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Policy Title: Fee Policy	**Policy Number:** **008-22**	**Pages** 10
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Cross Reference:	**Issuing Authority:** Board of Directors by Resolution # A-118/22	

1. Purpose

Section 21.2 of the *Conservation Authorities Act* sets out that all Conservation Authorities shall prepare and adopt both a written Fee Policy and Fee Schedules with respect to the fees that it charges for the programs and services it provides. Upon enactment of the new Section 21.2, on January 1, 2023, all Conservation Authorities will be required to have a Fee Policy and Fee Schedules approved by their Board.

This Policy is intended to provide the public and stakeholders with information regarding the process and application of Long Point Region Conservation Authority (LPRCA)'s fees associated with regulatory and planning review services along with all other programs and services.

The Fees Policy has been prepared to satisfy the requirement for a policy of administrative guidelines regarding fees for services, and programs provided by LPRCA and regarding the fees charged.

2. Policy

LPRCA charges fees to assist with the cost of delivering programs and services that are not adequately covered or may be ineligible for provincial grant funding, and that assist in the reduction of the general levy. It is essential for LPRCA to charge a fee reflective of the full costs associated with the service provided.

This Fee Policy and associated Fee Schedules has been prepared in conformity with the *Conservation Authorities Act*. The 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. Fees consider estimated staff time, travel, materials costs to provide the service, and administrative support. It is essential for LPRCA to charge a fee reflective of the full costs associated with the service provided.

The *Conservation Authorities Act* allows for conservation authorities to charge fees for services where the service is not supported through provincial grant funding:

- *Conservation Authorities Act* Section 28 permit fees
- Plan Review

- Response to legal, real estate and public inquiries
- Extension Services (e.g. technical advice/implementation of erosion control measures, forest management/tree planting, wildlife/fisheries habitat management, management of forests/recreational land owned by others, technical studies)
- Community relations/information/education services (e.g., tours, presentations, workshops, demonstrations, special events and rental of CA owned buildings,)
- Sale of products (e.g. reports, maps, photographs)
- Any services under other legislation authorized under agreement with the lead ministry

3. Reconsideration of Fee Charged and Appeals

Any person who considers that the authority has charged a fee that is contrary to the fees set out in the Fee Schedule, or that the fee set out in the Fee Schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the Fee Policy and request that it reconsider the fee that was charged.

3.1 Reconsideration of Fees for Permit Applications

The applicant can request an administrative review of the permit fee by the Authority. The appellant must submit in writing to the General Manager the reasons for the appeal and the General Manager will determine an outcome.

In the event that an applicant is not satisfied with results of the above process, they have the right to appeal should they be dissatisfied with the prescribed fee. Any appeal shall be heard by the LPRCA Board of Directors and will be heard based on the principles of fairness and transparency.

If the reconsideration request is for an application for a permit made under Subsection 28.1 (2), a decision will be made within 30 days of receiving the written request. Once heard, the appeal will be dismissed, varied, or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

If an authority fails to reconsider a permit application fee within 30 days of receiving the request for reconsideration, the person who made the request may appeal the amount of the fee directly to the Local Planning Appeal Tribunal.

The appeal will follow the steps laid out in the *Conservation Authorities Act* Section 21.2 (13 – 21).

3.2 Reconsideration of Other Fees

Any person who considers that the authority has charged a fee that is contrary to the fees set out in the fee schedule, or that the fee set out in the fee schedule is excessive in relation to the service or program for which it is charged, may apply to the authority in accordance with the procedures set out in the fee policy and request that it reconsider the fee that was charged.

If an applicant has concerns with a fee that was charged, they have the right to an administrative review after the fee has been paid. The appellant must submit in writing to the General Manager the reasons for the appeal.

Upon reconsideration of a fee that was charged by the Authority, the General Manager may:

a) Order that the fee paid be upheld;
b) Vary the amount of the fee originally charged as the authority considers appropriate;
c) Order that the fee be refunded.

4. Review

When developing and establishing fees, the LPRCA accounts for estimated staff time, travel, equipment, and material cost plus a reasonable charge to cover administration of the program or service, which normally include an allocation for shared corporate services.

This Fee Policy is to be reviewed at least every four (4) years and the Fee Schedules will be reviewed annually by LPRCA staff to monitor effectiveness and amended by the Board of Directors as deemed appropriate. Any changes or amendments to the policy shall proceed through the approval process.

The Fee Policy and Schedules have been established by the LPRCA Board of Directors through motions and through posting the notice of revisions to the Fee Policy and Schedules on the LPRCA website.

LPRCA reserves the right to modify or adjust fees after each completed review.

5. Notice of Fee Changes

LPRCA shall give notice of the any proposed changes to the public and stakeholders through a posting on LPRCA's website and in any other manner that is deemed appropriate.

6. Communication

LPRCA's Fee Policy and Fee Schedules will be published on LPRCA's website, distributed to Municipal clerks for posting, and will be made available in other materials if requested by the public.

All reviews and changes to the Policy and Schedules will also posted to the LPRCA website and in any other manner that is deemed appropriate.

7. Fee Schedules

The attached Fee Schedules form part of this policy. LPRCA staff shall apply the fees as prescribed on the Schedule of Fees when providing such programs and services.

7.1 Fee Schedule 1: Planning and Regulatory Fees
7.2 Fee Schedule 2: Conservation Area User Fees

LPRCA Fee Schedule for Ontario Regulation 41/24

Fee Schedule effective January 8, 2026

The following fees have been approved by the Long Point Region Conservation Authority's (LRPCA) Board of Directors and are required to be paid by the proponent for LPRCA staff to review an application under the Development, Interference with Wetland and Alterations to Shorelines and Watercourses Regulation, O.Reg. 41/24 made under the *Conservation Authorities Act*. The fee schedule must be read in conjunction with the **General Notes for all Application Fees** that follow.

Ontario Regulation 41/24 Permit Fees			
Application Type	**2025 Fees**	**Proposed 2026 Fees**	**% Change**
Very minor development Development with very low risk of impact on natural hazards or natural features. Examples: Non-habitable accessory structures less than 23 m2 (247 ft2), e.g. decks, fences, above-ground pools, barns, sheds Fill placement removal and/or grading (landscaping, driveway top-dressing) Off-line pond maintenance	$ 200	$ 210	5%
Minor development, interference and alteration Development/work with low risk of impact on natural hazards or natural features. No technical reports are required. Examples: Raising building or additions not requiring engineered drawings Repairs/renovations to existing building Non-habitable accessory structures less than 100 m^2 (1076ft2) Septic system Fill placement, removal/or grading (not requiring engineered plans) Minor development (as listed above) more than 30 metres from a wetlands New or replacement residential structures more than 30 metres from a wetland Minor utilities (directional bore) New offline ponds (grading plan required) Docks, boathouses Routine/maintenance dredging Minor repairs to existing shoreline structures Maintenance, repair or replacement of access crossings Other applications not deemed by staff to be "Major" in nature	$ 405	$ 425	5%
Major development, interference and alteration Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required. Examples: Raising building or additions requiring engineered plans Non-habitable accessory structures greater than 100 m2 (1076ft2) New or replacement structures in a natural hazard area Fill placement, removal and/or grading (requiring engineered plans) Development (including minor development as listed above) less than 30 metres from a wetland Major development greater than 30 m from a wetland New offline pond with overflow or channel connection Maintenance/repairs to existing shoreline structures Water crossing, bridge repair Stormwater management outlet structure Other applications deemed by staff to be "Major" in nature	$ 695	$ 730	5%

Ontario Regulation 41/24 Permit Fees			
Application Type	**2025**	**Proposed 2026 Fees**	**% Change**
Complex development, interference and alteration Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study. Examples: - Large fill placement, removal, grading (greater than 1000 m3) - Golf courses - New watercourse bank stabilization - New Lake Erie shoreline protection structure - Bridge replacement - Channel realignment	$ 1,380	$ 1,450	5%
General			
On Site Technical Advice Fee *(Will be applied to permit application if submitted within 12 months from inspection)*	$ 248.60 HST included	$ 260.00 HST included	5%
Wetland Boundary Delineation *(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)*	$ 360.00 HST included	$ 375.00 HST included	4%
Title Clearance *(solicitor, realtor, other requests for detailed property information)*	$ 248.60 HST included	$ 260.00 HST included	5%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	
Permit Revisions *(Must be minor in nature and permit must still be valid.)*	$ 95	$ 100	5%
Renewal Fee (New)	**$ -**	**$ 100**	**0%**
Minister's Zoning Order (MZO) *(Permit associated with a Minister's Zoning Order)*	Cost recovery	Cost recovery	

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash or cheque (made out to the Long Point Region Conservation Authority) over the phone by credit card or at the LPRCA administration office
3. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
4. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
5. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall are subject to a resubmission fee of 20% of the original application up to a maximum of $525.
6. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%.**
7. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is $725 each.
8. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.

Planning Act Review Fees			
Application Type	**2025 Fees**	**Proposed 2026 Fees**	**% Change**
Preconsultation Fee			
Review, comment, or participation in preconsultation process	$ 300	$ 315	5%
Subdivision and Vacant Land Condominium	$1,380 + $100/lot (Total Maximum $15,000.00 +HST)	$1,450 + $105/lot (Total Maximum $15,000.00 +HST)	5%
To draft plan approval including associated OPA and ZBA	$ 455	$ 475	4%
Red-line revision (applicant initiated)	$ 720	$ 755	5%
Technical plans and reports (SWM with grading & sediment	$ 225	$ 235	4%
Clearance letter (each phase)			
Zoning By-Law Amendment			
Minor	$ 455	$ 475	4%
Accompanied by 1 technical report	$ 720	$ 755	5%
Accompanied by 2 technical reports	$ 1,430	$ 1,500	5%
Combined Official Plan/Zoning By-Law Amendment			
Minor	$ 720	$ 755	5%
Accompanied by 1 technical report	$ 1,430	$ 1,500	5%
Accompanied by 2 technical reports	$ 2,060	$ 2,160	5%
Consent (severance)			
Minor	$ 455	$ 475	4%
Accompanied by 1 technical report	$ 720	$ 755	5%
Accompanied by 2 technical reports	$ 1,430	$ 1,500	5%
Variance			
Minor	$ 455	$ 477	5%
Accompanied by 1 technical report	$ 720	$ 755	5%
Accompanied by 2 technical reports	$ 1,430	$ 1,500	5%
Site Plan Control			
Minor	$ 455	$ 475	4%
Accompanied by 1 technical report	$ 720	$ 755	5%
Accompanied by 2 technical reports	$ 1,430	$ 1,500	5%
Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	$ 2,060	$ 2,160	5%

General Notes for All Application Fees:

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of all applications and the preparation of detailed technical reports(s).
2. This fee schedule is effective as of **January 1, 2026** and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. All applicable taxes are extra.
4. Applications that fall under one or more categories will be charged at the highest rate.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall are subject to a resubmission fee of 20% of the original application up to a maximum of $525.
7. Fees must be paid at the time the application is submitted.
8. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%.**

CONSERVATION AREA FEE SCHEDULE

Backus, Deer Creek, Haldimand, Norfok and Waterford North

	2021 HST included	2022 HST included	2023 HST included	2024 HST included	2025 HST included	**2026 HST included**	**increase %**
DAY USE FEES							
Walk-in (under 12 free)	$6.00	$6.00	$6.00	$6.00	$7.00	**$7.00**	0.00%
Vehicle	$15.00	$15.00	$15.00	$15.00	$16.00	**$16.00**	0.00%
Motorcycle	$9.00	$9.00	$9.00	$9.00	$10.00	**$10.00**	0.00%
Season Vehicle Day Pass	$95.00	$95.00	$100.00	$100.00	$110.00	**$110.00**	0.00%
Season Vehicle Pass Replacement	$10.00	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
Mini Bus	$55.00	$55.00	$55.00	$55.00	$55.00	**$55.00**	0.00%
Bus	$120.00	$120.00	$120.00	$120.00	$120.00	**$120.00**	0.00%
Operator Permit Fee - Annual	$350.00	$350.00	$375.00	$375.00	$375.00	**$375.00**	0.00%
Operator Customer Fee - per person	$4.00	$4.00	$4.00	$4.00	$4.00	**$4.00**	0.00%
Picnic Site					$32.00	**$32.00**	0.00%
CAMPING FEES							
Per Night							
Unserviced*	$38.00	$38.00	$40.00	$41.00	$42.00	**$43.00**	2.38%
With Hydro & Water 15 amp*	$50.00	$50.00	$53.00	$55.00	$57.00	**$58.50**	2.63%
With Hydro & Water 30 amp*	$59.00	$59.00	$60.00	$63.00	$65.00	**$66.50**	2.31%
With Hydro, Water & Sewer 15 amp*	$61.00	$61.00	$64.00	$66.00	$69.00	**$70.50**	2.17%
With Hydro, Water & Sewer 30 amp*	$70.00	$70.00	$70.00	$73.00	$76.00	**$78.00**	2.63%
20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.							
Cabin Rental Per Night							
Cabin 900 A (Backus only)	$60.00	$60.00	$65.00	$70.00	$73.00	**$75.00**	2.74%
Cabin 901 D (Backus only)	$105.00	$105.00	$110.00	$115.00	$120.00	**$120.00**	0.00%
Cabin (New Backus)					$0.00	**$150.00**	0.00%
Per Week							
Unserviced	$225.00	$225.00	$240.00	$246.00	$252.00	**$258.00**	2.38%
With Hydro & Water 15 amp	$305.00	$305.00	$318.00	$330.00	$342.00	**$351.00**	2.63%
With Hydro & Water 30 amp	$350.00	$350.00	$360.00	$378.00	$390.00	**$399.00**	2.31%
With Hydro, Water & Sewer 15 amp	$368.00	$368.00	$384.00	$396.00	$414.00	**$423.00**	2.17%
With Hydro, Water & Sewer 30 amp	$415.00	$415.00	$420.00	$438.00	$456.00	**$468.00**	2.63%
Cabin Rental Per Week							
Cabin 900 A (Backus only)	$360.00	$360.00	$360.00	$385.00	$400.00	**$412.50**	3.13%
Cabin 901 D (Backus only)	$630.00	$630.00	$630.00	$635.00	$660.00	**$660.00**	0.00%
Cabin (New Backus)						**$825.00**	0.00%
Per Month							
Unserviced	$675.00	$675.00	$720.00	$738.00	$756.00	**$774.00**	2.38%
With Hydro & Water 15 amp	$915.00	$915.00	$954.00	$990.00	$1,026.00	**$1,053.00**	2.63%
With Hydro & Water 30 amp	$1,050.00	$1,050.00	$1,080.00	$1,134.00	$1,170.00	**$1,197.00**	2.31%
With Hydro, Water & Sewer 15 amp	$1,100.00	$1,100.00	$1,152.00	$1,188.00	$1,242.00	**$1,269.00**	2.17%
With Hydro, Water & Sewer 30 amp	$1,240.00	$1,240.00	$1,260.00	$1,314.00	$1,368.00	**$1,404.00**	2.63%
Per Season							
Unserviced	$1,770.00	N/A	N/A	N/A	N/A		
With Hydro & Water 15 amp	$2,520.00	$2,570.00	$2,623.50	$2,722.50	$2,821.50	**$2,895.00**	2.60%
With Hydro & Water 30 amp	$2,785.00	$2,840.00	$2,970.00	$3,118.50	$3,217.50	**$3,290.00**	2.25%
With Hydro, Water & Sewer 15 amp	$3,045.00	$3,105.00	$3,168.00	$3,267.00	$3,415.50	**$3,490.00**	2.18%
With Hydro, Water & Sewer 30 amp	$3,285.00	$3,350.00	$3,465.00	$3,613.50	$3,762.00	**$3,860.00**	2.60%
Premium & 30 amp	$3,360.00	$3,430.00	$3,565.00	$3,740.00	$3,925.00	**$4,025.00**	2.55%
Premium Sewer & 30 amp	$0.00	$0.00	$0.00	$0.00	$0.00	**$4,310.00**	0.00%
2nd Season Vehicle Day Pass	$55.00	$55.00	$60.00	$60.00	$60.00	**$65.00**	8.33%
Exterior Fridge (Seasonal)	$300.00	$300.00	$325.00	$335.00	$335.00	**$335.00**	0.00%
Seasonal Camper Late Payment Fee				$75.00	$75.00	**$75.00**	0.00%

CONSERVATION AREA FEE SCHEDULE

Backus, Deer Creek, Haldimand, Norfok and Waterford North

	2021 HST included	2022 HST included	2023 HST included	2024 HST included	2025 HST included	2026 HST included	increase %
Group Camping							
Group Camping Tents Only							
Group Camping (per night)	$55.00	$55.00	$60.00	$60.00	$65.00	**$65.00**	0.00%
Group Camping (per person/night)	$6.00	$6.00	$7.00	$7.00	$8.00	**$8.00**	0.00%
Portable Toilet Rental					$205.00	**$205.00**	0.00%
OTHER FEES							
Reservation Fee - online	$13.00	$13.00	$14.00	$15.00	$15.00	**$16.00**	6.67%
Reservation Fee - by phone	$15.00	$15.00	$15.00	$15.00	$15.00	**$17.50**	16.67%
Cancellation/Change Fee	$15.00	$15.00	$15.00	$15.00	$15.00	**$16.00**	6.67%
2nd Vehicle Parking	$12.00	$12.00	$13.00	$13.00	$13.00	**$16.00**	23.08%
Pavilion	$75.00	$75.00	$75.00	$75.00	$75.00	**$75.00**	0.00%
Wood	$10.00	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
Kindling	$5.00	$5.00	$5.00	$5.00	$5.00	**$5.00**	0.00%
Ice	$4.00	$4.00	$4.00	$4.00	$4.00	**$4.00**	0.00%
Picnic Tables (per table per day)	$6.00	$6.00	$6.00	$6.00	$6.00	**$7.50**	25.00%
Bait / Worms	$3.50	$3.50	$3.50	$3.50	$4.00	**$4.00**	0.00%
Vendor permit	$60.00	$60.00	$60.00	$60.00	$60.00	**$60.00**	0.00%
Canoe/Kayak Rental - per hour	$15.00	$15.00	$15.00	$15.00	$20.00	**$20.00**	0.00%
- per 1/2 day (4 hours)	$50.00	$50.00	$50.00	$50.00	$60.00	**$60.00**	0.00%
Boat/Trailer Storage - off site	$375.00	$375.00	$375.00	$375.00	$375.00	**$375.00**	0.00%
Winter Trailer Storage/camp site	$225.00	$225.00	$225.00	$225.00	$250.00	**$250.00**	0.00%
Winter Storage Late Fee (per day)	$10.00	$10.00	$10.00	$10.00	$10.00	**$10.00**	0.00%
BACKUS HERITAGE CONSERVATION AREA							
Rentals							
Church Rental	$250.00	$250.00	$250.00	$250.00	$250.00	**$0.00**	-100.00%
Ed. Centre Rentals							
- 1/2 day	$240.00	$240.00	$240.00	$240.00	$247.00	**$250.00**	1.21%
- full day Auditorium or Classroom	$400.00	$400.00	$400.00	$400.00	$412.00	**$425.00**	3.16%
- add for 2nd room	$50.00	$50.00	$50.00	$50.00	$50.00	**$75.00**	50.00%
Photography							
Photography Fee	$75.00	$75.00	$75.00	$75.00	$100.00	**$100.00**	0.00%
- includes entry for 2 passenger vehicles							
Education Programming							
- full day**			$560.84	$583.62	$606.97	**$625.18**	3.00%
- 1/2 day**			$280.42	$291.81	$303.48	**$312.59**	3.00%
***Maximum 40 students per class per day.**							