

Proposed Fee Schedule Amendments

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

FROM: Stacy Millard, Treasurer and Ben Dopson, Manager, Planning and Stewardship

REPORT: 3535/26, January 12, 2026.

RECOMMENDATION:

That the Board of Directors approve:

- a) 2026 update of Schedules A through C of MVCA's Fee Schedule as set out in Report #3535/26;*
 - b) Posting and circulation of the new fees in accordance with MVCA's Fee Policy; and*
 - c) That the new fees take effect March 1, 2026, pending no major concerns regarding the proposed changes.*
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1.0 BACKGROUND

In December 2022, the Province of Ontario issued a Minister's Direction to not change fees for any program or service related to reviewing and commenting on planning and development related proposals, land use planning policies, or for permits issued by conservation authorities. Extensions to the Minister's direction were issued for 2024 and 2025 through letters to all Conservation Authorities. MVCA, Conservation Ontario, and other CAs have repeatedly requested that the freeze on fees be lifted. It now appears that the province has lifted the fee freeze, as no extension letter was received from the province concerning 2026 fees.

Given the absence of any direction from the province, this report makes several recommendations regarding changes to planning and regulatory fees. Fee changes are proposed to take effect March 1, so that any direction that may be received from the province in the interim can be addressed as needed.

2.0 2026 FEE SCHEDULE

MVCA charges fees for a selection of programs and services in accordance with the Board-approved Fee Policy and Schedules, and section 21.2 of the *CA Act*.

Following consultation with Rideau Valley and South Nation conservation authorities, the three conservation authorities are recommending a 3% increase to all fees related to reviewing and commenting on planning and development related proposals, land use planning policies, and for permit applications. Through this report, staff are also recommending, largely to bring MVCA into alignment with RVCA and SNC fee schedules:

1. An amendment to the fee for *Zoning By-Law, Amendments, Minor Variance Applications, Site Plan – Single Residential* to correct a previous error to bring MVCA's fees in line with those of RVCA and SNCA.
2. Addition of a fee for the lifting of a 30 cm Reserve, highlighted in yellow.
3. Addition of a fee for Part Lot Control, highlighted in yellow.
4. Amendments to the descriptions of all categories in Schedule B to provide clarity.
5. An increase to the security deposit for minor projects from \$1,000 to \$1,800 and for major projects from \$2,000 to \$3,500.
6. Addition of a security deposit requirement for wetland compensation projects of \$12,350/ha, highlighted in yellow.

Recommended fee changes align with the following key principles set out in MVCA's fee policy, to:

- Recover full-costs where feasible.
- Balance user-pay principle with maintaining affordable access for all.
- Harmonize fees with neighbouring conservation authorities in shared municipalities where feasible.

3.0 CIRCULATION & EFFECTIVE DATE

Provincial regulations and MVCA's Fee Policy require public notification and circulation of proposed changes to member municipalities with a comment period of 30 days. These will be carried out following Board approval, with the intent of implementing the fees on March 1, 2026, should no major concerns arise. No retroactive charges would apply.

4.0 CORPORATE STRATEGIC PLAN

Goal 4: Plan for Long Term Viability

- a. Invest in employees and succession planning.
- b. Develop and assess options for sustainable program delivery.
- c. Partner with others to pool resources for mutual success.
- d. Develop business plans for Category 3 programs and services.

ATTACHMENTS

- Fee Schedules 2026 A - C

MVCA Fee Schedule: 2026

Schedule “A” Fees

*3% increase to all fees over 2025 rates.

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	\$845
Major (private applications associated with urban expansion and/or major development application)	\$4,120
Zoning By-law Amendments, Minor Variance Applications, Site Plan – Single Residential	\$435
Site Plan	
Minor (Small commercial less than 0.8 ha, additions up to 200 sq. m.)	\$1,155
Major (Multiple Res., Commercial, Industrial, Institutional)	\$2,875
Consent to Sever (per application)	\$515
Clearance of Conditions (Severance or Variance)	\$195
Plan of Subdivision/Condominium (to provision of Conditions of Draft Approval)	\$4,245
Clearance of Conditions for Subdivision Registration (per phase)	\$2,135
Draft Plan Approval Revisions (alterations to site/plan layout)	\$2,135
Draft Plan Extensions (original conditions about to lapse)	\$4,245
Lifting of 30 cm Reserve	\$245
Part Lot Control	\$130

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.

MVCA Fee Schedule: 2026

Schedule “B” Fees

***3% increase to all fees over 2025 rates.**

Ontario Regulation 41/24, *Prohibited Activities, Exemptions and Permits*

Application Type	Description	Fee
Culvert (Water Crossing)	Replacement (same dimension) ≤ 30 m and ≤ 1 m diameter/ < 25 m length	\$290
	Replacement (different dimension) or new ≤ 1 m diameter/ > 25 m length	\$685
	New or replacement 1 m diameter - 3 m diameter	\$1,075
	New or replacement > 3 m diameter	\$2,115
	Superstructure or abutment works	\$685
Infrastructure (Bridge)	Infrastructure Modification (bridges with span < 25 m)	\$1,075
	Infrastructure Modification (bridges with span > 25 m, storm water management pond, major utility crossing)	\$2,770
	New road bridge	\$2,770
	New pedestrian bridge	\$685
Directional Drilling	Channel width ≤ 3 m	\$290
	Channel width > 3 m	\$685
Fill Placement & Grading	Fill placement ≤ 100 m ³ / Grading ≤ 0.25 ha	\$290
Fill Placement (m ³) Grading (ha)	Fill placement 100 m ³ – 500 m ³ /Grading 0.25 ha – 0.5 ha	\$710

(including septic beds, temporary storage)	Fill placement 500 m ³ – 1000 m ³ /Grading 0.5 ha – 1.0 ha	\$1,110
	Fill placement 1000 m ³ – 2000 m ³ /Grading 1.0 ha – 2.0 ha	\$2,180
	Resurfacing	\$290
Buildings	Auxiliary building/structures and additions with a total gross floor area ≤ 15 m ²	\$290
	Auxiliary buildings/structures and additions with a total gross floor area between 15 m ² and 100 m ²	\$710
	Auxiliary buildings/structures and additions with a total gross floor area >100 m ² New residential dwellings New single Institutional, Industrial or Commercial Units	\$1,110
	Multiple Residential, Institutional, Industrial or Commercial Units	\$2,850
Shoreline Work & Watercourse Alteration (erosion protection, channelization)	Shoreline alterations ≤ 15m	\$290
	Shoreline alterations between 15 m and 30 m	\$685
	Shoreline alterations between 30m and 100 m Private residential and/or non-municipal agricultural drain cleanout	\$685
	Shoreline alterations between 100 m and 500 m	\$1,075
	Shoreline alterations > 500 m	\$2,115
Docks	Shoreline disturbance > 2 m and/or total surface area > 20 m ²	\$290
Wetland	Minor Review	\$290
	Area affected ≤ 0.5 ha	\$685

Development /Interference within 30m of a Provincially Significant Wetland or non-evaluated wetland	Area affected > 0.5 ha and ≤ 1.0 ha	\$1,110
	Area affected 1.0 ha and ≤ 2.0 ha	\$2,115
Municipal Drain Maintenance (DART Protocol) Hydro One Maintenance		\$100
Screening Fee & Written Advice & Letter of Authorization (ex. minor development in regulated area in approved subdivisions)		\$130
Permit Amendment with minor changes to proposal or site conditions		\$130
S. 28 Application Review Hearing		\$415
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.		\$5,695
Issuance of new permit with no changes to proposal or site conditions will be reduced by 50%		

Security Deposit	Minor	\$1,800
	Major	\$3,500
	Wetland Compensation project - \$12,350/ha	
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)	\$300
	Expedited Search (3 business days)	\$400
	With Site Inspection	\$515

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 Stewardship.

MVCA Fee Schedule: 2026

Schedule “C” Fees

***3% increase to all fees over 2025 rates.**

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 professional standards and provincial and local requirements in such matters.

Report Review (1 st Submission)	Development Type	Fee
Normal Review (20 business days) <ul style="list-style-type: none"> - 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	\$475
	Development area 0.5 hectares - < 2 hectares	\$930
	Development area > 2 hectares - < 5 hectares	\$1,950
	Development area > than 5 hectares	\$3,035
Major Projects		Hourly
Additional Reviews		Hourly

Aggregate Resources Act Application Reviews (Plus Schedule C fees, as applicable)	\$4,120
Written Technical Response to Inquiry (1 Letter with O. Reg 41/24 Map)	\$35

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.