



SOUTH NATION
CONSERVATION
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**Planning and Approvals
Fee Administration Policy**

October 2019

Revisions

Revision No.	Board Approval Date	Details
N/A	November 28, 2019	Resolution BD-163/19 on October 17, 2019 Minutes on November 28, 2019



1. Purpose

- 1.1 The purpose of this policy is to outline the process for determining and implementing SNC's fee schedules for planning review and permits.
- 1.2 This document has been prepared in conformity with the *Conservation Authorities Act* and the Policies and Procedures for the Charging of Conservation Authority Fees (Ministry of Natural Resources, June 13, 1997).

2. Fees

- 2.1 Section 21 (m.1) of the *Conservation Authorities Act* empowers SNC to set rates, charge fees, and collect fees for services rendered.
- 2.2 SNC charges fees for:
 - a) permits under Section 28 of the *Conservation Authorities Act*;
 - b) planning reviews;
 - c) legal inquiries;
 - d) property inquiries; and
 - e) services provided under contracts or agreements.
- 2.3 SNC applies the user-pay principle with the objective of making programs and services self-sufficient and reducing levy requirements.
- 2.4 The fee schedule is designed to recover costs associated with administering and delivering the services.
- 2.5 SNC will consider the following when developing or reviewing its fee schedule:
 - a) the fees of neighbouring Conservation Authorities;
 - b) the level of fees charged by other local municipalities, provincial ministries, and other local agencies that charge for similar services; and
 - c) the complexity of applications and the level of effort required to administer the application.

3. Costs used for calculation of fees

- 3.1 Costs used for the calculation of the fee schedule include, but are not limited to:
 - a) Staff salaries and related expenses;

- b) consultants;
- c) compliance costs;
- d) office space;
- e) vehicle costs;
- f) equipment and software;
- g) legal expenses;
- h) insurance;
- i) maintenance and development of public resources (website); and
- j) administrative costs.

4. Collection of fees

4.1 Payment of fees can be made:

- a) in person at the SNC Administrative Office during posted business hours;
- b) via the telephone during posted business hours;
- c) via mail; or
- d) via a participating municipal approval authority.

4.2 Payments by credit card are subject to a 3% convenience charge.

4.3 Fees are collected based on the approved fee schedule in effect on the date the application was accepted as complete.

5. Non-payment

5.1 SNC may withhold service until payment is provided.

5.2 Non-payment may result in an application being deemed incomplete.

6. Refunds

6.1 No refunds will be provided for applications that are withdrawn after SNC has initiated the work, planning review, or permitting process.

7. Notice of fee changes

- 7.1 SNC shall provide notice to Participating Municipality and neighbouring conservation authorities in the event of significant changes to the fee schedule:
- 7.2 Notice shall be delivered via email or standard mail at least 30 days prior to the significant changes to the fee schedule take effect.
- 7.3 The public and common users of the services shall be notified via postings on the SNC website at least 30 days prior to the significant changes to the fee schedule take effect.
- 7.4 Written comments will be accepted any time prior to the significant changes to the fee schedule taking effect.
- 7.5 The annual application of inflationary costs (cost of living adjustments) to fee schedules shall not require notice.

8. Appeals

- 8.1 Any person who considers that SNC has charged a fee that is contrary to the fees set out in the fees 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 SNC in accordance with the procedures set out in this policy and request the fee be changed.
- 8.2 An applicant may request a review of a fee by the General Manager/Secretary-Treasurer.
- 8.3 The applicant shall specify the fee and provide written reasons for the review.
- 8.4 The General Manager/Secretary-Treasurer shall provide a written decision within 7 Business Days that orders:
 - a) the applicant pay the fee in the amount originally charged;
 - b) the fee, as originally charged, be varied; or
 - c) no fee be charged for the program or service.
- 8.5 The decision of the General Manager/Secretary-Treasurer is final.

9. Public availability

- 9.1 The fee schedule and this policy shall be made available on the SNC website.
- 9.2 SNC shall provide the fee schedule and this policy in alternative formats by request in accordance with the *Ontarians with Disabilities Act*.

10. Review

- 10.1 This policy shall be reviewed on a regular basis.
- 10.2 The fee schedule shall be reviewed on an annual basis.

11. Definitions

- 11.1 In this policy:

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day, and any other day on which SNC has elected to be closed for business.

“Participating Municipality” means a municipality that is designated by the *Conservation Authorities Act* as a Participating Municipality in SNC;

“SNC” means the South Nation River Conservation Authority;

“Staff” means the employees of SNC;

