

**TRCA Administrative Fee Schedule For
PERMITTING SERVICES**
For Development, Interference with Wetlands & Alterations
To Shorelines & Watercourses (Ontario Regulation 166/06)
IMPLEMENTATION GUIDELINES
February 1, 2016



Introduction

TRCA's Fee Schedule for Permitting Services for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 166/06) was adopted by Resolution #A259/15 (as amended) of the Authority on January 29, 2016. The Fee Schedule adheres to the Ontario Ministry of Natural Resources and Forestry "Policies and Procedures for Charging of Conservation Authority Fees", the TRCA's Fees Policy/Guideline 2010, and the range of planning services consistent with TRCA's Memorandums of Understanding with area municipalities.

The Fee Schedule includes a broad spectrum of fee categories within each application type to accurately cover the scale of work. The lower fees apply to minor and less complex applications, and modest scale efforts. Higher fees apply to more complex applications requiring a higher level of regulatory and technical review. The Fee Schedule also includes fees for services that assist with streamlining processing and approval efforts for the applicant, such as phased approvals, expedited review charges, red line revision processing (where possible), and a project management assistance fee.

Administration of Applications and Fees (General Notes):

1. All applications must be deemed complete by TRCA, inclusive of fee submission, prior to commencement of submission processing.
2. All permit application submissions and associated fees must be administered through the Planning and Development Division of TRCA.
3. Pre-consultation - A pre-consultation meeting with TRCA staff to determine the scope of issues for the permit application is mandatory. TRCA processing fees will be determined based on a predetermined scope of work. If through the application processing, the scope of the application changes, fee adjustments will be determined.
4. General inquiries and negotiation of fees will be directed through TRCA's planning Senior Managers or Associate Directors on issues of interpretation and scoping of work requirements.
5. Fee appeal process - Any dispute of fee calculations that cannot be resolved through consultation with TRCA's Senior Director, Planning and Development and/or CEO's office, can be appealed through the Budget/Audit Advisory Board and/or the Authority. Delegation format is recommended for an appeal.
6. Any refunds, where applicable, will be approved by the Senior Director, Planning and Development.
7. The permit fee will be paid at the time of filing an application to TRCA. In the event that the permit fee is not paid at the time of filing an application, the current fee as of the time of issuance of the permit must be paid prior to issuing a permit.
8. The TRCA reserves the right to request additional fees should the review require a substantially greater level of effort. Peer reviews may also be required for shoreline works, geotechnical, and specialized modelling and may be charged to the applicant.
9. All permits are issued for two years. Requests for initial permit issuance (only) beyond the standard two year time period, (up to 5 years), will be subject to an additional fee of 50% of the current fee for each additional year to cover compliance monitoring and will require Executive Committee approval.
10. On a one-time basis, applicants may apply for a permit extension provided such requests are made 60 days prior to the expiration of an Ontario Regulation 166/06 permit. In the Application for Permit Re-issuance, applicants shall set out the reasons for which an extension is required. Requests for a permit extension/re-issuance beyond the standard two year time period, (up to 5 years), will be subject to an additional fee of 50% of the current fee for each additional year to cover compliance monitoring and will require Executive Committee approval.
11. TRCA reserves the right to adjust fees related to regulatory legislation changes or updates.
12. Expedited Review Additional Charge applies only to unanticipated circumstances requiring fast-tracked approvals (primarily clearance), and can only be approved by the Senior Director as staffing capability allows.
13. TRCA staff will process permit applications in accordance with Board approved policies and procedures, as per Authority Resolutions A/198/13, A199/13 and A103/15, (i.e. Major, Standard Delegated, Minor Works, Routine Infrastructure Works). Permit fees are determined by TRCA as set out in this schedule based upon the scale and scope of the component of the project, independent of the administrative review process.

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Definitions

- a) **Minor Ancillary** (outside of hazard) – applies to projects that are partially or wholly within TRCA’s Regulated area, but are entirely outside of all hazards (erosion, slope stability, floodplain). No technical studies are required. Site visits and meetings are not included. If a site visit or meeting is required, the application will be considered to be Minor, Standard or Major. Completion of a Concept Development application prior to submitting for a Minor Ancillary Permit is recommended.
- b) **Minor Ancillary Residential** - only applies to minor ancillary structures and landscaping and only for applications that are outside of all hazards, valley and stream corridors and are setback a minimum of six metres from all hazards, and for which a technical review is not required. Does not include a site visit. Completion of a Concept Development application prior to submitting for a Minor Permit is recommended.
- c) **Minor** – projects for which a letter/response is required from TRCA (e.g. is located adjacent to a natural feature or natural hazard area) which may affect the program or policy interests of TRCA, and may require a site visit from a TRCA planner (only) or up to one meeting involving a TRCA planner without TRCA technical staff. Projects include ancillary structures such as decks, sheds, garages, and pools and placement of less than 30 cubic metres of fill. A maximum of one submission is included, after which, additional fees will apply. Completion of a Concept Development application prior to submitting for a Minor Permit is recommended.
- d) **Standard** – projects that meet TRCA policies, and require scoped technical review related to one technical discipline (e.g. review of letter report. Projects include additions, minor additions or ancillary works in the floodplain, structures or buildings that are not within or directly adjacent to flooding or erosion hazards, and placement of fill (over 30 cubic metres) and associated grading/fill placement. May include one meeting or site visit with up to two staff members. A maximum of two submissions are included, after which, additional fees will apply. Completion of a Concept Development application prior to submitting for a Minor Permit is recommended.
- e) **Major**– projects that meet TRCA policies, and require technical analysis is required in up to two technical disciplines (e.g. standard Environmental Impact Statement review and/or water management screening and assessment, or standard geotechnical review). Projects include additions, new structures or buildings; works in the floodplain and placement of fill (over 30 cubic metres) and associated grading/fill placement, and may include up to one site visit and one meeting. A maximum of two submissions are included, after which, additional fees will apply.
- f) **Complex**– projects which are significant in geographic area, and/or for which submission of several applicable technical studies is required to demonstrate that TRCA or partner municipality program and policy interests can be met. Complex projects generally require more complex ecological, geotechnical, water resource engineering, hydrogeological, or fluvial geomorphology studies and assessment. Complex projects may require up to three technical team or planning meetings, and two or less site visits. Projects include major additions (greater than 50% of the original ground floor area), new structures or buildings; works in the floodplain; and the placement of 30 cubic metres of fill or more. A maximum of three submissions are included, after which, additional fees will apply.

Note: Additional charges will apply for additional meetings or site visits.

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Fee Schedule for Ontario Regulation 166/06 Applications

Application Type	Application Fee	Notes
Works on Private Residential Property	Minor Ancillary Residential \$200 Minor \$440 Standard \$820 Major \$1,850 Complex \$5,250	See Definitions on page 2.
Municipal Environment Assessment (EA) Projects	See TRCA Administrative Fee Schedule for Environmental Assessment and Infrastructure Permitting Services	
Municipal Development Projects (NOT EA related)	\$5,500	
Utilities: • Single residential • Development project-based	See TRCA Administrative Fee Schedule for Environmental Assessment and Infrastructure Permitting Services.	
Projects on Subdivision Lands, Commercial, Industrial and Institutional Properties, Recreation and Other Projects (per component). Ancillary Structures: • Minor Ancillary – Single Structure Only • Minor Ancillary – Other (per component, Ancillary structures, Resurfacing, Individual Site Landscaping) Minor Projects: • Small-scale topsoil stripping/ individual property temporary stormwater management • Minor outfalls • Minor Improvements (trails, minor recreational facilities, etc.) Standard Projects: • Standard topsoil stripping/temporary stormwater management • SWM Ponds and associated outfalls • Standard Road Crossings • Major Grading/Earth Works • Minor In-stream Remediation Works • Alterations/Restoration of Wetlands Major Projects: • Major Outfalls • Major Road Crossings • Natural Channel Modifications • Major filling (Subdivision, Commercial, Employment, Institutional, others) Complex Projects: • Relocation of Stream Corridor/New Channel Design • Complex Fill Project	\$820 \$2,000 per project \$5,500 per project \$8,950 per project \$18,600 \$18,600 \$18,600 \$20,700 \$20,700 \$25,000 - \$75,000	See Definitions on page 2. Must be outside of all hazards and valley and stream corridors, and set back a minimum of six metres from all hazards.

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Application Type	Application Fee	Notes
Permit Revisions – percentage of current fee	Individual Residential	50%
	Others	
	Minor revisions	25%
	Major revisions	50%
	Revision with Re-Issuance	75%
Permit Re-Issuance (Extension)	50% of current fee	See General Notes #9
Major or Complex Permit Application with Letter of Undertaking	\$1,000 in addition to all other permit fees.	

Other Applicable Fees

Application Type	Application Fee	Notes
All applications located in a Special Policy Area (SPA) will be charged an additional percentage of current fee	Minor (Ancillary Structures) 25% Standard 50% Major/Complex 100%	
Additional Site Visit Charges: Planner Only (minor only) *Scoped staff – up to 2 *Scoped staff – up to 2 team staff	Up to 3 hours \$350 up to ½ day \$775 up to 1 day \$1,550 \$2,870	Includes travel time. Multiple field assessments, stakings and negotiations are charged separately. This is a guidance tool at the request of the applicant. *Scoped staff - includes the planner and up to one more discipline.
GIS Fee	- \$50/hour + HST data preparation - \$30 + HST per .pdf or hard copy digital floodline map sheet (CAD) - \$125 + HST per digital floodline map sheet (CAD)	
Engineering Data Request	- \$100 + HST for HEC-RAS modelling files associated with each floodline map sheet - \$225 + HST per map sheet (Combined hydraulic and modelling files)	
Fish Timing Window Extension	\$6,065	
Emergency Works	100% premium, in addition to applicable permit fee.	
Red Line Revisions by TRCA	minor \$775 major \$1,655	
Waterfront Development additional charge for shoreline engineering peer review.	\$1,655 - \$2,760	To be determined based on scope.

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Application Type	Application Fee	Notes
Optional Expedited Review additional charge (Senior Director approved) – Percentage of current fee.	Additional 100% of current fee	The Expedited Review charge applies to special circumstances around fast-tracked conditions for plan registration and completion of conditions to meet unanticipated circumstances. Applied only on Director's approval and as workload allows. This generally applies to efforts that are required to be completed within 1 - 2 week period.
Optional Expedited Permit Issuance/ Re-issuance (Senior Director Approved)	Additional 50% of current fee	Issuance timelines will be identified at the time of the request, based upon capacity of TRCA staff at that time.
Additional Meetings	25% of current fee	TRCA will charge a fee directly to the applicant when additional meetings are required/requested beyond the number included in the base permit fee. The landowner will be notified of additional fees.
Repeat Submissions – Percentage of current fee for each additional submission	50% of current fee Minor Ancillary-100% of current fee	TRCA will charge a fee directly to the applicant when technical reviews of required studies, plans, drawings and models go beyond the number of allotted submissions. Notification will be provided in writing to the landowner where possible. For Minor Ancillary applications, only one submission is included in the application fee. Any additional submissions will be subject to a new application fee.
Project Management Assistance (voluntary as required)	To be negotiated	To be determined based on scope. Project Management Assistance fee is applied to assist applicants to address complex technical design issues to meet regulatory requirements. Working sessions are recommended.
Compliance Monitoring: • Permit Non-compliance • Compliance Reports-Clearance Letter • Negotiated Restoration Agreement	\$2,425 \$225 To be determined	Fee to resolve each issue, exclusive of permit revision fee. Dependent upon scope of violation.
Voluntary compliance related to resolution of violation (only where supported by TRCA staff)	200% of related fee	
Archaeological screening (on TRCA-owned lands only)	\$525+ HST	Works on TRCA-owned lands require an archaeological screening by a TRCA Archaeologist. Through the screening process, the archaeologist will determine if further investigation is required. Additional fees will be charged for archaeological investigations where required.