

The logo for the Upper Thames River Conservation Authority. It features a dark blue horizontal bar at the top. Below it, the words "UPPER THAMES RIVER" are written in a dark blue, serif, all-caps font. Underneath that, the words "CONSERVATION AUTHORITY" are written in a white, sans-serif, all-caps font, set against a green rectangular background.

UPPER THAMES RIVER

CONSERVATION AUTHORITY

Upper Thames River Conservation Authority

# Fees Policy

Approved by the Upper Thames River Conservation Authority Board of Directors, November 26, 2019, and amended on October 26, 2022.

- Fee Schedules revised November 24, 2020; effective January 1, 2021; amended May 25, 2021.
- Fee Schedules revised November 23, 2021; effective January 1, 2022; revised June 28, 2022; effective July 1, 2022.
- Fee Schedules revised November 22, 2022; effective December 31, 2022
- Schedule 3: Forestry Services Fees revised September 26, 2023; effective September 26, 2023.
- Fee Schedules revised November 28, 2023; effective January 1, 2024.

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# Upper Thames River Conservation Authority Fees Policy

This Fees Policy was approved by the Upper Thames River Conservation Authority (UTRCA) Board of Directors, November 26, 2019, and amended on October 26, 2022.

## Basis

Amendments to the Conservation Authorities Act were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, O. Reg. 686/21 Mandatory Programs and Services provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022, the Minister released Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee ("Minister's List"). CAs may only charge a fee for a program or services that it provides if it is set out in the Minister's List. The Minister's List identifies that CAs may charge a fee for mandatory, municipal, and other programs and services where the user-pay principle is appropriate.

The Minister's List replaces the 1997 Policies and Procedures for the Charging of Conservation Authority Fees which was approved by the Minister of Natural Resources and Forestry. The new Minister's List comes into effect on January 1, 2023.

This policy document is intended to fulfill the requirements for each CA to adopt a written policy with respect to the fees it charges for the programs and services it provides.

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. Fees take into account estimated staff time, travel, and materials costs to provide the service, but do not exceed the cost of the service.

## Legislative Framework

On January 1, 2023, the Conservation Authorities Act will be amended by enacting section 21.2 (1)-(12) "Fees for Programs and Services." Subsection (1) enables the Minister to determine the classes of programs and services in respect of which a CA may charge a fee. Subsection (2) requires the Minister to publish a List in a policy document. CAs may only charge a fee for a program or service that it provides which falls within this list.

Under the Conservation Authorities Act, programs and services delivered by CAs include:

- **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 an authority agrees to provide on behalf of a municipality under a 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 an authority determines are advisable to further the purposes of the 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 Direction

When updating existing fee schedules or establishing new fees, the following policy direction will be considered:

- 1) Fees need to be set with regard to legislative requirements and ability to sustain programs, and be based on a user-pay philosophy;
- 2) Fee increases should include inflation;
- 3) Fees must not exceed the costs of delivering the services;
- 4) Refunds of fees may carry an administrative cost/penalty;
- 5) Fees are reviewed at least annually and regular adjustments to fees are desirable;
- 6) Fee schedules are approved on an annual basis to inform the following year's budget.

## Exemptions and In-Kind Services

The Authority may waive fees for non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters, and various "Friends of" watershed groups.

In addition, in-kind technical services are routinely provided by the Authority to assist non-profit conservation groups. Technical services may be required for non-profit groups that do not have qualified professionals or funding to acquire the expertise to undertake projects that further achieve the environmental targets of the Authority.

## Process and Public Notification

When developing and establishing fees, the Authority also considers the fees of Conservation Authorities offering the same level of service and technical advice, fees set by neighbouring Conservation Authorities, fees charged by local municipalities and agencies, and fees charged by the private sector for similar services.

Fees account for estimated staff time, travel, equipment, and material costs plus a reasonable charge to cover administration of the program, which normally includes an allocation for shared corporate services.

This Fees Policy has been established by the UTRCA Board of Directors and is administered and applied by UTRCA staff. The Management Team in consultation with the General Manager may waive or reduce fees under extenuating circumstances.

The public will be notified of any proposed increases or revisions to a fee schedule by way of posting a notice on the UTRCA website that the fee schedule will be reviewed on an identified date at an open meeting of the Authority's Board of Directors.

## Implementation

While cost recovery is a requirement for certain services noted above, the Authority considers other factors when setting fees, such as fees of neighbouring Conservation Authorities, the nature and level of fees charged by local municipalities for related services, and, in some cases, the value of similar services provided by the private sector. It should also be noted that for some circumstances and programs, an attempt 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, e.g., school education programs.

### 1. Planning and Regulations (Section 28 Permit Fees, Planning Act, and Technical Reviews)

The UTRCA administers its fee program for Planning and Regulations to achieve a partial cost recovery to-date for the plan review function. The program aims to achieve a 50-50 user fee to levy ratio to represent the maximum reliance on user fees in order to safeguard the planning and 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 schedules are based on the complexity of the application and technical review required, which influences the staff time and resources needed for the review.

Administration may consider the following issues and data, where relevant, to revise the fee schedules:

- Analysis of trends in workload changes as a result of shifts in the development market and types of applications;
- Consultation with developers/municipalities about work effort, new planning/legislative requirements, and streamlining;
- General overview of status of cost recovery;
- Statistics related to number of applications and annual changes, where required;
- Level of service/review expectation for processing timing;
- Areas of improvement for level of service/staffing demands;
- Cost cutting measures as required;
- Reserve fund requirements;
- Identification of specific/specialized municipal requirements;
- Trends in legal costs associated with appeals to the Ontario Land Tribunal and other legal services.

The UTRCA's objective is 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, June 24, 2019.

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the protection and restoration of the natural environment. Examples include but are not limited to: Ducks Unlimited, Nature Conservancy of Canada, Ontario Federation of Anglers and Hunters;
- UTRCA for permit applications, Planning Act applications, inquiries, and site assessments.

## 2. Conservation Areas Fees

Conservation Areas fees are reviewed annually by Conservation Areas Unit staff following the end of the camping season in October. Criteria for setting fees are:

- Impact on or opportunity to support the Environmental Targets Strategic Plan;
- Anticipated operational expenses that will be incurred that will impact the budget;
- Comments and feedback from CA users;
- 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 Area services and programs. Refund policies are included in this review and adjusted as necessary. Information pertaining to these policies is shared on our websites as well as available in print. Seasonal campers receive an electronic copy of both the fee schedule and policies annually.

In order to meet deadlines for print advertising as well as reservation system upgrades, fees are approved in November and come into effect January 1 of the new year. Once approved, new fees become public.

To be consistent with Accessibility Standards for Customer Service Regulation (O.Reg. 429/07) and the Human Rights Code, the Conservation Areas permit people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties, free of charge.

## 3. Forestry Services Fees

Fees for trees and 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 according to the Environmental Targets Strategic Plan. It must be noted that without cost-sharing opportunities such as the Clean Water Program, 50 Million Tree Program, Ontario Power Generation, and others, the program would not be sustainable (i.e., tree numbers planted would drop considerably).

The cost of providing these services is based on the following principles:

- Tree costs are based on wholesale tree costs dependent on individual stock items. A mark-up is applied to cover costs associated with tree delivery and storage requirements;
- Planting fees for both machine planting and hand planting are based on staffing and equipment costs;
- Where the UTRCA is asked to replant areas to comply with court orders (e.g., Woodlands Conservation By-Law, CA Act Permit requirements), the fees charged reflect full cost recovery.

## 4. Community Education Program Fees

Conservation Education program fees are reviewed annually and changes implemented in time for promotion of fall programs. The fees advertised in September are in place for the school year. UTRCA conservation education programs are funded through a number of avenues including fees charged directly to the school classes participating, fees charged

directly to the School Board, and through corporate, foundation, or government sponsorships of specific programs.

The UTRCA offers programs on site (within Fanshawe and Wildwood Conservation Areas), off site (at wetlands or watercourses), in-class, and on school grounds. The fees charged for an on-site program is a cost per student per half day program. There is a minimum fee per program and most programs can accommodate two or three classes. This revenue is augmented by Authority levy funds to cover costs. Staff endeavour to control dependency on Authority levy funds by recovering as much of the program costs as the market will bear.

A number of factors are considered to determine the fees charged directly to the school classes, including:

- Availability of similar services;
- Surveys of prices charged by organizations offering similar services; and
- Demand for the program.

Off site, specialty programs are sponsored through corporate, foundation, or government funding. At times, a school board will arrange for the UTRCA to provide programming or professional development to a number of classes or staff. In these instances, the fees charged cover all costs incurred by the Authority.

## 5. Hunting Fees

The Lands, Facilities, and Conservation Areas Unit's fee for hunting will be reviewed annually. Criteria for increasing the hunting program fees are:

- Anticipated operational expenses that will be incurred;
- Comments and feedback from applicants and permitted users of designated hunting areas;
- Comparison to similar operations and opportunities at other Conservation Authorities.

The fee setting process will include a review of operational policies. The Hunting Team will incorporate MNRF hunting regulation changes, UTRCA policy changes, admission agreements, terms and conditions (written permission) updates, GIS map updates, and applicable fee updates, which are shared on UTRCA websites and available in print.

## Refunds

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

The Lands, Facilities, and Conservation Areas Unit has policies regarding refunds specific to the different programs and services offered. Policies regarding refunds are posted on the individual conservation area websites and copies are distributed to seasonal campers. Links to the websites are updated by January 1 for the upcoming operating season. Refunds are not offered for inclement weather nor are they offered when a permit holder is being evicted from the premises.



## Appeal

The fee appeal process is based on the principles of fairness, opportunity, and notification. Application for an administrative review may be received for an appeal, 1) if a fee is contrary to the fees set out in the fee schedule, or 2) if the fee set out in the fee schedule is excessive in relation to the service or program received.

Requests for an administrative review must be in writing to the General Manager (or delegate) and specify the reason(s) for the request for review. Upon reconsideration of a fee that was charged by the Authority, the Authority may:

- a) Order the person pay the fee in the amount originally charged;
- b) Vary the amount of the fee originally charged, as the Authority considers appropriate; or
- c) Order that no fee be charged for the program or service.

If not satisfied with the outcome, then an appeal will be directed to the UTRCA Board of Directors for a decision. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Board of Directors. The appellant will be notified accordingly of the Board's decision.

If a refund is approved, a 10% administration fee will apply.

## Date of Effect

The Fee Policy becomes effective as of the date of UTRCA Board of Directors approval unless stated otherwise.

## Transition

The establishment of this Fee Policy supersedes and replaces all previous fee policies and/or schedules. The Fee Policy also applies to proposals not previously invoiced, such as draft approved plans of subdivision which predated any fee schedule.

## Review

The UTRCA Fee Policy and Schedules will be reviewed annually by the UTRCA Management Team, in conjunction with the annual budgeting process. The Management Team will seek information from various sources regarding fees, as identified in the process and public notification section above; prepare a proposed revised Fee Schedules with a report to members regarding recommendations. The Board of Directors shall receive and make a recommendation as to the proposed Fee Schedules. Once approved, the revised Fee Schedules to this policy will be published on UTRCA's website, distributed to Municipal Clerks for posting, and provided in other materials used by the public.



## Fee Schedules

Schedule 1: Planning and Regulations Fees (includes UTRCA Section 28 Permit Fees, Plan Review Fees, Technical Review Fees, and other fees)

Schedule 2: Conservation Areas Fees

Schedule 3: Forestry Services Fees

Schedule 4: Community Education Program Fees

Schedule 5: Hunting Fees

## Schedule 1: Planning and Regulations Fees

Includes Upper Thames River Conservation Authority Section 28 Permit Fees, Plan Review Fees, Technical Review Fees, and other fees.

### 1a. UTRCA Section 28 Permit Fees

Category	Type	2024 Fee
Pre-consultation	Pre-consultation with the applicant regarding requirement	No Charge
Alterations to Wetlands and Watercourses	Routine - No engineering drawings required	\$555.00
	Minor - Engineering drawings required	\$1,160.00
	Major - Involves comprehensive review by various technical staff	\$1,590.00
Development Applications	Routine - Limited review, minor in nature relative to cost, location, or impact (decks, patios, etc.)	\$265.00
	Minor - Small scale (less than 500 square feet), and/or consistent with policy	\$1,160.00
	Major - Medium scale, primary structures (greater than 500 square feet) and/or consistent with policy	\$1,590.00
Linear Utility Corridor	Routine - May include linear utility crossings adjacent to watercourses and wetlands	\$1,160.00
	Minor - May include linear utility corridors where a watercourse or wetland crossing is proposed	\$1,590.00
	Major - May include linear utility corridors where multiple watercourse or wetland crossings are proposed	\$6,360.00
Municipal Drain Review	Routine - Project is drain maintenance consistent with Standard Compliance Requirements in DART Protocol	\$290.00
	Minor - Review of engineer's report and/or within regulated wetland limits	\$900.00
	Major - Requires multiple site visits, and/or detailed review of engineering reports, and/or within regulated wetland limits	\$1,590.00
Municipal Project Review	Routine - Does not require any technical reports or analysis (may include bridge or culvert repairs)	\$1,160.00
	Minor - Requires technical reports or analysis to support application (may include minor bridge or culvert replacements)	\$1,590.00
	Major - Works that cover large geographic areas such as multiple road culvert or bridge replacements	\$5,300.00

## Upper Thames River Conservation Authority Fees Policy

Category	Type	2024 Fee
Complex Applications	Large scale development proposal and/or inconsistent with policy (e.g., multi-lot development, large scale municipal project, golf course, renewable energy project, etc.)	\$6,360.00
	Large Fill - Volumes > 1000 m <sup>3</sup>	\$6,360.00 Plus \$0.50/m <sup>3</sup> fill
	Aggregate Resources Act - Above water table	\$6,360.00
	Aggregate Resources Act - Below water table	\$11,130.00
Environmental Assessments	Standard	\$1,160.00
	Intermediate	\$5,300.00
	Full/Comprehensive	\$10,600.00
Hearing Request	Streamlined Hearing	\$850.00
	Full Hearing – Intermediate	\$1,270.00
	Full Hearing – Major	\$5,300.00
Clearance	Verification Letter (Hazards or Areas of Interference)	\$265.00
Extensions	Minor application revisions and minor permit revisions and/or extensions	\$140.00
Violation (work commenced prior to approval)	First occurrence	100% surcharge (cost recovery)
	Second and subsequent occurrences Note: Applications will only be accepted retroactively where works undertaken meet UTRCA board approved policies or where works are proposed that are intended to bring a project into compliance with said policies.	200% surcharge
Minister's Zoning Order (MZO)	Permit associated with Minister's Zoning Order (MZO)	100% surcharge of permit fee (cost recovery)

### General Notes for All Permit Fees

**Routine** - Routine permit applications are activities that are documented through another approval process or are determined to have limited impacts on the control of flooding, erosion, pollution, or the conservation of land. Routine permit applications could be those involving Standard Compliance Requirements under the Drainage Act and Conservation Authorities Act Protocol, and non-habitable buildings and structures that are less than 10 m<sup>2</sup> in size.

**Minor** - Permit applications for development projects could be considered minor in nature due to project size, level of risk, location, and/or other factors. These projects have minor impacts on the control of flooding, erosion, pollution, or conservation of land. Based on the proximity of the project to the hazard, minor permit applications are reviewed by UTRCA staff and generally require standard recommendations or conditions. Minor permit applications could be those

involving, for example, minor fill, minor development, and minor site alteration where there is a high degree of certainty that issues associated with natural hazards are minimal.

**Major** - Major applications for Section 28 permits require significant UTRCA staff involvement. They could be highly complex projects, for example, large subdivisions requiring technical review supported by comprehensive analysis, or smaller scale site specific applications that require complex technical reviews. The proposals may involve developments with significant natural hazards, environmental impacts, or multiple approval processes requirements. Generally, these would include Plans of Subdivision and Condominium, large Site Plan Control applications, and major infrastructure development. Major applications could also include those where works have been undertaken or are in the process of being undertaken, without prior approval from the UTRCA, and those where works have been undertaken that do not comply with UTRCA Section 28 policies and restoration/remediation measures are required.

1. The UTRCA reserves the right to charge technical report review fees over and above the permit fees for projects that require a detailed technical report or reports covering one or more issues.
2. Large fill projects involve proposals for fill movement which exceed 1000 m<sup>3</sup>. Smaller fill projects will be covered under other categories of the fee schedule.
3. Applications that fall under more than one category will be charged at the highest rate.
4. Large renewable energy projects are defined as:
  - a. Class 3 solar facilities with a nameplate capacity greater than 10 kW.
  - b. Class 3, 4 or 5 wind facilities equal to or greater than 50 kW.
  - c. Any waterpower project involving construction of a new dam or retrofit of an existing dam.
  - d. Any bio-fuel project (anaerobic digestion, biofuel, biogas, or thermal treatment facility) that would not fall under our general categories for buildings or building additions as outlined in the table above.
5. Large scale municipal projects – Projects that have generally come forward following a Class Environmental Assessment (EA), where input from the UTRCA has been solicited and the need for Section 28 approval has been acknowledged. UTRCA costs are related to multiple technical report reviews, preparation of correspondence, attendance at pre-consultation meetings, and site inspections. Estimated total project costs generally exceed \$1 million. The UTRCA reserves the right to charge additional fees for significant technical report review.
6. Costs associated with legal review for agreements required for permits issued under a Minister's Zoning Order (MZO) shall be paid by the applicant.
7. For EAs undertaken by private proponents (i.e., non-municipal EAs), standard, intermediate, and full/comprehensive categories are distinguished by the anticipated amount of staff time required for review. For the purposes of the fee schedule, intermediate will be defined as projects with estimated cumulative staff review time required of greater than 15 hours and major will be defined as projects with estimated cumulative staff review time required of greater than 30 hours. The UTRCA reserves the right to charge additional fees if peer review requirements warrant additional cost-recovery.
8. For Municipal Drain applications where only a scoped review of the engineer's report is undertaken, the lesser fee may be charged.
9. Projects carried out by the UTRCA or under the supervision of the UTRCA Clean Water Program may be exempt from this fee schedule.

Please contact UTRCA Regulations staff at 519-451-2800 to arrange a pre-consultation discussion prior to submission, or [email regulationsinquiry@thamesriver.on.ca](mailto:regulationsinquiry@thamesriver.on.ca)

## 1b. UTRCA Plan Review Fees

Application Review	Type	2024 Fee
Formal Pre-consultation	Fee will apply when a formal pre-consultation comment letter has been requested by a municipality. This fee will be deducted from subsequent review fees once a formal application is submitted.	\$320.00
Comprehensive Official Plan Amendment	Includes housekeeping amendments initiated by Municipality	No charge
Official Plan Amendment	Minor/Routine - i.e., Single family residence	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,590.00
Zoning By-law Amendment (ZBA)	Comprehensive ZBA initiated by Municipality	No charge
	Minor/Routine	\$580.00
	Major - Large scale, complex features, requiring technical studies	\$1,380.00
Consent (severance)	Minor/Routine	\$425.00
	Major - Large scale, complex features, requiring technical studies	\$850.00
Minor Variance	Minor/Routine	\$265.00
	Major - Large scale, complex features, requiring technical studies	\$1,325.00
Site Plan	Minor/Routine	\$580.00
	Intermediate - Intermediate scale requiring scoped technical studies	\$1,325.00
	Major - Large scale, complex features, requiring technical studies	\$3,200.00
Draft Plan of Subdivision or Condo	-	\$170 per lot to a maximum of \$14,300.00
Processing Fee	-	\$265.00

### General Notes for all Application Fees

1. Fees are only collected for applications where natural hazard or natural heritage features affect the property.
2. The UTRCA reserves the right to waive the application fee or reduce the fee on a case-by-case basis.

3. Major applications include complex natural hazard and natural heritage issues involving multiple meetings and peer reviews to be completed by the UTRCA and/or other qualified professionals. The UTRCA reserves the right to determine what is considered to be a major application on a case-by-case basis.
4. Fees for multiple applications made for the same parcel within one year will be discounted as follows:
  - First application: full fee per lot/application,
  - Additional applications: 50% of the lesser of the application fee per lot/application.
5. A processing fee is charged in the following cases:
  - Provision of an extension letter,
  - Provision of a letter for a Draft Plan of Condominium for those proposals that are limited to conversion of existing buildings with no new construction or as long as the design complies with criteria established through a previous circulation (e.g., Subdivision or Site Plan).
6. Where an exception to a permit may be granted through the *Planning Act*, the review fee will be doubled.



## 1c. UTRCA Technical Review Fees (to support Section 28 and Plan Review Services)

Technical Review	2024 Fee
Environmental Impact Studies (EIS) (Minor) – Limited assessment, adjacent to feature	\$795.00
EIS (Scoped) – Scoped assessment, adjacent to or within feature	\$1,270.00
EIS (Comprehensive)	\$2,330.00
Stormwater Management (SWM) Studies – Preliminary	\$1,270.00
SWM Studies – Detailed Design	\$2,330.00
Sediment and Erosion Control (SEC) Plan – Minor/Routine	No charge
SEC Plan/Report – Intermediate	\$265.00
SEC Plan/Report – Major	\$530.00
Geotechnical or Slope Stability Assessment – Scoped Report	\$795.00
Geotechnical or Slope Stability Assessment – Full Report (1 lot)	\$1,270.00
Geotechnical or Slope Stability Assessment – Full Report (multiple lots)	\$1,700.00
Hydrogeology Assessments	\$1,700.00
Other Technical Report	\$1,270.00
Technical Expert Peer Review - External (Instance where there is a need for an outside Technical Expert)	\$555.00 + TBD Technical Review

### General Notes for Technical Review Fees

1. It is required that the proponent pre-consult with the UTRCA and the municipality prior to preparation and submission of a detailed technical report.
2. For the purpose of this fee schedule, Scoped Studies are generally recommended in situations where the nature of the natural heritage feature or hazard is well documented, similar development has been previously proposed, modelled and analyzed, impacts are not anticipated due to the location or nature of a proposed development, and mitigation options have been developed.
3. For the purpose of this fee schedule, Comprehensive Studies are generally recommended in situations that are more complex, where information is lacking, or where the risk or significance of the impact is high.
4. The fees for technical report review include one comprehensive report review and one revised report review. The UTRCA reserves the right to charge a processing fee or additional technical report fees for additional reviews.

## 1d. Other UTRCA Fees

Category	Type	2024 Fee
Inquiry or Release of Agreements	Written response provided	\$390.00
	Written response provided (rush request)	\$775.00
	Verbal response provided	No charge
	Regulation Maps provided as digital pdf via email	No charge
Maps	Printed standard legal sized hardcopy	\$25.00
	Custom Map Fees - Contact GIS staff for exact prices	Administrative Fee \$50.00 plus hourly rate Hourly rates \$90.00 GIS \$135.00 Engineering
Data Requests	Specialized Data request – Contact staff for exact prices	Administrative fee \$50.00 plus hourly rate Hourly rates \$90.00 GIS \$135.00 Engineering
Data Portal	Open data portal – self serve	No Charge
Other	GPS Surveying (generally involves a crew of two staff)	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses, minimum 2 hr charge
	Aquatic Ecosystem – Preliminary Assessment (generally involves a crew of two staff)	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses, minimum 2 hr charge
	Terrestrial Ecosystem – Preliminary Assessment (generally involves a crew of two staff)	Administrative fee \$50.00 plus hourly rate \$135.00/hr + expenses, minimum 2 hour charge
	Photocopies	\$0.10 per standard copy

## Schedule 2: Conservation Areas Fees (Fanshawe, Pittock and Wildwood)

All fees effective January 1, 2024

### Day Use Revenue Centres

Service	Details	2024 Fee
Day Use Fee	Vehicle day pass	\$16.00
	Non vehicle day pass	\$8.00
	Seasons pass	\$150.00
	Bus day pass	\$175.00
	Shoulder Season vehicle day pass (April 1 to April 30, October 21 to November 30, 2024)	\$10.00
	Shoulder Season pedestrian/cyclist day pass (April 1 to April 30, October 21 to November 30, 2024)	\$5.00
Watercraft Fee	Motor/sail boat daily	\$16.00
	Motor/sail boat seasons pass	\$150.00
	Wet dock seasonal	\$525.00
	Wet dock monthly	\$250.00
	Wet dock weekly	\$160.00
	Dry dock seasonal	\$250.00
	Dry dock monthly	\$150.00
Equipment Rental Fee	Canoe/kayak – 2 hours	\$35.00
	Canoe/kayak – 4 hours	\$60.00
	Paddle board (WCA) – 1 hour	\$20.00
	Paddle board (WCA) – 2 hours	\$35.00
	Backcountry canoe/kayak - daily (with Backcountry campsite reservation)	\$35.00
Pavilion Rental Fee	Watson Porter Pavilion – wedding	\$2,700.00
	Watson Porter Pavilion – inclusive	\$1,400.00
	Watson Porter Pavilion	\$500.00
	Lakeview Pavilion – inclusive	\$750.00
	Lakeview Pavilion	\$350.00
	Day Use Shelter	\$150.00

## Campground Revenue Centres

### Nightly Camping Fees

Service	2024 Fee
Electrical - 50 amp**	\$69.00
Electrical – 50 amp*	\$66.00
Electrical - 30 amp**	\$59.00
Electrical – 30 amp*	\$56.00
Electrical - 15 amp**	\$57.00
Electrical – 15 amp*	\$55.00
Non electrical - Premium (FCA)**	\$57.00
Non electrical – Premium (FCA)*	\$55.00
Non electrical**	\$48.00
Non electrical*	\$45.00
Non electrical – Backcountry (WCA/PCA)**	\$50.00
Non electrical - Backcountry (WCA/PCA)*	\$47.00
Additional Vehicle Pass (daily/overnight)	\$16.00
Reservation fee (call centre, Internet, campground)	\$16.00
Change fee	\$16.00
Cancellation fee	\$30.00

#### Notes:

- \*\*Peak Season – June 20 to September 2, 2024, Victoria Day long weekend (May 17-20, 2024), Thanksgiving long weekend (October 11-14, 2024)
- \*Non Peak Season – May 1 to June 19, September 3 to October 20, 2024
- Fees for nightly camping and operating dates for individual Conservation Areas are subject to change.
- Fees listed are per campsite per night.

### Group Camping Fee

Service	2024 Fee
Electrical - 30 amp (WCA/FCA) (to a maximum/equivalent of 6 campsites)	\$354.00

## Seasonal Camping Fees

Service	Details	2024 Fee
Seasonal Camping Fee	Seasonal 50 amp (FCA)	\$3,950.00
	Seasonal 30 amp – Premium	\$4,500.00
	Seasonal 30 amp – Waterfront (PCA)	\$3,975.00
	Seasonal 30 amp	\$3,700.00
	Seasonal 15 amp	\$3,350.00
	Seasonal non electric – Waterfront (FCA)	\$2,850.00
	Seasonal non electric	\$2,500.00
	Seasons Vehicle Pass – Swipe Card	\$150.00
	Seasonal Site Administration Fee	\$300.00
Storage Fee	Trailer	\$475.00
	Shed / deck only	\$250.00
	Boat	\$250.00
Sewage Fee	Sewage disposal - weekly	\$800.00
	Sewage disposal - bi-weekly	\$400.00
	Sewage disposal - single	\$65.00
	Sewage disposal - unscheduled request	\$125.00
	Sewage disposal - non camper	\$50.00

## Schedule 3: Forestry Services Fees

All fees effective September 26, 2023.

### Planting Fees

#### UTRCA Planting: Seedlings

Planting Type	300-999 Trees	1000-2499 Trees	> 2500 Trees
Machine Planting	\$3.00/tree	\$2.40/tree	\$1.35/tree
Hand Planting	\$3.00/tree	\$3.00/tree	\$3.00/tree

Note: Plus cost of trees and HST. Includes 2 applications of herbicide.

#### UTRCA Planting: Large Stock

Tree Type	Notes	Planting Fee/Tree
Large Stock Coniferous	Minimum order 50 trees	\$18.00
Large Stock Deciduous	Minimum order 25 trees	\$42.00

Note: Plus cost of trees and HST.

### Landowner Planting

Tree Type	Notes	Fee (Administration/ Shipping and Handling)
Seedlings	Minimum order 50 trees, must be ordered in lots of 10/species	\$40.00 + HST
Large Stock	Minimum order 25 trees, can include both coniferous and deciduous large stock trees	n/a

### Tree Prices

Tree Type	Price/Tree (+HST)
Coniferous Trees Large Stock	\$17.00 - \$20.00
Deciduous Trees Large Stock	\$34.50 - \$46.50
Wildlife Shrubs Large Stock	\$14.00 - \$24.50
Coniferous Seedlings (18-40 cm)	\$1.45 - \$1.75
Deciduous Seedlings (26-90 cm)	\$1.80 - \$2.20
Wildlife Shrub Seedlings (20-35 cm)	\$1.75 - \$2.50

Note: Price is dependent on species and nursery availability.

## Schedule 4: Community Education Program Fees

Fee schedule effective in September to align with the school year.

Program Type	Program Details	Fee Details	2024 Fee
Conservation Education	On Site Programs	Per student Per group minimum	\$8.00 \$136.00
	In Classroom and Off-site Programs	Per group (sponsored)	\$150 - \$5,000
Nature School		Per session	\$100.00 - \$360.00
Specialist High Skills Major	GPS	Per student Minimum (full day)	\$30.00 \$600.00
	Safe Hiker Certification (Note: \$45/student is charged, with \$30 to UTRCA and \$15 to Hike Ontario)	Per student	\$30.00
	Project WILD and Below Zero Certificates	Per student	\$100.00
	Below Zero only	Per student	\$65.00
	Project WILD only	Per student	\$65.00
	Intro to Watershed Management	Per student Minimum	\$15.00 \$300.00
	Intro to Stream Assessment Protocol	Per student Minimum	\$15.00 \$300.00
	Introduction to Habitat Restoration	Per student Minimum	\$15.00 \$300.00
	Introduction to Species Identification	Per student Minimum	\$15.00 \$300.00
ICE Training	Fully Facilitated	Per day	\$500.00
	Co-facilitated	Per day	\$250.00

Note: In some instances, educational program fees are supported by a sponsor or grant.



## Schedule 5: Hunting Fees

Permit Type or Location	2024 Fee
Hunting Area Draws	\$85
Ellice and Gads Hill Swamps	\$75

Note: Hunting permit fee for Ellice Swamp and Gads Hill Swamp is no longer waived for members of the Friends of Ellice and Gads Hill Swamps.

Hunting fees are in the Lands, Facilities and Conservation Areas Revenue Centre.