

MVCA Fee Schedule: 2025

Schedule “A” Fees

Planning Advisory Program

Planning Application Type	Fee for “natural hazards” & water quality and quantity matters & on-site services review (when required)
Official Plan Amendments (OPA)	
Minor	\$820
Major (private applications associated with urban expansion and/or major development application)	\$4,000
Zoning By-law, Amendments, Minor Variance Applications, Site Plan – Single Residential	\$410
Site Plan	
Minor (Small commercial less than 0.8 ha, additions up to 200 sq. m.)	\$1,120
Major (Multiple Res., Commercial, Industrial, Institutional)	\$2,790
Consent to Sever (per application)	\$500
Clearance of Conditions (Severance or Variance)	\$185
Plan of Subdivision/Condominium (to provision of Conditions of Draft Approval)	\$4,120
Clearance of Conditions for Subdivision Registration (per phase)	\$2,070
Draft Plan Approval Revisions (alterations to site/plan layout)	\$2,070
Draft Plan Extensions (original conditions about to lapse)	\$4,120

Note:

- Reactivation (all application types) – 50% reactivation fee based on the current schedule after two years of dormancy.
- A screening fee of \$130.00 will be charged for written responses to address minor issues.
- All fees are exclusive of the Technical Review Fees (see Schedule C) which are charged on a per issue basis in addition to the fees outlined in Schedule A.
- All fees must be received PRIOR to the release of written comments to an approval authority.
- The CA reserves the right to charge additional fees in the event that the review requires a substantially greater level of effort than normal, additional site visits etc. OR where additional processing past the initial submission period is required.

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Schedule “B” Fees

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses

Application Type	Description	Fee
Culvert/Bridge (Water Crossing)	Replacement (same dimension) ≤ 30 m and ≤ 1 m diameter	\$280
	Replacement (different dimension) or new ≤ 1 m diameter	\$665
	1 m diameter - 3 m diameter	\$1,040
	> 3 m diameter	\$2,050
	Infrastructure Modification (bridges with span < 25 m)	\$1,040
	Infrastructure Modification (bridges with span > 25 m, storm water management pond)	\$2,685
	Resurfacing	\$280
	Superstructure or abutment works	\$665
	New bridge	\$2,685
Directional Drilling	Channel width ≤ 3 m	\$280
	Channel width > 3 m	\$665
Fill Placement & Grading Fill Placement (m^3) Grading (ha) (including septic beds)	Fill placement $< 100 \text{ m}^3$ / Grading ≤ 0.25 ha	\$280
	Fill placement $> 100 \text{ m}^3 - 500 \text{ m}^3$ / Grading > 0.25 ha – 0.5 ha	\$685
	Fill placement $> 500 \text{ m}^3 - 1000 \text{ m}^3$ / Grading > 0.5 ha – 1.0 ha	\$1,075
	Fill placement $> 1000 \text{ m}^3 - 2000 \text{ m}^3$ / Grading > 1.0 ha – 2.0 ha	\$2,115

Buildings	Auxiliary building/structures and additions with a total gross floor area <20 m ²	\$280
	Auxiliary buildings/structures and additions with a total gross floor area between 20 m ² and 100 m ²	\$685
	Auxiliary buildings/structures and additions with a total gross floor area >100 m ² New residential dwellings New single unit commercial/institutional building	\$1,075
	Multiple Residential units, Institutional, Industrial or Commercial Building	\$2,765
Shoreline Work & Watercourse Alteration	Shoreline alterations, erosion protection, channelization ≤ 30m	\$280
	Shoreline alterations/protection >30m and < 100 m Private residential and/or non-municipal agricultural drain cleanout	\$665
	Shoreline alterations/protection, channelization 100 m - 500 m	\$1,040
	Shoreline alterations/protection, channelization > 500 m	\$2,050
Docks	Shoreline disturbance > 2 m and/or total surface > 20 m ²	\$280
Wetland Development /Interference within 30m and 120m of a Provincially Significant Wetland or non-evaluated wetland	Minor Review	\$280
	Area affected ≤ 0.5 ha	\$665
	Area affected > 0.5 ha and ≤ 1.0 ha	\$1,075
	Area affected > 1.0 ha and ≤ 2.0 ha	\$2,050

Municipal Drain Maintenance (DART Protocol)	\$95
Screening Fee & Written Advice & Letter of Authorization (ex. minor development in regulated area in approved subdivisions)	\$125
Permit Amendment with minor changes to proposal or site conditions	\$125
S. 28 Application Review Hearing	\$400
Major Projects (ex. Minister's Zoning Order, applications that include several technical studies, >500 m shoreline work or watercourse realignment, development or interference with >2 ha wetland, subdivisions over 10 lots, fill placement over > 2000 m ³ / > 2.0 ha) Note: Additional charges for legal or technical peer-review may be applicable.	\$5,525
Issuance of new permit with no changes to proposal or site conditions will be reduced by 50%	

Security Deposit	Minor	\$1,000
	Major	\$2,000
Property Inquiry For written responses to legal, real estate and related financial (including CMHC) inquiries by landowners or others on their behalf for property inquiry letter; includes flood plain map (where applicable) and photocopy costs.	File Search Only (10 business days)	\$280
	Expedited Search (3 business days)	\$385
	With Site Inspection	\$465

Note:

- Permit Application fees where the only change in the original application is the time frame will be reduced by 50%.
- Project descriptions are only typical examples. MVCA reserves the right to determine the fee based on each individual project proposal, on a case-by-case basis, at the discretion of the Manager of Planning and Regulations.

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Schedule “C” Fees

Technical Report Review

Technical reports are routinely prepared by qualified professionals in the fields of water resources engineering, hydro-geological investigation, site servicing, geotechnical engineering, environmental assessments, ecology and planning. Such experts are familiar with profession standards and provincial and local requirements in such matters.

Report Review (1 st Submission)	Development Type	Fee
Normal Review (20 business days) - Floodplain hydrology analysis - Geotechnical Reports (unstable soils and slopes) - Wetland hydrology impact analysis - Environment impact studies - Stormwater management - Grading and drainage plan - Hydrological assessment - Groundwater and terrain analysis - Headwater Drainage Feature Assessment	Development area <0.5 hectares	\$460
	Development area 0.5 hectares - < 2 hectares	\$900
	Development area > 2 hectares - < 5 hectares	\$1,890
	Development area > than 5 hectares	\$2,945
Major Projects		Hourly
Additional Reviews		Hourly

Aggregate Resources Act Application Reviews (Plus Schedule C fees, as applicable)	\$4,000
Written Technical Response to Inquiry (1 Letter with O. Reg 41/24 Map)	\$30

Note:

- Reviews are prepared by ‘qualified professionals’ in the fields of water resources engineering, groundwater science, site servicing, geotechnical engineering, environmental assessments, floodproofing, ecology and planning to support

appropriate development. Our reviews involve evaluation of whether the applicable guidelines and legislation have been appropriately addressed.

- Technical report review services are tracked per file on an hourly basis. Where reviews exceed the standard allocation review time, or require multiple submission and re-reviews, MVCA reserves the right to charge an hourly professional rate in addition to the initial fee.
- Major projects are those with a high level of concern about the local environment, complex ecological, ground water and surface water interactions and which may require MVCA staff attendance at multiple meetings with proponents, consultants or public meetings to satisfy regulatory requirements.

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Schedule “D” Fees

Corporate/Administrative Services

HST is in addition to all fees unless otherwise specified.

Office Rentals	Fee
Boardroom and Meeting Rooms	
Affiliated Groups ¹	FREE
AV Equipment use	\$100
Change Boardroom setup/tear-down	\$100
Office Space Work Station – no service	
Per Month	\$110
Office Space Work Station – serviced²	
Per Month	\$155
Staffing Fee for Rentals	
Hourly	\$50

Administrative Tasks	Fee
Photocopies	
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

¹ 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.

² Serviced includes phone, internet and network support.

Information and Professional Services		Fee
Reports 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 ³	\$85/ hour
	Technical Rate	\$95/ hour
	Professional Rate	\$115/ hour
Models – digital copies Hydrological Model (HEC-HMS, SWMHYMO, PCSWMM) Hydraulic Model (HEC2, HEC-RAS)	Management Rate	\$150/ hour
		\$2,200 per model - plus staff time

³ Mileage rate is \$0.60 per kilometre.

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Schedule “E” Fees

Education Programs

Watershed Education	Fee
Summer Camp (Mill of Kintail) ¹	
5-day session: 9 am – 4 pm	\$260 per week
4-day session: 9 am – 4 pm	\$210 per week
Discount for extra children enrolled in the same session	\$25/child/session ²
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10/child/timeslot ³
PA Day Camp ⁶	
9 am – 4 pm	\$50
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10/child/slot ⁸
March Break Camp ⁶	
5-day session: 9 am – 4 pm	\$225
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10/child/slot ⁸
MVCA Staff discount – 10% on day camps	
Education Programs	
Full Day Guided Group (4.5h) (max 40 people)	\$450
Half Day Guided Group (2h) (max 40 people)	\$250
Visit to School/Other Location (2h)	\$80
Guided Site Tours (all CA sites) ¹	
Adult (2h)	\$10
Child (6-17) (2h)	\$5
Family (up to 5 people)	\$25

¹ HST exempt.

² HST exempt. Discount only applies to 2nd or more child.

³ HST exempt. For clarity, before AND after care would cost \$20/child/day.

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Schedule “F” Fees

Visitor Services

HST is in addition to all fees unless otherwise specified.

Conservation Area Use Type	Fee
Conservation Area Use	
*Day Pass Purdon	Donation only
*Day Pass Morris Island or Mill of Kintail ¹	\$7
Seasonal Pass General	\$55
Additional Car Pass ²	\$27
Lost General Pass	\$15
Bus Tour Groups ³ – all sites (per person)	\$3
Mill of Kintail Rentals	
Full Site – any staffing as per Schedule D	\$3,000/day
Cloister Area Weddings (4 Hour Minimum)	\$840
Additional Hourly	\$210
Last Minute Hourly (Less than 30 days)	\$110
Picnic Shelter & Education Centre	
Minimum 2-Hours	\$80
Additional Hourly	\$35
Half Day	\$155
Full Day	\$300
Gatehouse	
Minimum 2-Hours	\$135
Additional Hourly	\$65
Half Day	\$265
Full Day	\$500
Community Groups	50% of rental fees

¹ HST Included

² Seasonal Pass – only one vehicle pass be provided per annual pass

³ Any vehicle with greater than 12-person capacity

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Schedule “G” Fees

Stewardship Services

HST is in addition to all fees unless otherwise specified.

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

¹ Mileage rate is \$0.60 per kilometre.

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Schedule “H” Fees

Onsite Sewage Disposal Systems

Sewage System New Construction/Replacement	Fee
Class 4 (Leaching Bed System) & Class 5 (Holding Tank)	
Residential	\$970
Class 4 Required Maintenance Contract Registration	\$155
Residential QUINN FARM (includes labour for sampling)	\$1,260
Commercial or Other Occupancies	\$1,390
Class 2 & 3 Systems	\$470
Class 4 Septic Tank Only	\$450
Inspections (subgrade, partial install, squirt height)	\$225

Revisions To Existing Permit	Fee
Major Example: different type of system, different location > 10 metres	50% of Fee
Minor Example: Change Design Flow, Type of Treatment Unit	\$225
Administrative Example: Change of Documentation Only	\$140

Alteration To Existing Sewage System	Fee
Major Example: Addition of Treatment Unit, Mantle	\$450
Minor Example: Level Header, Filter & Riser	\$225

Renovation/Change of Use Permits	Fee
Renovation/Change of Use (OBC Part 10 & 11)	\$340
Renovation/Change of Use (OBC Part 10 & 11) with Part 8 Application	\$175

Miscellaneous	Fee
File Search for septic records	\$175

Renewals & Cancellations *	Fee
Renewal & Review Fee (maximum 1-year extension)	\$225
Cancellation within 12 months of issuance (refund)	50% of Fee

Permit to Demolish	Fee
Permit to demolish/decommission a septic system	\$175

Planning – Septic (Outside City of Ottawa)	Fee
Planning Comment (per lot for Subdivision Plan Review - Maximum fee of \$5000)	\$240
Consent Application	\$350
Additional Consent Applications (same retained parcel)	\$160
Minor Variances and Zoning By-Law Amendments	\$350

Note:

- If construction begins before a permit is issued a 50 percent (%) Surcharge
- A permit is valid for 12 months from the original date of issuance noted in permit.
 - If lapsed, it may be renewed only once for a period of 12 months from the original date of expiry.