



**Cataraqi**  
conservation

## Fee Policy

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## Adoption / Document Revisions

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# **1 List of Schedules**

- a) Cataraqui Conservation Fee Schedules (as amended).

## 2 Purpose

To comply with the requirements of the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27, Conservation Authorities (CAs) must develop a Fee Policy endorsed by their Board. The policy sets out the process by which fees are established, reviewed and indicates how Cataraqui Conservation will address requests for the reconsideration of a fee.

Cataraqui Conservation Fee Policy forms the foundation for the administration and preparation of fee schedules which indicates the programs and services for which fees are charged. Fees are charged for a wide range of goods and services that benefit individual residents and businesses and Cataraqui Conservation strives to recover costs in each area of business.

The Cataraqui Conservation Fee Schedule (as amended) is Schedule 'A' to the policy.

## 3 Definitions

**“Board”** means the Board of the Cataraqui Region Conservation Authority.

**“Business Day”** means Monday, Tuesday, Wednesday, Thursday, and Friday.

**“Fiscal Year”** means the period from January 1 through December 31.

**“General Manager”** means the most senior employee of Cataraqui Conservation.

**“Participating Municipality”** means the municipalities that are participating in Cataraqui Conservation, which are:

- Township of Athens
- City of Brockville
- Township of Elizabethtown-Kitley
- Township of Front of Yonge
- Town of Gananoque
- Town of Greater Napanee
- City of Kingston
- Township of Leeds and the Thousand Islands
- Loyalist Township
- Township of Rideau Lakes
- Township of South Frontenac

## 4 Fees Charged by Cataraqui Conservation

### 4.1 Fee Schedule

- a) The programs and services for which Cataraqui Conservation charges fees are listed in Schedule 'A' (Cataraqui Conservation Fee Schedule) to this policy.

- b) A version of the Fee Schedule shall normally be in effect January 1<sup>st</sup> each year, except as otherwise noted on the Fee Schedule.
- c) This policy and the version of the Cataraqui Conservation Fee Schedule that is in effect shall be published on the Internet via the Cataraqui Conservation website.

## **4.2 Approval of Fees**

The Board shall approve the Cataraqui Conservation Fee Schedule annually through the budget development process.

## **4.3 Management Discretion to Adjust or Waive Fees**

The Manager responsible for overseeing a program or service to which a fee applies may adjust or waive a fee, where warranted:

- a) to accommodate unforeseen circumstances; or,
- b) as an in-kind contribution to an initiative that advances the vision and goals of the Conservation Authority.

# **5 Review of Fees**

## **5.1 Comprehensive Review**

Cataraqui Conservation shall normally undertake a review of the Fee Schedule each year as part of preparing a draft operating budget for the subsequent fiscal year. A comprehensive review of the Fee Schedule will take place at least every five years and will include analysis of market trends and comparability with other organizations.

## **5.2 Other Reviews**

Cataraqui Conservation may review the Fee Schedule, or specific fees on the Fee Schedule, at any other time for final approval by the Board prior to adoption.

## **5.3 Fee Schedule Review Process**

Fees shall be added, deleted, or modified by Cataraqui Conservation as follows:

- a) Proposed changes to fees shall be indicated on a draft Cataraqui Conservation Fee Schedule.
- b) The Board shall authorize the publication of a draft Fee Schedule for the purpose of public consultation.
- c) A draft Fee Schedule shall be published on the Internet via the Cataraqui Conservation website for a period of at least 30 calendar days, with an invitation for comments to be submitted to Cataraqui Conservation (in writing) during that period.
- d) When a draft Fee Schedule is posted for public consultation, notice shall be given in writing to the clerk of each participating municipality, and to any other municipality where fees under consideration would apply.

- e) Written comments received about a draft Fee Schedule shall be considered by Cataraqui Conservation.
- f) The Board shall endorse the addition, deletion, or modification of fees through its approval of an amended Fee Schedule.
- g) An approved Fee Schedule shall be published annually on the Internet via the Cataraqui Conservation website, and notice of the Fee Schedule shall be given in writing to the clerk of each participating municipality, and to any other municipality where fees would apply, at least 30 calendar days prior to the effective date of the Fee Schedule.

## **6 Reconsideration of Fees**

### **6.1 Eligible Circumstances**

Any person who is charged a fee by Cataraqui Conservation may request that the Conservation Authority reconsider the fee.

### **6.2 Procedure**

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

- a) A person requesting that Cataraqui Conservation reconsider a fee shall submit their request in writing to the Manager responsible for overseeing the relevant program or service and shall indicate the specific details of the request and a supporting rationale.
- b) The responsible Manager shall review the request, and shall respond to the person making the request, in writing, within ten (10) business days, to communicate the outcome of the reconsideration and a supporting rationale.
- c) The person requesting reconsideration may appeal the Manager's decision to the General Manager, in writing, within ten (10) business days of being notified of the decision. The General Manager shall respond with a decision within five (5) business days. The decision of the General Manager is final.

### **6.3 Reconsideration Outcomes**

After reviewing a request to reconsider a fee, Cataraqui Conservation may decide to maintain or vary the fee amount for the subject program or service.

## **7 Review of Fee Policy**

This policy shall be monitored from time to time to evaluate its effectiveness and fairness and to ensure legal compliance. The Fee Policy, including its Fee Schedules, will be subject to a comprehensive review at least every five years and annually as part of the budget process.

The Board shall approve any changes or amendments to this policy.