs 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 *CA Act* within 30 days for a complete minor application and 90 days for a complete major application. 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. According to the CALC report timelines, intermediate and major fall within the 90-day review period.

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

6.1 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 NVCA for permit applications, inquiries, and site assessments only.

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

- Construction of unenclosed decks, signs, poles and fences located outside of natural hazards (i.e., flooding, erosion hazards);
- 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) outside of natural hazards (flooding, erosion), 30 metres from a watercourse and/or a wetland. For fill amounts exceeding 250 cubic meters NVCA's large fill procedures will apply and a permit is required;
- Top dressing of existing driveways (0.1 m of fill or less, plus filling in potholes);
- Boreholes and test pits for geotechnical investigations that do not require the construction of an access road to complete sub-surface investigations;

- Agricultural practices such as cropping and tilling of existing agricultural lands; and,
- Holding tanks outside of natural hazards where the area is returned to the original grade and the fill is removed off site.

6.2 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, shoreline protection, 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.

6.3 Phasing of Subdivision Fees

Fees related to subdivision plans 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.

6.4 Planning and Permitting Refunds

NVCA may provide a refund or require the applicant to submit additional payment for a permit fee if it is found that an incorrect fee has been submitted. Fees are refundable if a review indicates that no permit is required. Generally, planning and permitting fees are not refundable unless otherwise determined through the appeal process noted in section 10.

7.0 Conservation Services Fees

7.1 Conservation Areas

Conservation Areas service fees are reviewed annually by staff following the end of each season.

Criteria for setting fees are:

- impact on or opportunity to support other programs and services of the authority, including but not limited to, staffing and capital asset replacement;
- incurred anticipated operational expenses that will impact the budget;
- comments and feedback from conservation area users; and
- comparison to similar operations and opportunities in the industry, including trends.

As part of the fee setting process, staff also review operational policies that pertain to the various aspects of the conservation areas services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies is shared on the NVCA website.

Changes to service fees or refund policies would be approved at a Board of Director's meeting. Once approved, new fees and refund policies become public and are posted to NVCA's web site.

To be consistent with Accessibility Standards for Customer Service Regulation (O.Reg. 429/07) and the Human Rights Code, attendants supporting people with disabilities are permitted to visit NVCA conservation areas that are open to the public or third parties, free of charge.

7.2 Hunting

Conservation Lands Program fee for hunting will be reviewed annually. Criteria for changing the hunting program fees are:

- anticipated operational expenses that will be incurred;
- comments and feedback from applicants and permitted users of designated hunting areas; and
- comparison to similar operations and opportunities at other CAs.

The fee setting process will include a review of operational policies. The Hunting Team will incorporate NVCA policy changes, admission agreements, terms and conditions (written permission) updates, GIS map updates, and applicable fee updates, which are shared on our website as well as available in print.

7.3 Event Rentals

NVCA rental fees include rentals and associated services at NVCA managed properties (e.g. Tiffin Conservation Area and the Historic Fort Willow Conservation Area), and does not include rentals coordinated by partner organizations or municipalities (e.g. Tottenham Conservation Area). NVCA rental fees are reviewed regularly and is approved by the Board of Directors prior to implementing any changes.

Criteria for changing the event rental program fees are:

- anticipated operational expenses that will be incurred; and
- comparison to similar operations and opportunities at other Conservation Authorities or agencies that provide similar services.

7.4 Tree Planting

Fees for trees and tree planting services are reviewed and updated annually. NVCA staff strives to balance user fees with program costs while maintaining and expanding natural areas over the long term. NVCA recognizes that landowners need to be incentivized to undertake large-scale plantings on their properties and often funders are more likely to support programs that have local buy-in from landowners and local levels of government.

It should be noted that without a balance of landowner, contribution, base funding (municipal levy) and third-party support (50 Million Tree Program, Ontario Power Generation, etc.), the program would not be sustainable, and the number of trees planted would drop considerably.

7.5 Education

Environmental education program fees are reviewed annually where changes are required, and are implemented in time for promotion of programs. The fees associated with school board programming are advertised in September, and are in place for the school year. NVCA's education programs are funded through a number of avenues including fees charged directly to the school classes participating, the School Board and through fundraising for specific programs.

NVCA offers programs on-site at the Tiffin Conservation Area that are suitable for schools, public (camps) and homeschoolers. Programs are also offered in other NVCA conservation areas, in-class (outreach), school grounds and nearby communities. On-site program fees are charged per student in attendance, with a minimum fee per program.

Criteria for setting fees are:

- availability of similar services;
- surveys of prices charged by organizations offering similar services; and
- wages, cross charges, time for curriculum-based program development and transportation to site (if required).

7.6 Conservation Services Refunds

Refund policies for the Conservation Services program are specific to the programs or services offered. Policies regarding refunds are posted on the individual conservation area website pages as well as distributed as applicable (landowner agreements, parent registration, event booking form school program mailout, etc.).

Links to the websites are updated regularly for the upcoming program season. Refunds are not offered for inclement weather nor are they offered when a permit holder is being evicted from the premises.

8.0 Corporate Services Fees

8.1 General

NVCA charges fees for a number of financial or administrative situations or services.

8.2 Information Management

Data management and mapping fees are charged based on the costs of services rendered, and reasonable fair market value for products. Fees will be reviewed periodically to ensure sustainability.

9.0 Transition

The establishment of this policy supersedes and replaces all previous policies. The policy also applies to proposals/projects not previously invoiced, such as draft approved plans of subdivision including submission of detailed design for review.

10. Requesting a Reconsideration and Appeals

An applicant can request a reconsideration a fee by the Chief Administrative Officer (CAO). The CAO 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 could be waived or varied from the original amount. The applicant will be notified of the CAO's decision

In the event that an applicant is not satisfied with results of the above process, they have the right to appeal a planning or permitting 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.

To submit a request for reconsideration an individual will:

- Make their request in writing.
- Identify what the fee was for.
- Provide any relevant supporting documentation.
- State why they believe the fee should be reconsidered, as per the reasons above.
- State whether they are requesting the fee to be waived or to be reduced.

Appeals will be dismissed or upheld through a resolution by the Board of Directors and the appellant will then be notified in writing of the Board's decision.

Appendix A: NVCA Planning Services Fee Schedule

Official Plans and Zonings	Fee
Official Plans and Secondary Plans	General Levy
Comprehensive Zoning By-law	General Levy
Site Specific Official Plan and Zoning By-Law Amendments	\$530
Additional fee for technical study review	\$796
Letter of approval (no technical review or site inspection required)	\$107
Plan of Subdivision/Condominium (Residential, Commercial and Industrial)	Fee
Minimum Fee	\$13,260
Maximum Fee (See Note 1)	\$106,080
Lot/Unit fee and Net hectare fee	\$3,425 per hectare
Design Resubmission surcharge for subdivisions and residential/mixed use site plans	3rd Submission - 25% of original fee (maximum charge of \$13,260)
	4th and subsequent submissions – 50% of original fee (maximum fee of \$13,260)
Redline Revisions	Minor (Design Change) 25% of original fee (maximum fee of \$13,770)
	Major (Change to Limits of Development) 75% of original fee (not to exceed maximum fee \$106,080)

Site Plans	Fee
Letter of Approval (no technical review or site inspection required)	\$556
Minor: Site Plan Area less than 2 ha	\$1,591
Intermediate: Site Plan Area more than 2 ha, less than 4 ha	\$5,824
Major: Site Plan Area more than 4 ha (Additional \$1,250/ha fee charge for sites over 10 ha.)	\$14,285
Site Plan: Residential (multi-unit and/or mixed use)	Use Residential Subdivision Fees
Design Resubmission surcharge for non- residential site plans	3rd Submission - 25% of original fee 4th and subsequent submissions - 50% of original fee
Golf Courses	Fee
New Golf Courses	\$15,912
Aggregate Proposals	Fee
Minimum fee for Below Water Table	\$13,260
Maximum fee for Below Water Table	\$106,080
Net hectare fee for Below Water Table	1352/ha
Above water table proposals or expanded extraction within a licensed area	\$13,260
Consents	Fee
Base Fee	\$321
Additional fee for technical study review (e.g., SWM Report or EIS)	\$530
Letter of approval (no technical review or site inspection required)	\$107

Minor Variances	Fee
Base Fee	\$214
Additional fee for technical study review (e.g., SWM Report or EIS)	\$530
Letter of approval (no technical review or site inspection required)	\$107
Niagara Escarpment Commission Applications	Fee
Base Fee	\$321
Additional fee for technical study review, for example EIS	\$530
Letter of approval (no technical review or site inspection required)	\$107
Conservation Authorities Act	Fee
Letter of Approval (site inspection not required)	\$102
Permit Application Minor Works	\$255
Permit Application Intermediate Works	\$561
Permit Application Major Works	\$1,591
Permit Application Major Works – complex	\$3,182
Agricultural Permit Applications (separated in 2016)	
Letter of Approval (site inspection not required)	\$102
Minor works or works located in regulated adjacent lands	\$255
Works located within flood and/or erosion hazard	\$561
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.)	\$530 plus \$0.82/m ³
Permit application large fill projects: more than 1000 m ³	\$1,591 plus \$0.82/m ³
Permit – amendment	50% of original fee
Additional fee for significant technical review	Varies

Other	Fee
Legal/Real Estate Inquiries	\$214
Legal/Consultant Peer Review Costs (charged on the basis of cost recovery)	Varies
Provision of Individual Property Information	\$77
Pre-consultations Fee	\$561 (without site visit) \$1,591 (analysis by one planner and one technical discipline) \$3,182 (analysis by one Planner and more than one technical discipline)

Notes:

Fee Schedule Notes:

1. The maximum review fee for plans of subdivision/condominium is \$104,000.
2. Plans of subdivision/condominium fees may be phased as outlined in NVCA's policy for charging fees if the total fee meets the minimum threshold of \$50,000.00.
3. NVCA reserves the right to not allow the phasing of fees for development subject to a Minister's Zoning Order (MZO) issued by the Minister of Municipal Affairs and Housing.
4. When processing and reviewing consolidated planning applications (e.g. OPA/ZBA/Subdivisions), the higher fee is applicable (including MZOs).
5. Plans of subdivision/condominium and site plan fees include permitting fees under NVCA's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, Ontario Regulation 172/06.
6. Notwithstanding note # 5, permit issuance for works occurring two years after the date of the last NVCA comments on a file will be subject to the relevant permit fee for the scale of the works.
7. 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).
8. 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.
9. The applicant will be responsible for any external peer review costs necessary to review submitted technical submissions.

10. 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.
11. Permit approval will not be required from NVCA for certain small-scale projects as outlined in NVCA's Policy for Charging Fees.
12. 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	Fee
Pre-made NVCA General Maps (8.5x11 or 11x17 Color)	\$10
Comprehensive Mapping Request (minimum fee)	\$2,040
Custom Made Maps (data processing fee + printing costs)	Fee
8.5x11 or 11x17	\$10
17x22	\$20
22x34	\$26
24x36	\$31
Add Ortho Imagery to a 17 X 22 or larger map	Add \$10
Digital Maps	Fee
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	Fee
Digital Ortho Imagery	\$77 per tile
Packaged GIS Datasets	Fee
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: Planning Glossary of Terms

CALC: Conservation Authorities Liaison Committee

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

EIS: Environmental Impact Study. A study of the environmental affects, 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)

MNRF: Ministry of Natural Resources and Forestry (Ontario).

Mixed Use Development: A development that blends residential, commercial, cultural, institutional or entertainment uses into one physically connected space.

MZO: Minister's Zoning Order.

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 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

Appendix C: Conservation Lands Fee Schedules

Day/Seasonal Use Fees	Fee
Day Use Permit (per vehicle)	\$10/vehicle
Seasonal Day Use	\$71/vehicle
Hunting - Watershed Resident (annual)	\$71/person
Hunting – Non-Watershed Resident (annual)	\$122/person
First Hunt Stand Permit	\$0
Second Hunt Stand Permit	\$20
Fishing (annual)	\$51/person
Events	Fee
Festival at Fort Willow (individual)	\$10
Festival at Fort Willow (family: 2 adults, 2 children)	\$36
Rentals	Fee
Group Camping (Tiffin)	\$10/person (min \$204)
Weddings (peak season)	\$6,120
Weddings (off-peak)	\$5,228
Ceremony-only	\$841
Single Day (evening event)	\$2,295
Single Day (day time)	Varies (\$510-\$1,020)
Pavilion rentals	\$204
Day Rental (south lab)	\$102
Day Rental (outdoor classroom)	\$102
Cabin	\$204
Fort Willow Wedding Ceremony	\$510
Fort Willow Pavilion Rental	\$102
Rescheduling fee	10%
Photography Permit (annual pass)	\$153
Photography Permit (special events)	\$153
Photography Permit (single family)	\$51
Photography Permit (daily session)	\$102
Products	Fee
Maple Syrup	Varies (\$3.60-\$26.00)

Note: HST is charged on Conservation Lands fees.

Appendix D: Environmental Education Fee Schedules

Education Fees	Fee
Full Day (onsite)	\$16/student (\$337 min)
Full Day (outreach)	\$12/student (\$245 min)
Half Day (onsite)	\$11/student (\$219 min)
Half Day (outreach)	Varies: \$8-\$17/student (\$337-\$505 min)
Specialist High Skills Major - Full Day	\$51/student (\$765 min)
Specialist High Skills Major - Half Day	\$31/student (\$459 min)
Specialist High Skills Major - 1.5 days	\$72/student (\$1,071 min)
Events	Fee
Birthday Parties	Varies (\$235 - \$347)
Birthday Party add-ons: extra time (extra participant)	\$107 (\$10)
Public Outreach - Full Day (outreach)	Varies (\$408-\$765)
Public Outreach - Half Day (outreach)	Varies (\$255-\$459)
Nature School	Fee
Half Day - 6 week program	\$255
Full Day - 6 week program	\$132
Camp	Fee
PD Day Camp	\$46/day
Camp Tiffin	\$219
Extended Care	\$8/day
Other	Fee
Borrow an Outdoor Educator (1.5hrs/14 ppl)	\$158
Homeschool	3 pack - Half Day \$38.00 3 pack - Full Day \$56 3 pack of 'drop-off' lessons for youth aged 11-17: \$92

Appendix E: Forestry Fee Schedules

Managed Forest Tax Incentive Program (MFTIP)	Fee
Plans and Certification	Varies (\$510-2550)
Arbour Day	Fee
Tree Sales	\$31 (bundle of 10 seedlings)
Tree Planting	Fee
Planting and site preparation	\$0.31-1.53/tree

Note: HST is charged on Forestry fees.

Appendix F: Administrative Fees

Finance	Fee
NSF Cheques	\$40
Corporate Services	Fee
Freedom of Information Request*	\$5
Information Management - Mapping/GIS Requests	See attachment to Planning and Permitting fees
General	Fee
Contracts for special projects by any program	2 times job rate (where applicable)

Note: Other administrative changes may apply as outlined in the Access Guide: Fees, Fee Estimates and Fee Waivers (Information and Privacy Commissioner of Ontario, June 2018).