

## Fee Update

TO: The Chair and Members of the Mississippi Valley Conservation Authority  
Board of Directors

FROM: Stacy Millard, Treasurer; Marissa Okum, Stewardship Coordinator; and  
Scott Lawryk, Property Manager

REPORT: 3500/25, June 18, 2025

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### RECOMMENDATION:

*That the Board of Directors approve:*

- a) revision of MVCA's 2025 Fee Schedules as outlined in this report;*
  - b) posting of the new fees in accordance with MVCA's Fee Policy; and*
  - c) that the new fees take effect September 1, 2025 pending no major concerns regarding the proposed changes.*
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The purpose of this report is to update MVCA's Fee Schedules to meet the operational needs of the organization and continue to work towards full cost recovery for Category 3 programs and services.

## 1.0 Issues

### 1.1 Stewardship

Currently, stewardship fees only recover out-of-pocket expenses such as the cost of plants and do not include fees for service, i.e. staff time to plant trees and shrubs.

### 1.2 Facility Rentals

A 4-hour minimum rental fee was implemented in 2024, which users have complained is too long and expensive. Consequently, rentals at the Mill of Kintail have declined. As well, staff have received queries to rent the entire Mill of Kintail site for major events (that would not require closure of the Museum or nature trails.) And, rentals of the Boardroom at the Headquarters office have proven challenging due to both parking limitations and IT requirements of the room. This report aims to address these issues.

## 2.0 Discussion

### 2.1 Stewardship

Fee schedules from multiple area conservation authorities (CAs) were reviewed to ensure MVCA fees are in line with other Eastern and Central Ontario CAs. Though the scope of services delivered by CAs varies, it was found that those offering shoreline plantings charge a set fee for planting services. Therefore, it is recommended that MVCA implement a similar base fee for planting labour that provides for both staff time and mileage.

MVCA already has a rate of \$85/hr for a 2-person crew that is used for other programs. Given that a planting crew typically comprises 4 staff members and that the average planting time is 3 hours, a \$510 minimum fee is recommended, plus mileage; and an additional hourly charge of \$170 per hour for larger projects.

Due to increasing supplier costs, fees for plant plugs/wildflowers and coco discs are recommended to increase from \$3 to \$5.

Finally, it is recommended that an additional 50% premium be added to all the above rates where a landowner is required to replant a shoreline as part of a Violation Remediation Agreement.

Attachment 1 shows proposed amendments to Schedule G – Stewardship.

### 2.2 Mill of Kintail (MOK) Rentals

In order to better align with community needs and demands, it is recommended that the minimum booking time for individual facilities at the MOK be reduced to 2-hours, and that half-day and full-day options be added.

In response to the query regarding a full-site booking, other CAs with similar facilities were contacted to determine potential pricing and potential limitations. A Special Event rate of \$3,000 per day, plus charges for staff time as per current approved rates is recommended, with the proviso that the Museum and trail system would remain open to the public during these events.

Attachment 2 shows proposed amendments to Schedule F – Visitor Service Fees.

### 2.3 HQ Boardroom Rentals

In recent years, MVCA has experimented with renting the Boardroom for private purposes. While these rentals are infrequent they often result in malfunctioning

equipment, parking challenges, and have required staff support and overtime. Current fees do not cover these costs, and it is felt that the room is best used by partner not-for-profit organizations only, such as the Mississippi Madawaska Land Trust. Accordingly, staff recommend that the general rental fee be removed, and instead MVCA require partner organizations to pay for use of specialty equipment and staff time for room set-up and tear-down where a different configuration from normal is required.

Attachment 2 shows proposed amendments to Schedule D – Corporate/Administrative Services Fees.

## 2.4 Fee Schedule

To facilitate easy access to MVCA’s various fee schedules on our website it is recommended that the existing Schedules D and E be divided into four, and renamed as follows:

- Schedule D – Corporate & Administrative Services
- Schedule E – Education Programs (no change in fees proposed)
- Schedule F – Visitor Services
- Schedule G – Stewardship Services

## 3.0 Next Steps

In accordance with our Fee Policies and the Programs & Services Agreements with our member municipalities, staff will be posting proposed fee changes for a period of 30-days following approval by the Board.

If any significant objections are raised by the community, staff will return to the Board. Otherwise, it is proposed that the new fees take effect September 1, 2025.

## 4.0 Corporate Strategic Plan

This recommendation supports achievement of the following strategic goals and objectives:

**Goal 2: Community Building** – engage local partners to foster connections, leverage our resources, and strengthen our “social license” to operate.

- a) Demonstrate MVCA to be a trusted, client-centered, resourceful, and helpful partner.

Goal 3: People and Performance – support the operational transformations required to achieve MVCA’s priorities and to address legislative changes.

- b) Monitor the quality, efficiency and impact of what we do and modify to improve operational effectiveness.

**Attachments:**

- Fee Update – Fee Schedule G
- Fee Update – Fee Schedule F
- Fee Update – Fee Schedule D

## MVCA Fee Schedule: 2025

### Schedule “G” Fees

#### Stewardship Services

HST is in addition to all fees unless otherwise specified

Stewardship Services	Fee
<del>Trees and Shrubs</del>	
Seedlings (trees and shrubs) bareroot stock	\$5
Potted shrubs (1 or 2 gallon)	\$15
Potted Trees (1 or 2 gallon)	\$20
Plugs/Wildflowers	<del>\$53</del>
Coco Disks /Mulch	\$1.50
<u>Pre-consultation, site visit, and planting plans</u>	<u>Free</u>
<u>Planting services – Planting Crew (4 staff) minimum 3 hours + mileage<sup>1</sup></u>	<u>\$510</u>
<u>Additional Hourly Rate</u>	<u>\$170</u>
<u>Premium charged on the above goods and services when provided to implement Violation Remediation Agreements</u>	<u>50%</u>

<sup>1</sup> Mileage rate is \$0.60 per kilometre.

## MVCA Fee Schedule: 2025

### Schedule “F” Fees

#### Visitor Services

HST is in addition to all fees unless otherwise specified

Conservation Area Use Type	Fee
<b>Conservation Area Use</b>	
*Day Pass Purdon	Donation only
*Day Pass Morris Island or Mill of Kintail <sup>1</sup>	\$7
Seasonal Pass General	\$55
Additional Car Pass <sup>2</sup>	\$27
Lost General Pass	\$15
Bus Tour Groups – all sites (per person) <sup>3</sup>	\$3
<u>*any vehicle with greater than 12-person capacity</u>	
<b>Mill of Kintail Rentals</b>	
<u>Full Site – any staffing as per Schedule D</u>	<u>\$3,000/day</u>
Cloister Area Weddings (4 Hour Minimum)	\$840
Additional Hourly	\$210
Last Minute Hourly (Less than 30 days)	\$110
<b>Picnic Shelter &amp; Education Centre</b>	
Minimum <del>4</del> <u>2</u> Hours	<del>\$80</del> <u>\$155</u>
Additional Hourly	\$35
<u>Half Day</u>	<u>\$155</u>
<u>Full Day</u>	<u>\$300</u>
<b>Gatehouse</b>	
Minimum <del>2</del> <u>4</u> Hours	<del>\$135</del> <u>\$265</u>

<sup>1</sup> HST Included

<sup>2</sup> Seasonal Pass – only one vehicle pass be provided per annual pass

<sup>3</sup> ~~HST included. This rate would apply to vehicles with a carrying capacity greater than 7 passengers.~~

Additional Hourly	\$65
<u>Half Day</u>	<u>\$265</u>
<u>Full Day</u>	<u>\$500</u>
<b>Community Groups</b>	50% of rental fees

## MVCA Fee Schedule: 2025

### Schedule “D” Fees

#### Corporate/Administrative Services

HST is in addition to all fees unless otherwise specified

Office Rentals	Fee
<b>Boardroom and Meeting Rooms</b>	
<del>Per Day</del>	<del>\$260</del>
Affiliated Groups <sup>1</sup>	FREE
<u>AV Equipment use</u>	<u>\$100</u>
<u>Change Boardroom setup/tear-down</u>	<u>\$100</u>
<b>Office Space Work Station – no service</b>	
<b>Per Month</b>	\$110
<b>Office Space Work Station – serviced<sup>2</sup></b>	
<b>Per Month</b>	\$155
<b>Staffing Fee for Rentals</b>	
Hourly	\$50

Administrative Tasks	Fee
<b>Photocopies</b>	
Per page 8.5” x 11” (Black and White)	\$0.35
Per page 8.5” x 11” (Colour)	\$1.25
Per page Faxes or Scans	\$0.33

<sup>1</sup> Affiliated Groups = meetings held at MVCA where MVCA staff participation/involvement is required and the Group objectives are in-line with MVCA goals and objectives.

<sup>2</sup> Serviced includes phone, internet and network support.



Information and Professional Services		Fee
<b>Reports</b> Base Cost (Digital and Paper)	Small: 1-30 pages	\$150
	Medium: 31-100 pages	\$295
	Large: 100 + pages	\$450
	Minimum Processing Fee	\$65
	Administrative Rate	\$80/hour
	Field Crew (2 staff) plus mileage <sup>3</sup>	\$85/ hour
	Technical Rate	\$95/ hour
	Professional Rate	\$115/ hour
<b>Models – digital copies</b> Hydrological Model (HEC-HMS, SWMHYMO, PCSWMM) Hydraulic Model (HEC2, HEC-RAS)	Management Rate	\$150/ hour
		\$2,200 per model - plus staff time

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<sup>3</sup> Mileage rate is \$0.60 per kilometre.