



Proposed Fee Policy and Schedule

Section 21.2 of the *Conservation Authorities Act* requires a conservation authority to administer the charging of fees in a transparent and accountable manner by adopting a fee policy and schedules that list the programs and services for which a fee is charged.



2026-09-25

For more information:

Otonabee Conservation
250 Milroy Drive, Peterborough, ON
Canada, K9H 7M9
705-745-5791
otonabee@otonabeeconservation.com
otonabeeconservation.com

Conservation Authority Approval

Board Meeting Date XXX-XX-XX	
Resolution Number XX/XX	

Table of Contents

Conservation Authority Approval.....	2
1.0 Context and Legislative Framework	4
1.1 Background	4
2.0 Implementation	6
2.1 Notification.....	6
2.1.1 Reconsideration of Fees	6
3.0 Policy and Schedule	8
3.1 Policy and Schedule Review Process	8
3.1.1 Date of Effect and Transition	8
Appendix A: Campground and Conservation Areas Permit Fee Schedule.....	9
Appendix B: Development Regulation Fee Schedule	13
Appendix C: Plan Review Fee Schedule.....	16
Appendix D: Filming Fee Schedule	20
Appendix E: Event Permit Fees	20

1.0 Context and Legislative Framework

1.1 Background

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. The new Minister's List will come into effect on January 1, 2024. This policy document is intended to fulfill the requirement for each authority to adopt a written policy with respect to the fees that it charges for the programs and services it provides.

1.1.1 Legislation

The *Conservation Authorities Act* (CAA) Section 21.2 allows for conservation authorities to charge fees for services.

The CAA Section 21.1 Mandatory programs and services and [Ontario Regulation \(O. Reg.\) 686/21 Mandatory Programs and Services](#) outline mandatory (Category 1) programs that may be funded by municipal apportionment, provincial grants, or self-generated revenue with the user pay principal as appropriate.

Section 21.1.1 of the CAA outlines Category 2 Municipal programs and services, "An authority may provide, within its area of jurisdiction, municipal programs and services that it agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a memorandum of understanding, or such other agreement as may be entered into with the municipality, in respect of the programs and services".

Section 21.1.2 of the CAA defines Category 3 Other programs and services, "In addition to programs and services described in sections 21.1 and 21.1.1, an authority may provide, within

its area of jurisdiction, any other programs and services that it determines are advisable to further the purposes of this Act.”

1.1.1.1 Otonabee Conservation Policy Statement

It is the policy of the Authority that it will charge a fee for the granting of permission or for providing a service where the permission or service provides a direct benefit to an individual, group or agency.

This Fee Policy and associated Schedules have been prepared in conformity with the *Conservation Authorities Act*.

The fees and revenues are designed to assist with recovering the costs associated with administering and delivering the services on a program basis. These fees do not exceed the cost of the service.

2.0 Implementation

2.1 Notification

The Fee Policy and Schedules has been established by the Otonabee Region Conservation Authority Board.

Through the municipal clerks office, the policy and schedules will be provided annually for review and comment. The policy and schedules will be posted on Otonabee's website for a minimum of 30 days.

Comments will be presented to the Board of Directors for their consideration prior to any approval in conjunction with the approval of the annual operating budget.

2.1.1 Reconsideration of Fees

As per subsection 21.2 (11) and (12) of the *Conservation Authorities Act*, conservation authorities must identify the circumstances under which any person may request a reconsideration of fees and the applicable procedures.

The fee reconsideration process will be based on the principles of fairness, opportunity, and notification.

Any person, group, or agency who is charged a fee by Otonabee Conservation may request, in writing, a reconsideration of the fee.

2.1.1.1 Procedure for Reconsideration

Requests for reconsideration of a fee shall be addressed as follows:

- a) A person, group, or agency requesting that Otonabee Conservation reconsider a fee shall submit their request in writing to the CAO/Secretary-Treasurer and shall indicate the specific details of the request and a supporting rationale.

Details that are required in order for a review to occur are:

- Adequate description of the request including location and the nature of the project specifics,
- Rationale as to why the request should be considered for fee reconsideration including ability to pay.

- b) The CAO/Secretary-Treasurer shall review the request, and shall respond to the person making the request, in writing, within ten (10) business days and communicate the outcome of the reconsideration.
- c) The person, group, or agency requesting further reconsideration may appeal to the CAO/Secretary-Treasurer's decision by submitting a written request to the Otonabee Conservation Board, within ten (10) business days thereafter of being notified of the CAO/Secretary-Treasurer's decision. A rationale for the reconsideration must be included along with the ability to pay.
- d) The Otonabee Conservation Board shall receive the reconsideration at their next scheduled board meeting. The decision of the Otonabee Conservation Board is final.
- e) As per subsection 21.2 (13) *Conservation Authorities Act*, reconsideration of a fee charged for an application for a permit made under subsection 28.1 (2), Otonabee Conservation shall make its decision within 30 days after receiving the request. As per subsection 21.2 (14), failure to make a decision within 30 days, the person who made the request may appeal the amount of the fee directly to the Ontario Land Tribunal. If ordered to pay the fee under subsection 21.2 (15), as per 21.2 (16) payment can be made under protest, in writing, and within 30 days after the payment of the fee, can appeal the amount charged to the Ontario Land Tribunal.

2.1.1.1. Recovery of Costs and Collection of a Fee

Otonabee Conservation's Fee Schedule is consistent with the Minister's List regarding the types of programs and services that a fee can be charged.

None of the fees cover the costs of providing the service.

There is no fee charged for Category 3 Programs and Services.

Not included in the Schedules are those instances where Otonabee Conservation is already authorized under another statute to charge a fee for a program or service (e.g., *Clean Water Act*, *Building Code Act*).

3.0 Policy and Schedule

3.1 Policy and Schedule Review Process

This Fee Policy and Schedules will be reviewed annually by Otonabee Conservation staff and changes will be brought forward to the Board of Directors for consideration.

The policy and schedule will be brought to the annual budget meeting of the Board.

Every 5 years a comprehensive market condition analysis is completed, and recommendations brought to the Otonabee Conservation Board for consideration.

As per the *Conservation Authorities Act* S. 28 permitting and related fees, Otonabee Conservation will follow the direction provided in legislation.

Approval of the updated Fee Policy and Schedule will require passage of a resolution by the Board of Directors.

3.1.1 Date of Effect and Transition

This policy replaces all fee policies as of January 2026.

This policy is in full force upon Board resolution.

Appendix A: Campground and Conservation Areas Permit Fee Schedule

Permit Category	Permit Description	2025 Fees		
		Beavermead	Warsaw	Other CA
Day-use Permit, Vehicle Entry	Day-use permit for one passenger vehicle at Warsaw Caves Conservation Area.		\$20.00	
Day-use Permit, Walk-in, Adult	Day-use permit for one adult for walk-in access at Warsaw Caves Conservation Area.		\$11.00	
Day-use Permit, Walk-in, Child	Day-use permit for one child for walk-in access at Warsaw Caves Conservation Area.		\$6.50	
Day-use Permit, Bus Entry	Day-use permit for one bus at Warsaw Caves Conservation Area.		\$90.00	
Day-use, Bus Passenger, per Person	Day-use permit, at Warsaw Caves Conservation Area, per person, per day, for any vehicle carrying more than ten persons, including parking for one vehicle.		\$3.50	
Annual Day-use Permit, General	An annual pass, valid for 365 days from the date of purchase, for use as a day use permit, including parking for one passenger vehicle.		\$75.00	
Annual Day-use Permit, Senior	An annual pass for a senior, valid for 365 days from the date of purchase, for use as a day use permit, including parking for one passenger vehicle.		\$60.00	
Camp-site, Unserviced, per Night	Permit to occupy an unserviced camp-site, at Beavermead Campground or Warsaw Caves Conservation Area, per site, per night, for up to six persons, and including parking for one passenger vehicle.	\$52.00	\$52.00	
Camp-site, Serviced, 30-amp, per Night	Permit to occupy a serviced camp-site with a 30-amp electrical hookup, at Beavermead Campground, per site, per night, for up to six persons, and including parking for one passenger vehicle.	\$61.00		
Camp-site, Serviced, 50-amp, per Night	Permit to occupy a serviced camp-site with a 50-amp electrical hookup, at Beavermead Campground, per site, per night, for up to six persons, and including parking for one passenger vehicle.	\$64.00		

Permit Category	Permit Description	2025 Fees		
		Beavermead	Warsaw	Other CA
Camp-site, Unserviced, per Week (7 days)	Permit to occupy an unserviced camp-site, at Beavermead Campground or Warsaw Caves Conservation Area, per site, for a maximum of seven consecutive days, for up to six persons, and including parking for one passenger vehicle.	\$312.00	\$312.00	
Camp-site, 30-amp Service, per Week (7 days)	Permit to occupy a serviced camp-site with a 30-amp electrical hookup, at Beavermead Campground, per site, for a maximum of seven consecutive days, for up to six persons, and including parking for one vehicle	\$366.00		
Camp-site, 50-amp Service, per Week (7 days)	Permit to occupy a serviced camp-site with a 50-amp electrical hookup, at Beavermead Campground, per site, for a maximum of seven consecutive days, for up to six persons, and including parking for one passenger vehicle	\$384.00		
Camp-site, 30-amp Service, per Season	Permit to occupy a serviced camp-site with a 30-amp electrical hookup, at Beavermead Campground, per site, for the period defined in the seasonal camping contract, for up to six persons, and including parking for one vehicle.	\$3,850.00		
Camp-site, 50-amp Service, per Season	Permit to occupy a serviced camp-site with a 50-amp electrical hookup, at Beavermead Campground, per site, for the period defined in the seasonal camping contract, for up to six persons, and including parking for one vehicle.	\$4,000.00		
Additional Vehicle at Camp-site, per Night	Permit to park an additional passenger vehicle, in conjunction with the issue of a permit to occupy a camp-site, at Beavermead Campground or Warsaw Caves Conservation Area, per vehicle, per night.	\$21.00	\$21.00	
Group Camp-site, Organized Group	Per night base fee permit to occupy a group camp-site, at Beavermead Campground or Warsaw Caves Conservation Area, for members of a organized group	\$34.00	\$34.00	
	Per person, per night fee to occupy a group camp-site, at Beavermead Campground or Warsaw Caves Conservation Area, for members of a organized group.	\$7.50	\$7.50	
Annual Hunting permit	Permit to hunt at designated conservation areas for one person.			\$25.00
Use of conservation area permit	Permit for non-permitted activities and events at designated conservation areas for persons, organized groups, or non-organized groups.			\$25.00

Fee Schedule Definitions

Day-Use Permit

A day-use area permit authorizes the holder and the other members of the holder's party to enter and remain in the day-use area set out in the permit until checkout time on the day set out in the permit and to park one motor vehicle in a designated parking area.

Other fees may be incurred in addition to day-use fees for certain facilities, programs or retail items not identified in this fee schedule (i.e. equipment rentals, firewood, ice, etc.).

Walk-in Day-Use Permit

Any person entering into a conservation area for day-use purposes not using day-use parking area (i.e. on foot or bicycle).

Camping Permit

A camping permit authorizes the holder and up to five other persons to occupy the camp-site designated in the permit. A holder of a camping permit may park one passenger vehicle on their site.

Group Camping Permit

A group camping permit authorizes members of a religious, charitable, educational, or other philanthropic organization to occupy the group camp-site designated in the permit.

Seasonal Camping Contract

A legally binding agreement between a campground operator and a camper that outlines the terms and conditions for renting a campsite for an entire camping season.

Camp-site Categories

- Unserviced camp-sites - no electrical or water hookup available.
- Serviced camp-sites - electrical and water hookup and sewage disposal available.
- Seasonal camp-sites – a designated serviced camp-site rented for an entire camping season.

Discounted Fees

Any fee may be subject to a discount at the discretion of the Manager, Conservation Lands Program.

Age Categories

Age categories referred to throughout this fee schedule are as follows:

- Adult - any person from 16 to 64 years of age.
- Child - any person under 16 years of age.
- Senior - any person 65 years of age or over.

Passenger Vehicle

Any vehicle carrying less than ten people including the driver.

Organized Group

Any members of a religious, charitable, educational, or other philanthropic organization. This includes Scouting/Guiding/Cadets, School Groups, Social Agencies, and specific youth groups.

Taxes

All fees listed in this fee schedule are inclusive of any applicable taxes (13% HST).

Operating Policies

This fee schedule is provided as a summary of fees applied by the ORCA at its various operating venues. It does not provide, nor is it intended to provide, complete information as to the various regulations and/or operating policies in effect at these venues which may relate to individual fee schedule items.

Campground Retail Services

From time-to-time Otonabee Conservation sells retail items such as ice firewood, ice cream treats and insect repellent. Otonabee Conservation will continue to offer these services on a cost recovery basis.

Appendix B: Regulation Fee Schedule (O.Reg. 41/24)

(FOR INQUIRIES AND APPLICATIONS MADE UNDER SECTION 28 OF THE *CONSERVATION AUTHORITIES ACT*)

Permit Category	As of January 1, 2025	As of January 1, 2026
Real Estate/Legal Inquiry	\$140	\$140
Proposal Inquiry or Natural Hazard Assessment (base fee)	\$315	\$315
Routine Streamlined Permit	\$0	\$0
Development Applications (Adjacent to or within Flooding Hazards, Erosion Hazards or Unstable Soils)		
• Minor	\$405	\$405
• Intermediate	\$1,145	\$1,145
• Major	\$2,120	\$2,120
Development Adjacent to Wetlands, Interference with Wetlands, Alterations to Shorelines and Watercourses		
• Minor	\$545	\$545
• Intermediate	\$1,265	\$1,265
• Major	\$2,240	\$2,240
Large Fill	\$1,165 + \$0.95/m ³ imported	\$1,165 + \$0.95/m ³ imported
Golf Courses	\$6,080	\$6,080
Other Fees		
Violations or Unauthorized Works	Up to 3x permit cost	Up to 3x permit cost
Additional Technical Review	\$95/hr	\$95/hr
Additional Site Visit	\$95/hr	\$95/hr
File Reactivation	50% of fee to a maximum of \$600	50% of fee to a maximum of \$600
Permit Amendments (after approval)	50% of fee to a maximum of \$600	50% of fee to a maximum of \$600

Other Fees Continued		
Category	As of January 1, 2025	As of January 1, 2026
Administrative Fee for Board Process		
• At scheduled Board Meeting	\$225	\$225
• At Special Meeting	\$415	\$415

EXPLANATION NOTES:

Minor – An application is determined to be “Minor” where there is low risk of impact on a natural hazard or natural features and no technical letters or studies are required.

Intermediate – An application is determined to be “Intermediate” where there is moderate risk of impact on natural hazards or natural features and/or the review of a single technical report/plan (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required.

Major – An application is determined to be “Major” where risk to natural hazard and natural features is high and/or the review of 2 or more technical reports/plans (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required.

1. Formal Proposal Inquiries/Natural Hazard Assessments include one site visit by regulations staff and are subject to the base fee, plus additional Technical Review Fee (where applicable). If technical staff are required to attend the site, the time and amount will be agreed upon with the applicant prior to the site visit.
2. Applicants and/or municipalities are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to deem the application complete and, to determine the appropriate fee.
3. Application fees must be paid at the time of filing an application. A permit will not be issued unless the application fee has been submitted.
4. Otonabee Conservation reserves the right to modify or adjust fees should the review require a substantially greater level of review and/or assessment.
5. Where an application is made and determined not to be subject to S.28 Regulation, the application fee will be refunded less a \$105 administrative fee.
6. Permits granted by staff are valid for a maximum of 24 months. Permits can be granted for a maximum period of 60 months by application for permit extension. Permits requiring permission from the Board of Directors are subject to an additional administrative fee (Non-delegated approvals).
7. Projects with multiple components will be subject to only the higher of the application fees, not the aggregated amount.

8. Fees for permit applications requiring technical review are based on the initial submission and two resubmissions. Submissions beyond those three will be reviewed and charged at the hourly technical review rate.
9. Otonabee Conservation reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.
10. Peer review fees will be recovered when a report contains information that is beyond the scope of Otonabee Conservation's in-house expertise or come to a third-party resolution where there is conflict.
11. Permit Amendment fees are based on the fee in place at the time the amendment request is made. Permit amendment fees for Large Fill are not subject to a \$600 cap.
12. A File Reactivation fee is charged for applications that have been dormant for over one year. File Reactivation fees are based on the fee in place at the time of reactivation.
13. All studies submitted to Otonabee Conservation for review become the property of the Authority and the information may be used by Otonabee Conservation and its member municipalities. For members of the public to view any studies, plans and reports related to a permit, a formal request under the Municipal Freedom of Information Protection and Privacy Act, PRSO 1990, c M. 56 is required. Access is subject to statutory exemptions.

Appendix C: Plan Review Fee Schedule

(FOR APPLICATIONS AND INQUIRIES MADE UNDER THE *PLANNING ACT*)

Plan Review Category	As of January 1, 2025	As of January 1, 2026
Proposal Inquiry or Natural Hazard Assessment (base fee)	\$315	\$315
Minor Variance	\$370	\$370
1. Minor	\$1,170	\$1,170
2. Intermediate	\$2,300	\$2,300
3. Major		
Consent (Severance)	\$455	\$455
• Minor	\$1,345	\$1,345
• Intermediate	\$2,490	\$2,490
• Major		
Zoning By-Law Amendment	\$450	\$450
• Minor	\$1,305	\$1,305
• Intermediate	\$2,415	\$2,415
• Major		
Official Plan Amendment	\$555	\$555
• Minor	\$1,470	\$1,470
• Intermediate	\$2,575	\$2,575
• Major		
Site Plan	\$480	\$480
• Minor	\$1,470	\$1,470
• Intermediate	\$4,700	\$4,700
• Major		
Plan of Subdivision/Condominium		
• Draft Plan Conditions	\$5,875	\$5,875
○ Minor	\$11,760	\$11,760
○ Major		
• Clearance of Conditions	\$1,775/ha	\$1,775/ha
• Draft Plan Extension	\$1,205	\$1,205
• Reactivation	\$1,205	\$1,205
• Revision Fee	\$1,205	\$1,205
Golf Courses/Aggregate Pits	\$5,875	\$5,875

Plan Review Category	As of January 1, 2025	As of January 1, 2026
Natural Heritage/Hydrologic Evaluation Review	\$480	\$480
Additional Technical Review	\$95/hr	\$95/hr
Additional Site Visits	\$95/hr	\$95/hr
Application Amendments	50% of fee to a maximum of \$600	50% of fee to a maximum of \$600
File Reactivation	50% of fee to a maximum of \$600	50% of fee to a maximum of \$600

EXPLANATION NOTES:

Natural Heritage/Hydrologic Evaluation Review – This fee will be applied in those cases where a permit is not being requested from the Authority, and no *Planning Act* circulation is deemed necessary. An example are those studies required by the Oak Ridge Moraine legislation for building permit.

Minor – An application is determined to be “Minor” where there is low risk of impact on a natural hazard or natural features and no technical letters or studies are required. Subdivisions less than 5 hectares in size are determined to be “Minor”.

Intermediate – An application is determined to be “Intermediate” where there is moderate risk of impact on natural hazards or natural features and/or the review of a single technical report/plan (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required.

Major – An application is determined to be “Major” where risk to natural hazard and natural features is high and/or the review of 2 or more technical reports/plans (e.g., Environmental Impact Study, Floodplain Analysis, Stormwater Management Plan) is required. Subdivisions greater than 5 hectares are determined to be “Major”.

1. Formal Proposal Inquiries/Natural Hazard Assessments include one site visit by regulations staff and are subject to the base fee, plus additional Technical Review Fee (where applicable). If technical staff are required to attend the site, the time and amount will be agreed upon with the applicant prior to the site visit.
2. Applications for consent that fall within areas regulated by the Authority will be considered Intermediate and will require a site visit to be arranged with the applicant. Technical severance/lot additions will be considered minor.
3. Applicants and/or municipalities are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to accompany

the application, and to determine the appropriate fee.

4. Application fees are collected in the following fashion and must be paid before Otonabee Conservation review will commence:
 - a. Application fees for those Minor Variances, Zoning By-Law Amendments and Site Plan applications deemed complete by the municipality are collected by the municipality except for the Municipality of Trent Hills. Pre-application technical adequacy review applications will be invoiced directly to client where directed by the municipality.
 - b. Fees for Consents (Severance), Plans of Subdivision and Plans of Condominium will be collected by the municipality within the City of Peterborough and the City of Kawartha Lakes. Fees for Consent (Severance), Plans of Subdivision and Plans of Condominium within the County of Peterborough and the Municipality of Trent Hills will be invoiced to applicants directly.
 - c. Fees for Official Plan Amendments will be collected by the municipality within the City of Peterborough, the City of Kawartha Lakes, the Township of Douro-Dummer, the Township of Cavan Monaghan, the Township of Otonabee-South Monaghan. Fees for Official Plan Amendments will be invoiced to the applicant directly within the Township of Asphodel-Norwood, Selwyn Township and the Municipality of Trent Hills. Any application requiring a two-stage pre-consultation (technical adequacy review) prior to the submission of a complete application will be invoiced to the applicant directly.
5. Otonabee Conservation reserves the right to modify or adjust fees should the review require a substantially greater level of review and/or assessment or for applications that have not been included in the above table.
6. Consolidated Planning Act applications will be subject to only the higher of the application fees if submitted within a 24-month period.
7. Peer review fees will be recovered when a report contains information that is beyond the scope of Otonabee Conservation's in-house expertise OR come to a third-party resolution where there is conflict.
8. Otonabee Conservation reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.
9. Draft Plan of Subdivision/Condominium revision fees are charged any time a draft approved plan is revised and re-circulated.
10. The net hectare fee required for Clearance of Conditions will exclude lands outside of the development limit (e.g., natural hazards, natural heritage features and buffers). This fee will be capped at \$27,750.
11. Fees for applications requiring technical review are based on the initial submission and two resubmissions. Submissions beyond those three will be reviewed and charged at the hourly technical review rate.

12. Fees for amendments to applications are charged when the proposed development is modified after planning approval has been granted. Application Amendment fees are based on the fee in place at the time the amendment request is made.
13. A File Reactivation fee is charged for applications that have been dormant for over one year. File Reactivation fees are based on the fee in place at the time of reactivation.
14. All studies submitted to Otonabee Conservation for review become the property of the Authority and the information may be used by Otonabee Conservation and its member municipalities. For members of the public to view any studies, plans and reports related to a permit, a formal request under the Municipal Freedom of Information Protection and Privacy Act, PRSO 1990, c M. 56 is required. Access is subject to statutory exemptions.

Appendix D: Filming Fee Schedule

Standard Filming Fees at Parks/ Property Locations:

Category	Fee
Deposit	\$5,000
Prep Day (6-8 hours)*	\$1,000
Film Day (12 hours)*	\$3,500
Wrap Day (6-8 hours)*	\$1,000
Hold/ Property Storage	\$500/day
Field Staff Time	\$50/hr
* excludes HST	

Appendix E: Event Permit Fees

Otonabee staff will issue an event permit with conditions such as logistics, insurance coverage, communications and any safety measures required for the event.

A per participant event fee will be charged for events that are for profit and over 50 people.