

2023 Fee Schedule

No.	Category	Detail	2023	HST 2023	2023 Total	
WATERSHED MANAGEMENT SERVICES						
Floodplain Regulations and Related Development Applications						
1		Requests for information (lawyers, owners, purchasers or agents). Expedited responses may be available for a 50% surcharge.	\$ 180.00	\$ 23.40	\$ 203.40	
2		Applications for renewal of existing permits within one calendar year of expiration of original permit.	\$ 150.00	-	\$ 150.00	
3		Placing or grading of fill within regulated areas, light repair of existing breakwalls, placement of armourstone less than 2 tonnes/metre, clearance letters and other minor works, minor revisions to existing approvals (Revisions that are not considered minor are subject to the full application fee).	\$ 200.00	-	\$ 200.00	
4		Completing files required for approvals complying with standard review protocols (i.e. DART, Hydro One, Standard/routine utility works), and applications for new building construction in approved plans of subdivisions.	\$ 200.00	-	\$ 200.00	
5		Technical evaluations (elevation, setback survey or site report; property evaluation for tax assessment; ecological evaluation and/or report).	\$ 775.00	\$ 100.75	\$ 875.75	
6		Alteration to waterways/shorelines including breakwalls armourstone repairs exceeding 4 tonnes/meter, crossings, outlets, etc. (not requiring engineering or other detailed analysis).	\$ 500.00	-	\$ 500.00	
7		Alteration to waterways/shorelines including breakwalls, crossings, outlets, etc. (requiring engineering or other detailed analysis) and docks	\$ 800.00	-	\$ 800.00	
8		Applications for new building construction including renovations for sites not directly abutting shorelines or watercourses, and for additions not impacting setback.	\$ 500.00	-	\$ 500.00	
9		Applications for building construction sites directly abutting shorelines or watercourses (including additions impacting on setback).	\$ 1,000.00	-	\$ 1,000.00	
10		Application for NON-habitable garage/storage building <64 m ² , for small building additions, small accessory structures armourstone breakwall repairs between 2 and 4 tonnes/metre.	\$ 250.00	-	\$ 250.00	
11		Applications involving more than one regulated activity, or those requiring engineering studies/designs, environmental studies.	\$ 1,400.00	-	\$ 1,400.00	
12		Applications where work has proceeded without authorization and/or prior to application of permit.			Double normal fee	
13		Development proposals involving multiple dwelling units (more than 5 lots) and townhomes, where stormwater management or other engineering evaluations are required.	Base cost	\$ 2,000.00	-	\$ 2,000.00
13a		Development proposals involving multiple dwelling units (more than 5 lots) and townhomes, where stormwater management or other engineering evaluations are required.	Cost per additional lot	\$ 300.00	-	\$ 300.00
13b		Development proposals involving multiple dwelling units (more than 5 lots) and townhomes, where stormwater management or other engineering evaluations are required.	Maximum	\$ 5,000.00	-	\$ 5,000.00
14		Condominium Building proposals where stormwater management or other engineering evaluations are required	Base cost (single condominium building)	\$ 2,500.00	-	\$ 2,500.00
14a		Condominium Building proposals where stormwater management or other engineering evaluations are required.	More than one condominium building	\$ 4,000.00	-	\$ 4,000.00
15		Commercial/industrial/institutional/Greenhouse developments where stormwater management or other engineering evaluations are required.	Base cost (up to one hectare)	\$ 2,000.00	-	\$ 2,000.00
15a		Commercial/industrial/institutional/Greenhouse developments where stormwater management or other engineering evaluations are required.	Cost per additional hectare	\$ 400.00	-	\$ 400.00
15b		Commercial/industrial/institutional/Greenhouse developments where stormwater management or other engineering evaluations are required.	Maximum	\$ 4,000.00	-	\$ 4,000.00
16		Infrastructure and Recreational Projects proposals involving one or more regulated activities or those requiring specific engineering design and or Environmental studies.	Base Cost for projects less than 20ha	\$ 2,500.00	-	\$ 2,500.00
16a		Infrastructure and Recreational Projects proposals involving one or more regulated activities or those requiring specific engineering design and or Environmental studies.	Maximum Cost for multi-disciplinary activities and/or projects larger than 20 ha	\$ 6,500.00	-	\$ 6,500.00
17		Input/review/comment on major environmental-related studies on behalf of developers and ratepayers.	\$ 1,025.00	\$ 133.25	\$ 1,158.25	
18		Input/review/comment on minor environmental-related studies on behalf of developers and ratepayers.	\$ 500.00	\$ 65.00	\$ 565.00	
19		Technical review and clearance where site visit is not required.	\$ 150.00	-	\$ 150.00	
20		Input, review, clearances on substantial drainage proposals (multiple crossings, significant bank stabilization, in defined areas of environmental concern, etc.).	\$ 800.00	-	\$ 800.00	
21		Input, review, clearances on other drainage proposals under the Drainage Act (single crossing, minor bank stabilization).	\$ 500.00	-	\$ 500.00	

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Other Development Services					
22	Survey services.		\$ 425.00	\$ 55.25	\$ 480.25
23	Technical review fee assessed on resubmission of previously reviewed technical or environmental studies.		\$ 250.00	-	\$ 250.00
24	Review of applications made under a Minsters Zoning Order (Fee includes review of 2 major studies and 2 project meetings. Additional fees to be charged per report as appropriate and consistent with the current fee schedule, additional charges (\$/hr) for Project Team Meetings beyond the 2 already included, plus any other additional expenses to enable cost recovery).		\$25,000.00	-	\$25,000.00
Watershed Planning					
Planning Act Applications					
25	Minor Variance (up to 3 requests)		\$ 200.00	-	\$ 200.00
26	Combined Consent with Minor Variance		\$ 375.00	-	\$ 375.00
27	Consent applications on a single application (up to 3 requests)		\$ 300.00	-	\$ 300.00
28	Combined Consent with Zoning By-Law Amendment		\$ 400.00	-	\$ 400.00
29	Combined Official Plan Amendment and Zoning By-law Amendment (where an OPA is submitted with a ZBA, the ZBA fee is waived)		\$ 400.00	-	\$ 400.00
30	Major Official Plan Amendment		\$ 400.00	-	\$ 400.00
31	Minor Official Plan Amendment		\$ 275.00	-	\$ 275.00
32	Major Zoning By-Law Amendment (E.g., Industrial, Commercial, Institutional, Subdivision etc.)		\$ 400.00	-	\$ 400.00
33	Minor Zoning By-Law Amendment (E.g., Single Family Residence)		\$ 275.00	-	\$ 275.00
34	Site Plan Control		\$ 200.00	-	\$ 200.00
35	Draft Plan of Subdivision/Condominium Approval		\$ 300.00	-	\$ 300.00
36	Clearance Letters for Subdivision/Condominium Approval (applies to each phase of subdivision requested)		\$ 150.00	-	\$ 150.00
37	Input and review of relevant EAs and Master Plans	Base cost	\$ 1,500.00	-	\$ 1,500.00
CONSERVATION SERVICES					
Conservation Areas					
Conservation Areas Annual Pass					
38	Seasonal Conservation Area Pass	valid 1 year from purchase	\$ 70.80	\$ 9.20	\$ 80.00
38a	Key Fob (reloadable)	Non refundable	\$ 8.85	\$ 1.15	\$ 10.00
Holiday Beach Conservation Area (Managed by ERCA)					
Daily Permits					
39	Daily vehicle permit	per vehicle	\$ 13.27	\$ 1.73	\$ 15.00
40	Special events	per vehicle	\$ 17.70	\$ 2.30	\$ 20.00
Camping					
41	Group camping (i.e. Scouts Canada, etc.)	flat rate per night	\$ 57.52	\$ 7.48	\$ 65.00
41a	Group camping (i.e. Scouts Canada, etc.)	plus cost per person	\$ 2.66	\$ 0.35	\$ 3.00
43	Seasonal camping - 2023	20 & 50 amp service	\$ 2,460.00	\$ 319.80	\$ 2,779.80
44	Seasonal camping Outdoor Winter Storage October 2023 – April 2024		\$ 200.00	\$ 26.00	\$ 226.00
46	Overnight (Friends & Family Camping) limited to Seasonal Campers	50 amp service per night	\$ 55.00	\$ 7.15	\$ 62.15
47	Overnight (Friends & Family Camping) limited to Seasonal Campers	additional vehicle per night	\$ 8.85	\$ 1.15	\$ 10.00
48	Seasonal camping - 2024 (Seasonal camping \$500 deposit required fall 2023 to reserve 2024 site)	20 & 50 amp service	\$ 2,660.00	\$ 345.80	\$ 3,005.80
49	Outdoor Winter Storage October 2024-April 2025		\$ 220.00	\$ 28.60	\$ 248.60
Facilities Rental					
50	HBCA Property Rental (Wedding, etc.)	per event	\$ 1,000.00	\$ 130.00	\$ 1,130.00
Cottage Rental					
51	Peak Season Nightly - 2 night minimum (Summer months; Holiday Weekends)		\$ 250.00	\$ 32.50	\$ 282.50
52	Peak Season Weekly (Summer months; Holiday Weekends)		\$ 1,575.00	\$ 204.75	\$ 1,779.75
53	Shoulder Season Nightly - 2 night minimum - Fall & Spring		\$ 225.00	\$ 29.25	\$ 254.25
54	Shoulder Season Weekly - Fall & Spring		\$ 1,260.00	\$ 163.80	\$ 1,423.80
55	Shoulder season 2 night minimum - Winter		\$ 175.00	\$ 22.75	\$ 197.75
56	Shoulder Season Weekly - Winter		\$ 1,000.00	\$ 130.00	\$ 1,130.00
57	Cleaning Fee		\$ 125.00	\$ 16.25	\$ 141.25
58	Damage Deposit	Refundable Deposit	\$ 200.00	\$ 26.00	\$ 226.00
Hillman Marsh Conservation Area					
Daily Permits					
59	Special Events	per vehicle	\$ 8.85	\$ 1.15	\$ 10.00
Camping					
60	Group camping (i.e. Scouts Canada, etc.)	per night	\$ 57.52	\$ 7.48	\$ 65.00
60a	Group camping (i.e. Scouts Canada, etc.)	plus cost per person	\$ 2.66	\$ 0.35	\$ 3.00
61	HMCA Property Rental (Wedding, etc.)	per event	\$ 1,000.00	\$ 130.00	\$ 1,130.00

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	John R. Park Homestead Conservation Area				
	Daily Permits				
62	Historic House Tour (dependant on available staffing)	Adult	\$ 5.31	\$ 0.69	\$ 6.00
62a	Historic House Tour (dependant on available staffing)	Child 3-12/Senior 65+	\$ 3.54	\$ 0.46	\$ 4.00
62b	Historic House Tour (dependant on available staffing)	Family maximum	\$ 17.70	\$ 2.30	\$ 20.00
63	Admission Special Events	Adult	\$ 7.08	\$ 0.92	\$ 8.00
63a	Admission Special Events	Child 3-12/Senior 65+	\$ 5.31	\$ 0.69	\$ 6.00
63b	Admission Special Events	Family maximum	\$ 26.55	\$ 3.45	\$ 30.00
64	Organized Group Tours (pre-booked, minimum 10 participants, during staffed hours; regular admission does not apply)	per person	\$ 5.31	\$ 0.69	\$ 6.00
64a	If organized tour requires site opening by staff		\$ 132.74	\$ 17.26	\$ 150.00
65	Conservation Centre - Creative Commons - meeting or event (Non-Prime Time 10a-6p) weekdays. *Capacity 60 people at 6' tables or 80 people auditorium style	per hour (2 hour min.)	\$ 50.00	\$ 6.50	\$ 56.50
66	Conservation Centre - Creative Commons - meeting or event (Non-Prime Time 10a-6p weekdays) for use by Registered Not for Profit/Charity. *Capacity 60 people at 6' tables or 80 people auditorium style	per hour (2 hour min.)	\$ 35.00	\$ 4.55	\$ 39.55
67	Conservation Centre - Creative Commons - meeting or event (Prime Time 10a-6p weekends). *Capacity 60 people at 6' tables or 80 people auditorium style	per hour (2 hour min.)	\$ 125.00	\$ 16.25	\$ 141.25
68	Conservation Centre - Creative Commons - meeting or event (After Hours - After 6pm) *Capacity 60 people at 6' tables or 80 people auditorium style (2 hour minimum if rental begins after 6pm. No minimum applies if rental is a continuation of an existing rental)	per hour (2 hour min.)	\$ 175.00	\$ 22.75	\$ 197.75
69	Conservation Centre - Exclusive use of Creative Commons & Welcome Centre.	per hour (2 hour min.)	\$ 350.00	\$ 45.50	\$ 395.50
70	Grounds Rental Only. More than 40 people/up to 4 hours no tent, food or alcohol. Includes use of Auditorium for climate controlled storage, bridal area, etc.)	Meeting/Event Rental	\$ 550.00	\$ 71.50	\$ 621.50
71	Garden Party - Add On (can be added to Grounds Rental or Meetings and Events, etc.). 90 minutes, includes tour of the historic John R. Park Homestead by costumed interpreter.		\$ 200.00	\$ 26.00	\$ 226.00
72	Exclusive Site Rental - More than 40 people • Exclusive site use from 10am - midnight • Access to site the preceding evening for deliveries & set up (4pm - 7pm) • Includes use of Conservation Centre for up to 60 guests (seated at tables); 50 guests (at tables with dance floor) or 80 guests (cocktail style) • Where alcohol will be served, the renter is responsible for obtaining liquor permits	Event Rental	\$ 2,750.00	\$ 357.50	\$ 3,107.50
72a	Damage deposit for exclusive site rental (refundable)		\$ 2,500.00	-	\$ 2,500.00
72b	Cleaning deposit for event rentals (refundable)	Refundable Deposit	\$ 250.00	-	\$ 250.00
73	Rustic Barn Rental - 3 hour rental (available spring and fall)		\$ 375.00	\$ 48.75	\$ 423.75
	Miscellaneous				
74	Commercial & Wedding Photography (full site rental)	if open (90 minutes)	\$ 132.74	\$ 17.26	\$ 150.00
74a	If closed and staff required onsite (90 minutes)	site closed/staff req'd (90 min)	\$ 221.24	\$ 28.76	\$ 250.00
75	Site Use Photography Permit	per hour	\$ 30.97	\$ 4.03	\$ 35.00
76	Rustic Arbor Rental	per event	\$ 150.00	\$ 19.50	\$ 169.50
77	Costume Rental	per costume	\$ 60.00	\$ 7.80	\$ 67.80
77a	Costume Rental Damage deposit (refundable)	Refundable Deposit	\$ 100.00	-	\$ 100.00
78	Food/Craft Vendor Fee	per day	\$ 75.00	\$ 9.75	\$ 84.75
	Greenways				
79	Land Leases	Market Value			
	Hunting Programs				
	Waterfowl Hunting				
80	Holiday Beach Conservation Area (Managed by ERCA)	full day premium sites	\$ 75.00	\$ 9.75	\$ 84.75
81	Holiday Beach Conservation Area (Managed by ERCA)	full day	\$ 65.00	\$ 8.45	\$ 73.45
82	Hillman Marsh Conservation Area	Seasonal hunting permit	\$ 725.00	\$ 94.25	\$ 819.25
83	Hillman Marsh Conservation Area	non-refundable draw fee	\$ 17.70	\$ 2.30	\$ 20.00
84	Hillman Marsh Conservation Area	Annual trapping permit	\$ 100.00	\$ 13.00	\$ 113.00
85	Cedar Creek - 5-Year Hunting Lease (\$1,000 annual)		\$ 5,000.00	\$ 650.00	\$ 5,650.00
86	Big Creek - Seasonal hunting (minimum reserve)		\$ 800.00	\$ 104.00	\$ 904.00
	Deer Hunting				
87	Various Properties	10-24 acre woodlot	\$ 630.00	\$ 81.90	\$ 711.90
88	Various Properties	25-49 acre woodlot	\$ 880.00	\$ 114.40	\$ 994.40
89	Various Properties	50 acre plus woodlot	\$ 1,130.00	\$ 146.90	\$ 1,276.90
90	Various Properties	non-refundable draw fee	\$ 17.70	\$ 2.30	\$ 20.00
	Forestry Program				
	Seedlings				
91	Cost of seedlings (per tree)	ranging from	\$ 1.25	\$ 0.16	\$ 1.41
		to	\$ 3.00	\$ 0.39	\$ 3.39
92	Tree Planting - Machine Plant by ERCA (per tree)		\$ 1.00	\$ 0.13	\$ 1.13
93	Tree Planting - Hand Plant by ERCA (per tree maximum)		\$ 2.00	\$ 0.26	\$ 2.26
94	Maintenance/Guarantee Program	per seedling	\$ 0.40	\$ 0.05	\$ 0.45
95	Shipping & Handling Charge		\$ 35.00	\$ 4.55	\$ 39.55
96	Site Delivery Fee		\$ 150.00	\$ 19.50	\$ 169.50

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Large Stock					
97	Cost of large stock (per tree)	ranging from	\$ 15.00	\$ 1.95	\$ 16.95
		to	\$ 48.00	\$ 6.24	\$ 54.24
Forestry Extension Services					
98	Managed Forest Tax Incentive Program Approvals	up to 15 acre woodlot	\$ 650.00	\$ 84.50	\$ 734.50
98a	Managed Forest Tax Incentive Program Approvals	Greater than 15 acre woodlot	\$ 750.00	\$ 97.50	\$ 847.50
COMMUNITY AND OUTREACH SERVICES					
School Programs					
Conservation Area Programs (Hillman Marsh/Holiday Beach/John R. Park Homestead Conservation Areas)					
99	Half Day	per program	\$ 175.00	-	\$ 175.00
100	Full Day	per program	\$ 285.00	-	\$ 285.00
101	Either half or full day	additional Parents	\$ 8.50	-	\$ 8.50
102	Special High Skills Major Certification Programs (virtual) per program	plus applicable special materials costs, if required (max. 30 participants)	\$ 398.23	\$ 51.77	\$ 450.00
103	Summer Camp programs	2 hours (per program)	\$ 175.00	-	\$ 175.00
104	Summer Camp programs	4 hours (per program)	\$ 285.00	-	\$ 285.00
105	Ticketed Experiential Events (e.g. Owl Prowl, Candle Light Tour)		\$ 13.27	\$ 1.73	\$ 15.00
Offsite Presentations					
106	Nature Near You	Minimum charge includes 2 classes (1 hour per class)	\$ 250.00	-	\$ 250.00
106a	Nature Near You (Additional Class, same school/same day)	Maximum 4 classes per day	\$ 100.00	-	\$ 100.00
107	School camps and in-class programs (not at a Conservation Area)	Half Day (per program) from:	\$ 250.00	-	\$ 250.00
108	School camps and in-class programs (not at a Conservation Area)	Second program: same day/same school	\$ 175.00	-	\$ 175.00
109	Travel fee to offsite presentation (not at a Conservation Area)	per kilometre	\$ 0.51	\$ 0.07	\$ 0.58
110	Virtual Field Trip up to 30 students (1 hour)	per program	\$ 100.00	-	\$ 100.00
111	Corporate Team Building Activities with 10-50 participants (1.5-3 hours)	per program	\$ 250-\$700	+HST	
CORPORATE SERVICES					
Other Fees					
112	Scan to file (wide format)	original sheet	\$ 15.00	\$ 1.95	\$ 16.95
112a	Scan to file (wide format)	each additional sheet	\$ 2.00	\$ 0.26	\$ 2.26
113	Scan to print (wide format)	original sheet	\$ 15.00	\$ 1.95	\$ 16.95
113a	Scan to print (wide format)	each additional sheet	\$ 10.00	\$ 1.30	\$ 11.30
114	NSF cheque fee		\$ 35.00	\$ 4.55	\$ 39.55