

Fee Update

TO: The Chair and Members of the Mississippi Valley Conservation Authority
Finance and Administration Committee

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

REPORT: 3516/25, September 15, 2025.

RECOMMENDATION:

That the Finance & Administration Advisory Committee recommend that the Board of Directors approve:

- a) 2026 update of Schedules D through G of MVCA's Fee Schedule as set out in this report;*
- b) posting of the new fees in accordance with MVCA's Fee Policy; and*
- c) that the new fees take effect January 1, 2026, pending no major concerns regarding the proposed changes.*

The purpose of this report is to set MVCA's fees for 2026 to meet the operational needs of the organization and continue to work towards full cost recovery for Category 3 programs and services. This report does *not* address planning and permit fees that are subject to a provincial freeze, which is set to expire December 31, 2025.

MVCA reviews and updates fees annually. Across the fee schedules, a 5.35% increase is recommended, which aligns with the Levy increase. The only exception to this is Day Use fee at our conservation areas which increased in 2024 from \$6 to \$7. Staff feel there would be public concern with increase in fees at this time and the current rate helps to maintain affordable access to the public.

Revised Fee Schedules D through G are attached. Fees have been rounded for ease of use. 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 upon publication of this Committee report.

If any significant objections are raised by the community, staff will inform the Board in October.

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

MVCA Fee Schedule: 2026

Schedule “D” Corporate/Administrative Services Fees

HST is in addition to all fees unless otherwise specified.

Office Rentals	Fee
Boardroom and Meeting Rooms	
Affiliated Groups ¹	FREE
AV Equipment use	\$105
Change Boardroom setup/tear-down	\$105
Office Space Work Station – no service Per Month	\$115
Office Space Work Station – serviced² Per Month	\$165
Staffing Fee for Rentals Hourly	\$52.50

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	\$160
	Medium: 31-100 pages	\$310
	Large: 100 + pages	\$475
	Minimum Processing Fee	\$70
	Administrative Rate	\$85/hour
	Field Crew (2 staff) plus mileage ³	\$93/ hour
	Technical Rate	\$100/ hour
	Professional Rate	\$121/ hour
	Management Rate	\$158/ hour
Models – digital copies		\$2,320 per model - plus staff time
Hydrological Model (HEC-HMS, SWMHYMO, PCSWMM)		
Hydraulic Model (HEC2, HEC-RAS)		

³ Mileage rate is \$0.XX per kilometre.

MVCA Fee Schedule: 2026

Schedule “E” Education Programs Fees

Watershed Education	Fee
Summer Camp (Mill of Kintail) ¹	
5-day session: 9 am – 4 pm	\$275 per week
4-day session: 9 am – 4 pm	\$220 per week
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10.50/child/timeslot ²
PA Day Camp¹	
9 am – 4 pm	\$52.50
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10.50/child/slot ²
March Break Camp¹	
5-day session: 9 am – 4 pm	\$235
Before OR After Care: 1 hour (8 am – 9 am or 4 pm – 5 pm)	\$10.50/child/slot ²
Discount for multiple children enrolled in the same session – 5%	
MVCA Staff discount – 5% on camps/PA Days	
Education Programs	
Full Day Guided Group (4.5h) (first 40 attendees)	\$475
Each additional attendee	\$11.75
Half Day Guided Group (2h) (first 40 attendees)	\$265
Each additional attendee	\$6.50
Visit to School/Other Location (up to 2h)	\$85
Guided Site Tours (all CA sites)	
Adult (2h)	\$10.50
Child (6-17) (2h)	\$5.25
Family (up to 5 people)	\$26.50

¹ HST exempt.

² HST exempt. For clarity, before AND after care would cost \$21/child/day.

MVCA Fee Schedule: 2026

Schedule “F” Visitor Services Fees

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	\$58
Additional Car Pass ²	\$28.5
Lost General Pass	\$16
Bus Tour Groups ³ – all sites (per person)	\$3.25
Mill of Kintail Rentals	
Full Site – any staffing as per Schedule D	\$3,160/day
Cloister Area Weddings (4 Hour Minimum)	\$885
Additional Hourly	\$220
Last Minute Hourly (Less than 30 days)	\$115
Picnic Shelter & Education Centre	
Minimum 2-Hours	\$84.50
Additional Hourly	\$37
Half Day	\$165
Full Day	\$315
Gatehouse	
Minimum 2-Hours	\$142
Additional Hourly	\$70
Half Day	\$280
Full Day	\$525
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

MVCA Fee Schedule: 2026

Schedule “G” Stewardship Services Fees

HST is in addition to all fees unless otherwise specified.

Stewardship Services	Fee
Seedlings (trees and shrubs) bareroot stock	\$5.25
Potted shrubs (1 or 2 gallon)	\$16
Potted Trees (1 or 2 gallon)	\$21
Plugs/Wildflowers	\$5.25
Coco Disks /Mulch	\$1.60
Pre-consultation, site visit, and planting plans	Free
Planting services – Planting Crew (4 staff) minimum 3 hours + mileage ¹	\$540
Additional Hourly Rate	\$180
Premium charged on the above goods and services when provided to implement <i>Violation Remediation Agreements</i>	50%

¹ Mileage rate is \$0.XX per kilometre.