

LOWER THAMES VALLEY
CONSERVATION AUTHORITY

Fee Policy & Schedules



**This manual outlines the
Lower Thames Valley Conservation Authority's
policies for setting and charging fees**

Updated June 10, 2014
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Fee Policy

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 (<https://www.ontario.ca/laws/regulation/210686>) provided additional clarity regarding the programs and services that CAs are required to provide. In April 2022 the Minister of Environment, Conservation and Parks 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 will come into effect on January 1, 2023. This policy document is intended to fulfill the requirement for the Lower Thames Valley Conservation Authority (LTVCA) to adopt a written policy with respect to the fees that it charges for the programs and services it provides.

Nothing in this policy precludes the LTVCA from entering into service agreements with municipalities or other entities, and charging fees for these services. In all cases, these fees will be for recovering costs for provision of the service.

2. LEGISLATION

The Conservation Authorities Act has been amended by enacting section 21.2 (1)-(12) "Fees for Programs and Services" (<https://www.ontario.ca/laws/statute/90c27#BK34>). Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee, and (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 if it is set out on this list.

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

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide [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 Cost Apportioning 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 Cost Apportioning 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, grants, etc.) as per the MOU or Cost Apportioning Agreement and the Minister's List.

3. POLICY SCOPE

This Fee Policy and Schedules have been prepared in conformity with the DRAFT Conservation Ontario Guidance on CA Fee Policies and Fee Schedules, established by the Minister. This policy would apply to all classes of programs and services for which a conservation authority may charge a fee. This policy does not include those instances where the authority is already authorized under another statute to charge a fee for a program or service (e.g. on-site sewage system program under the Building Code Act).

The Fee Schedule is based on a cost recovery / fee for services user-pay principle, and to document the charging of fees charged under provisions of the Conservation Authorities Act [Section 21.2]. 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 material costs to provide the service, but do not exceed the cost of the service.

This policy used the following documents as references:

- The Conservation Authorities Act, Section 21.2 (1)-(12) "Fees for Programs and Services" (coming into effect on January 1, 2023)
- DRAFT Conservation Ontario Guidance on CA Fee Policies and Fee Schedules (July 25, 2022);
- Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee ("Minister's List") (April 11, 2022)
- Client Service Standards for Conservation Authority Plan and Permit Review (December 9, 2019);
- Policies and Procedures for Conservation Authority Plan Review and Permitting Activities (May 2010)

4. POLICY PRINCIPLES

As a public body, the LTVCA strives to balance its multiple roles as a supplier of a wide variety of services, which include:

- Delivery of services which broadly benefit the region and its residents;
- Legislated services which are applicant or proponent driven; and
- Discretionary services provided by other agencies and private companies.

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, ability to sustain programs, and be based on a user-pay principle as set by the Board of Directors of the Authority;
- 2) Fee increases will need to include inflation;
- 3) Fees should be set to recover, but must not exceed the costs associated with delivering the services on a program basis;
- 4) Direct and indirect costs associated with the program or service will be included in the calculation of the overall cost;
- 5) Refunds of fees may carry an administrative cost/penalty;
- 6) Fee schedules are reviewed at least annually and regular adjustments to fees are desirable;
- 7) The fee schedules will be approved on an annual basis to inform the budget for the following year.

5. PROCESS AND PUBLIC NOTIFICATION

This Fee Policy and associated Schedules has been established by the Lower Thames Valley Conservation Authority (LTVCA) Board of Directors following consultation with neighbouring conservation authorities, local municipalities and other stakeholders.

Consultation, proposed increases or revisions to the Fee Schedules includes at a minimum, direct notification to key stakeholders (e.g., municipalities), posting the notice of revisions of the Fee Policy & Schedules on the LTVCA website, and posting a notice in the LTVCA administrative office.

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.

6. IMPLEMENTATION

It is the objective of the LTVCA to provide an effective and efficient delivery of services consistent with the "Client Service Standards for Conservation Authority Plan and Permit Review", (https://conservationontario.ca/fileadmin/pdf/policy-priorities_section/PlanRegs_Client_Client_Service_Standards_for_Conservation_Authority_Plan_and_Permit_Review_As_Amended.pdf) endorsed by Conservation Ontario Council, June 24, 2019.

The remaining programs and services are not subject to a limitation regarding the percentage of costs of administering and delivering the program which can be recovered. These costs can be established at the direction of the Authority. When developing a fee schedule for programs and services related to the conservation and management of lands owned or controlled by the Authority, consideration will be made to referencing any objectives contained within the LTVCA's Conservation Areas Strategy (forthcoming).

To achieve this objective of implementation, the schedules include:

- Planning Act: Comments on applications under the Planning Act will be provided in time for the legislated public meeting or hearing, as set by the municipality. Land use proposals will be reviewed in a timely fashion as per the signed Planning MOU's / Agreements.
- Watershed Management: Permit applications under the Conservation Authorities Act will be generally processed within time-lines outlined in Conservation Ontario's "Client Service Standards for Conservation Authority Plan and Permit Review", June 2019. However, the reduced timelines for responses back to proponents, and the influx of applications may make meeting these targets more challenging.
- Conservation Services, Education & Outreach, Corporate Services & Technical Services: Includes fees for programs, services and products not related to planning and compliance activities.
- Conservation Lands: Includes fees for use and occupation of authority assets (e.g. recreational facilities, land and works, equipment, etc.).
- ❖ *Within service areas, fees will not exceed the cost to deliver services.*

Exemptions to the application of these fees include:

- Non-profit conservation groups contributing to the creation, protection and restoration of the natural environment, such as Ducks Unlimited (DU), Nature Conservancy of Canada (NCC), Ontario Federation of Anglers and Hunters (OFAH), etc. for permit applications, inquiries, and site assessments.
- Applications submitted by landowners undertaking work for the creation of habitat / watershed / water quality improvement projects i.e. water quality retention ponds.

While the fee schedules are a part of the overall Fee Policy, it is anticipated that the schedules will be subject to more regular reviews and updates. It is always recommended to either contact the office, or review our fees under the appropriate program category for updated fee schedules, e.g. for our yearly tree species price list: <https://www.lowerthames-conservation.on.ca/>

7. EXEMPTIONS AND IN-KIND SERVICES

The Authority may waive fees for non-profit conservation groups / projects contributing to the creation, 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" 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 nor the funding to acquire the expertise to undertake projects to further achieve the environmental targets of the Authority.

8. APPEAL PROCESS and REFUND REQUESTS

As per subsection 21.2 (11) and (12), conservation authorities must identify the circumstances under which any person may request a reconsideration of fees and the applicable procedures. After considering the request, the authority may vary the amount of the fee to be charged, order that no fee be charged, or confirm the original amount of the fee.

The fee appeal process will be based on the principles of fairness, opportunity, and notification. Any initial appeal or request for reduction of the set fee schedule will be directed to, and reviewed by, the CAO/Secretary-Treasurer to determine if the appeal can be fairly arranged to the satisfaction of all parties. Failing that, any deviation from this Policy requires the approval of the Executive Committee of the Authority.

Application for an administrative review may be received for:

- 1) an appeal if a fee is contrary to the fees set out in the fee schedule, or
- 2) that 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 CAO/Secretary-Treasurer (or delegate) and specify the reason(s) for the request for review. The CA will render a decision and respond to the proponent within 30 days of the initial written 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 of the CAO/Secretary-Treasurer decision, then an appeal will be directed to the LTVCA's Executive Committee for review and decision. Once heard, the appeal will be dismissed or upheld through a resolution passed by the Executive Committee. The appellant will be notified accordingly of the Committee's decision.

If a refund is approved, a 15% administration fee will apply.

If still not satisfied, the proponent can appeal the decision of the Authority to the Local Planning Appeal Tribunal or to bring the matter directly to the Tribunal if the authority fails to render a decision within 30 days.

9. DATE OF EFFECT

The Fee Policy and Schedules becomes effective as of the date of the LTVCA Board of Directors approval.

10. TRANSITION

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

11. REVIEW PROCESS

The Conservation Authorities Act (s. 21.2 (7) (c)) requires that the CA includes within their fee policy, information regarding the process for carrying out a review of the policy, including the rules for giving notice and of any changes resulting from the review. The Minister's List states CAs must notify the public of any proposed change it wishes to make to its fee schedule. Any updates to the fee schedule should follow the procedures outlined in the CA's fee policy.

In keeping with the Conservation Authorities Act, S.21.2 (9), the Fee Policy will be reviewed by CA staff every five years and propose any changes to the Policy to the Members for approval. The Fee Schedule will be reviewed annually by CA staff, in conjunction with the annual budgeting process. Information will be sought regarding fees, from various sources, as identified below, and recommend any changes to listed fees for consideration by the Board.

The authority shall give notice of the proposed changes to the Fee Policy and/or the increases or revisions to the Fee Schedules, by way of posting on the LTVCA's website, that the Fee Policy and/or Schedules will be reviewed at an open meeting of the Authority's Board.

Authority staff will consult with key stakeholders at a level appropriate for proposed changes to the Fee Schedule. The greater the impacts of changes to the fee schedules, the larger the scale of consultation.

Key stakeholders include:

- (a) Primary user groups who may represent interests of applicants, participants, customers, or other program or service stakeholders who may be consulted for various CA programs and services;
- (b) Neighbouring conservation authorities, in order to compare services, eligible costs and percentage cost recovery proposed to and/or approved by the Board; and
- (c) Municipalities in order to identify proposed changes to fee schedules, and define service(s) to be provided.

Consultation will, at a minimum, include posting the proposed changes to the fee schedule on the LTVCA website and by other means deemed to be appropriate.

As per O. Reg. 687/21 (<https://www.ontario.ca/laws/regulation/210687>) after January 1, 2023 conservation authorities must consult with participating municipalities that are party to a cost apportioning agreement prior to setting a fee for a Category 3 program or service.

LTVCA department Managers, as part of the annual budgeting process, will review the Fee Policy and Schedules annually. Managers will seek input from technical staff responsible for collection of the department fees, as well as member municipalities and as identified in the process and public notification section above. Any changes will trigger a revision to the Fee Schedule section of the Policy, with a report to the Board of Directors regarding recommendations for any changes. The Board of Directors shall receive and make any recommendations to the proposed Fee Schedules being submitted for review. Once approved, the revised Fee Schedules to this policy will be published on the LTVCA's website, distributed to Municipal Clerks for posting, made available at the Administration Office, Longwoods Resource Centre and the CM Wilson Learning Centre, and in other materials made available to the public.

12. FEE SCHEDULES

Schedule 1: LTVCA Planning and Technical Review Fees

Schedule 2: LTVCA Section 28 Regulation Fee Schedule

Schedule 3: LTVCA Conservation Areas Fee Schedule

Schedule 4: LTVCA Education Fee Schedule

Schedule 5: LTVCA Conservation Services Fee Schedule

Schedule 6: LTVCA Spring Tree Availability and Order Form

SCHEDULE 1

LTVCA Planning Fee Schedule

Board Approved: December 15, 2022

<u>Plan Review Fee Schedule</u>	<u>New LTVCA Planning Fee Schedule</u>
legal / private / realtor inquiries (fee charged for each assessment roll number, not by ownership)	\$125.00
clearance letters for subdivision/condominium approval (applies to each phase of subd. requested) (from draft plan to clearance, including SWM review) (where permit fee not required)	a. \$115/lot (max \$10,000 per phase) (outside of regulated area)
a. \$115/lot (max \$10,000 per phase) detailed SWM Review and all other review (outside of regulated area)	b. \$350/lot (within regulated area)
b. \$350/lot detailed SWM Review and all other review (within regulated area with each lot receiving a permit) (current fee)	c. \$1,200 preliminary SWM review
major OPA/ZBLA industrial, commercial, institutional, subdivision, etc.	\$300.00 (no SWM review required)
minor OPA/ZBLA single lot/unit residence	\$200.00
consent	\$200.00
minor variance	\$115.00
site plan control / approval	\$200.00
OPA / ZBLA combination	\$275.00
consent / minor variance with ZBLA combination	\$250.00
consent with minor variance combination	\$250.00
multiple consent applications on a single application	\$115.00/lot (unregulated) \$350.00/lot (regulated)
input and review of relevant EIS's / DAR's / EA's and other major studies, proponent driven	\$1,500.00
LTVCA staff appearing as an expert witness at a Committee of Adjustment hearing or Ontario Land Tribunal hearing:	
a. Acting on behalf of the municipality	a. no fee charged
b. At the request of the proponent	b. hourly rate

SCHEDULE 2

Board Approved: March 28, 2023

Note: No change in fee amounts were undertaken during this update, text changes only.

LTVCA Section 28 Fee Schedule

Section 28 Permit Fees:

Category	Type	Fee
Pre-consultation	Pre-consultation with the applicant regarding policies and application requirements	No Charge
Development Applications	<u>Minor Works</u> Involving a limited review where the works are minor in nature relative to cost, location, and/or impact (e.g. decks, aboveground pools, patios, pergolas, etc.)	\$150.00
	<u>Habitable Structures</u> (e.g. new build, additions, major renovations, etc.)	\$500.00 (within flood hazard) \$400.00 (>500 sq. ft. & outside of flood hazard) \$300.00 (<500 sq. ft. & outside of flood hazard)
	<u>Non-habitable Structure</u> (e.g. new build, additions, major renovations, etc.)	\$250.00 (within flood hazard) \$150.00 (outside of flood hazard)
Fill Placement / Removal; Site Grading; or, Alteration of Shoreline or Watercourse	Greater than 40 m ³ of material or greater than \$2,500 estimated cost or where a site visit is required	\$500.00
	Less than or equal to 40 m ³ of material or less than \$2,500 estimated cost or where a site visit isn't required	\$300.00
Major Construction / Alterations	For applications where more than one activity described above is being applied for	\$600.00

Effective: April 01, 2024

LTVCA Section 28 Fee Schedule

Category	Type	Fee
Multi-Lot Development	To construct and/or place fill on multiple lots affected by the regulation and where a plan of subdivision is actively being built out	\$350.00 per lot
Utility Pipelines / Conduits	May include linear utilities adjacent to or crossing watercourses and wetlands	\$125.00
Hydro One	<u>Base Fee</u> – to cover project review regardless of whether permits are required or not. To be deducted from subsequent permit fees determined for the project. Note: Items which fall under Section 6.2 Application of Standard Best Practices of the Hydro One – CA Act Protocol would not require permits from the LTVCA.	\$100.00
	<u>Routine</u> – works which have a recommended compliance approach under the Hydro One – CA Act Protocol using Standard Compliance Requirements.	\$100.00
	<u>Minor</u> – works which have a recommended compliance approach under the Hydro One – CA Act Protocol as being “Regular Approach” and where the CA’s concerns and review requirements are minimal.	\$150.00
	<u>Major</u> – works which have a recommended compliance approach under the Hydro One – CA Act Protocol as being “Regular Approach” and where the CA’s concerns are higher and review requirements are more involved.	\$500.00
Municipal Drain Review	<u>Minor</u> - Review of engineers report and/or within regulated wetland limits	\$150.00
	<u>Major</u> - Requires multiple site visits, meetings, and/or detailed review of engineering reports (e.g. large enclosures, channel re-alignments, etc.)	\$500.00
Municipal Project Review	<u>Routine</u> - Does not require any technical reports or analysis (e.g. bridge or culvert rehabilitation, replacement, shoreline stabilization, etc.)	\$100.00

Effective: April 01, 2024

LTVCA Section 28 Fee Schedule

Category	Type	Fee
Municipal Project Review	Non-Routine – Requires review of technical reports and/or further analysis	Applicable fee from above
Hardship	Re-construction as a result of a hardship not related to the hazard	\$75.00
Minor Revisions	Minor revisions to a recently approved and valid application	\$75.00
Hearing Request	Routine Complexity: Applications that are being recommended for approval by LTVCA staff. No technical or in-depth review required.	\$1,000.00
	Minor Complexity – Applications that are being recommended for refusal by LTVCA staff or where no recommendation is given. No technical or in-depth review required.	\$1,500.00
	Major Complexity – Applications that are being recommended for refusal by LTVCA staff. Technical or in-depth review may be required. Peer review may be required. Legal review may be required.	\$5,000.00
Minister's Zoning Order (MZO)	Permit associated with Minister's Zoning Order (MZO)	To be Negotiated on a case-by-case basis

Fees Associated with Section 28 Program:

Technical Evaluation	E.g. elevation surveys, setback surveys, property evaluation for tax assessment, etc.. Note: Cost is deducted from the permit fee if an application is submitted.	\$200.00
Detailed Hazard Verification letter / Written Inquiry	Note: Cost is deducted from the permit fee if an application is submitted.	\$200.00
Violation Clearance	Applications where work has commenced or finished without authorization and where such works comply with LTVCA board-approved policies	Double the Applicable Fee

Effective: April 01, 2024

LTVCA Section 28 Fee Schedule

General Notes for All Fees:

- Please contact LTVCA Regulations staff at permits@ltvca.ca to arrange a pre-consultation discussion prior to submission. Any questions regarding the applicable fee can be directed to the above e-mail address.

Effective: April 01, 2024

Last Revised: Dec 12, 2022

SCHEDULE 3

Lower Thames Valley Conservation Authority 2024 Conservation Areas Fee Schedule

ALL PRICES INCLUDE HST

	Longwoods Road	Big Bend	CM Wilson	EM Warwick	Sharon Creek
Camping (Single Sites [‡])		✓	✓		
Group Camping	✓	✓	✓	✓	
Seasonal Camping		✓	✓		
Pavilion/Area Rental	✓	✓	✓		✓
Day Use Fee	✓ coin or credit card		✓ coin or credit card		✓ Passport Canada
2024 CA Parking Pass	✓		✓		✓

Day Use Parking Passes

Vehicle Permit	5.00 per day
Bus	110.00 per day
2024 CA Parking Pass	60.00 each, or two for 90

<u>Camping[‡]</u>	Nightly	Monthly	Season (Victoria Day - Thanksgiving)
Premium Sites	40.00	700.00	2200.00 (other fees may apply)
Hydro & Water/Waterfront Sites (Big Bend)			
Hydro Only	38.00		
Unserviced	32.00		1800.00 (other fees may apply)
Extra Overnight Vehicle	5.00 per night		
Group Camping	100.00 per night		
Winter Storage of Camper	250.00 (Thanksgiving – Victoria Day [CM Wilson Only])		
Firewood	10.00/bag		

Big Bend Hunt Camp[‡] – Weekly Rates Only (Designated season)

Serviced (Hydro only)	266.00
Unserviced	228.00
Firewood	10.00/bag or 75.00 per ½ face cord

<u>EM Warwick[†]</u>	Weekends/night	Fri & Sat bundle	Sun-Thurs/night	Weekly
(Includes all buildings)				
Year-Round	450.00	700.00	250.00	1100.00
Scouts/Cadets/Guides (Nov-Apr)	250.00	450.00	150.00	750.00
Reservation Deposit*	50% of total bill due at time of booking (\$250 of which non-refundable without 30 days' notice)			
Firewood	75.00 per ½ face cord			
Excess Garbage	50.00 per additional bag if over 4-bag limit			

Other

Non-Camper Sewage Disposal	50.00 (CM Wilson Only, May-Oct)
Cleaning Fee	150.00 first hour, 50/hour thereafter

Rentals[†] **Per day, excludes parking where applicable** (Guests must use Pay & Display machine OR Purchase permits in advance)

Pavilion/Area Rental	100.00 (for outdoor and pavilion weddings \$200 consultation fee also applies)
Barn (CM Wilson)	250.00 (50% of total bill due at time of booking (\$125 of which non-refundable without 30 days' notice))
Per 25 Vehicle Permits	50.00
Wedding Consultation Fee	200.00 (includes one CA Parking Pass for couple)

CM Wilson Learning Centre[†]

Hall Rental	\$500.00 per day
Education Classroom Rental	\$250 per day (available for seminars, community groups)
Boardroom	\$250 per day
Full Facility	\$1000 per day

[‡] Includes one vehicle per site; Let's Camp processing Fee additional
[†] Requires \$500 Security/Damage Deposit, to be refunded if applicable
* Reservation deposit applied to total bill

Prices are subject to change

Longwoods Road- Indigenous Education Centre†

Hall Rental	\$750.00 per day
Full Facility	\$1000.00 per day (Includes use of the hall and kitchen- upper floor is excluded).

Wedding Packages

CM Wilson Barn Wedding Package†

- 1000.00 Includes:
- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
 - Parking for 25 vehicles, one CA Parking Pass for couple
 - Additional Parking Pass set can be purchased
 - Access to setup day before at 2:00 pm, including access to host rehearsal dinner
 - Teardown before 1:00 pm day after, including access to host brunch
 - 50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

CM Wilson Learning Centre Wedding Package†

- \$2000 Includes:
- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
 - Includes use of the full facility (Hall, Boardroom, Washrooms, Educational Classroom, Small Kitchen)
 - Parking for 25 vehicles, one CA Parking Pass for couple
 - Additional Parking Pass sets can be purchased
 - Access to setup day before at 2:00 pm, including access to host rehearsal dinner
 - Teardown before 1:00 pm day after.
 - 50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

Longwoods Road- Indigenous Education Centre Hall Wedding Package†

- \$3000 Includes:
- Use of outdoor area for ceremony and photos, additional fees may apply for tents in outdoor area
 - Includes use of the facility (Hall, Washrooms, Catering Kitchen)
 - Parking for 25 vehicles, one CA Parking Pass for couple
 - Additional Parking Pass sets can be purchased
 - Access to setup day before at 2:00 pm, including access to host rehearsal dinner
 - Teardown before 1:00 pm day after.
 - 50% of total bill due at time of booking (*\$250 of which non-refundable without 30 days' notice*)

Documentation required for events with Alcohol:

- Signed Rental Agreement
- AGCO Special Occasion Permit (SOP)
- Proof of Security
- Events by Organizations or events with Alcohol are to provide a Certificate of Insurance
 - Must name LTVCA as additionally insured
 - 2 Million Dollar Liability

‡ Includes one vehicle per site; Let's Camp processing Fee additional
† Requires \$500 Security/Damage Deposit, to be refunded if applicable
* Reservation deposit applied to total bill

Prices are subject to change

SCHEDULE 4

Education Fee Schedule

Longwood's Road / Ska-Nah-Doht Village / CM Wilson Learning Centre - Education Programs

ON-SITE PROGRAMS

Offered at Longwood's Road Conservation Area and Ska-Nah-Doht Village and Museum, and the CM Wilson Learning Centre.

SCHOOL GROUPS

One Program or Half Day

- 1.5 to 2 hours
- \$8 per participant
- Minimum fee is \$120 for 15 participants or less

Two Programs or Full Day

- 3.5 to 4 hours, includes a half hour lunch break
- \$14 per participant
- Minimum fee is \$210 for 15 participants or less

COMMUNITY GROUPS

One program or half day

- 1.5 to 2 hours
- \$8 per participant
- Minimum fee of \$120 for 15 participants or less

Two Programs or Full Day

- 3.5 to 4 hours, includes a lunch break
- \$16 per participant (community groups)
- Minimum fee is \$240 for 15 participants or less

ON THE ROAD PROGRAMS

Participants

- \$6 per participant
- Minimum fee is \$90 for 15 participants or less
- Programs are 1.5 hours long

MILEAGE

Mileage will be charged at the LTVCA rate of \$0.40/km based upon your distance from their respective education site:

Longwoods Road Conservation Area, 8348 Longwoods Road, Mount Brydges, Ontario
or

C.M. Wilson Conservation Area, 21799 Fargo Road, Chatham-Kent, Ontario

Mileage as per Google Maps

Tax is not charged on any of our standard On-the-Road programs.

SCHEDULE 5

LTVCA Conservation Services Fee Schedule

SANDBAGS COST PER BAG

Standard (White)	\$0.30 + HST = \$0.34
Heavy Duty (Black)	\$0.65 + HST = \$0.73

MNR PUMP RENTAL

\$200 / day (*check with local Drainage Superintendent first to ensure no municipal emergency situation/need*)

NATURAL RESTORATION SERVICES

Tree planter rental fee (per day)	\$100.00 + HST = \$113.00
Roto-tilling	Minimum \$124 or \$11/acre (<i>includes operator</i>)
Broadcast seeding	\$300 for service and an additional \$25/ac for white clover \$300 for service and an additional \$725/ac for Tall Grass Prairie mix

COST PER TREE

Machine planting by LTVCA (seedlings)	\$1.00 + HST = \$1.30
Hand planting by LTVCA (seedlings)	\$1.50 + HST = \$1.70

Machine Tree Planter Specifications. We have two Tree Planters available:

1. Light Duty- Hydraulics with Pioneer Tips, can be pulled with 1 ⁷/₈th ball hitch (sandier sites)
2. Heavy Duty- Hydraulics with Pioneer Tips, can be pulled with a ¾ ton pick-up with a draw bolt (clay sites)

*** 50 hp or more is recommended

First come first serve for planter rental-pick up at CM Wilson CA at 21799 Fargo Rd., just south of 401, or Longwood's Rd. CA at 8449 Irish Drive, Mount Brydges

Note: Minimum order quantities exist. Contact Greg Van Every (Ext. 229) for details.

Lower Thames Valley Conservation Authority

100 Thames Street

Chatham, ON N7L 2Y8

Phone: 519-354-7310


Fax: 519-352-3435

E-mail: admin@ltvca.ca

Web: www.ltvca.ca

SCHEDULE 6

LTVCA Spring Tree Availability and Order Form

		Name: Mailing Address: Phone Number:	
<h1 style="margin: 0;">Tree Order Form</h1>			
Deadline			
March 1, 2024			
Species	Price ea.	Quantity	Total Cost Per Species <small>(Prices Subject to Change Annually)</small>
CONIFERS			
White Pine 2+2 25cm+	\$2.03		
White Pine J+1.5	\$1.49		
White Spruce 1.5+1.5	\$1.49		
Norway Spruce 1.5+1.5	\$1.49		
Colorado Blue Spruce 3yr 7-12"	\$1.35		
White Cedar 2+2 25cm+	\$1.88		
Red Cedar P+1 25cm+	\$2.24		
Tamarack J+1 20cm+	\$1.49		
DECIDUOUS			
Red Oak 1+0 25cm+	\$1.88		
Pin Oak 1+0 20cm+	\$2.25		
Bur Oak 1+0 20cm+	\$2.99		
White Oak 1 yr 12-18"	\$2.03		
Swamp White Oak 1 yr 12-18"	\$2.18		
Silver Maple 2 yr 12-18"	\$1.73		
Red Maple 1 yr 12-18"	\$1.88		
Sugar Maple 1 yr 12-18"	\$2.55		
Black Cherry 1 yr 12-18"	\$2.63		
Black Walnut 1+0 20cm+	\$2.03		
Bitternut Hickory 2+0 25cm+	\$2.24		
Shagbark Hickory 3+0 20cm+ 1.60	\$3.75		
Sycamore 2+0 25cm+ 1.49	\$2.63		
Kentucky Coffee Tree	\$2.78		
Paper Birch 1 yr 12-18"	\$2.18		
Trembling Aspen 1 yr 12-18"	\$2.78		
SHRUBS			
Nannyberry P+2 25cm+	\$3.45		
MACHINE PLANTER RENTAL/DAY			
	\$ 100.00		
Subtotal			
HST (13%)			
TOTAL			
PAYMENT OPTIONS: call in CREDIT, Online by request, CASH OR CHEQUE TREES CAN BE ORDERED AS SOON AS PAYMENT IS RECEIVED			
Funding is available for projects over 1 acre; please inquire.			
NOTE: There is also a MINIMUM order of 10 seedlings/species			
WARRANTY – All seedlings are sold with NO WARRANTY.			
Lower Thames Valley Conservation Authority 100 Thames Street Chatham, ON N7L 2Y8		Stewardship@ltvca.ca	
Deadline- March 1, 2024			