



## Schedule A: Planning Advisory Program

Approvals Fee Schedule  
(Effective January 1, 2024)

Application Type	Description		Fee
Official Plan Amendment	Minor		\$ 820
	Major		\$ 4,000
Zoning By-law	All		\$ 410
Minor Variance	All		\$ 410
Site Plan Control	Single residential		\$ 420
	Multiple residential, commercial or industrial	Minor	\$ 700
		Standard	\$ 1,120
		Major	\$ 2,790
Consent to Sever (per application)	All		\$ 500
	Clearance of Conditions (No site visit required)		\$ 235
Plan of Subdivision/ Part Lot Control/ Condominium	No previous SPC in circulation		\$ 4,120
	Clearance of Conditions (Subdivision registration/per		\$ 2,070
	Draft plan approval revisions (Alteration to site plan/layout)		\$ 2,070
	Draft plan extension (Original conditions about to lapse)		\$ 4,120
Lifting of 30 cm Reserve			\$ 235
City of Ottawa Screening Fee			\$ 125
Site visit			\$ 175
Reactivate dormant file ( <i>Files inactive for two years or more</i> )			100% of fee
Application revision			50% of fee

### Notes for Schedule A:

Reviews are undertaken in accordance with the Conservation Authority's mandates and are directly related to circulation requirements under the Planning Act and the 2001 Provincial Memorandum of Understanding on Procedures to Address Conservation Authority Delegated Responsibility. Some reviews are completed under Municipal Memorandums of Understanding and agreements with the Provincial and Federal governments to provide planning advice. Section 21.2 of the Conservation Authorities Act enables Conservation Authorities to charge fees for such services.

Fees are exclusive of technical report review fees (refer to Schedule C). All fees must be paid prior to the release of written comments to an approval authority. For concurrent applications, unless otherwise stated, one fee (the highest) applies.

The CA reserves the right to charge additional fees in the event that the review requires a substantially greater level of effort than the norm, additional site visits, etc., OR where additional processing past the initial submission period is required. Current fees apply for the reactivation or revision of files.

Application Categories: Minor – no technical studies, Standard – one technical study, Major – more than one tech. study.

Screening fee applies inside the Urban Boundary only as defined on Schedule "B" to the City of Ottawa Official Plan approved at the time of application.



**Schedule B: Conservation Authorities Act Applications**  
per Ontario Regulation 174/06

<b>Development: Structures*</b>		
Auxiliary Buildings	Outside hazard, but within regulation limit (floodplain, slope & wetland)	\$ 280
	Within floodplain or slope hazard at existing grade, less than 538 ft <sup>2</sup>	\$ 650
	Within floodplain or slope hazard, farm building less than 1000 ft <sup>2</sup>	\$ 650
	Within floodplain or slope hazard, farm building greater than 1000 ft <sup>2</sup>	\$ 1,040
Additions	Outside wetland hazard, but within 120-metre regulation limit	\$ 280
	Outside floodplain and slope hazard, but within regulation limit	\$ 460
	Within floodplain or slope hazard, less than 20% or 215 ft <sup>2</sup>	\$ 650
	Within floodplain or slope hazard, greater than 20% or 215 ft <sup>2</sup>	\$ 1,040
Foundation	Replacement or reconstruction	\$ 650
Decks	Single storey and open	\$ 280
New Residential Construction	Outside wetland hazard, but within 120-metre regulation limit	\$ 650
	Outside floodplain hazard, but within regulation limit (foundation above & outside of 1:100 RFL and no floodproofing required)	\$ 650
	Within slope or floodplain hazard	\$ 2,050
	Large residential, multiple residential units/blocks, institutional or commercial buildings	\$ 2,680
Residential Reconstruction	Outside wetland hazard, but within 120-metre regulation limit	\$ 280
	Outside floodplain and slope hazard, but within regulation limit	\$ 650
	Single-family home, without addition, within floodplain or slope hazard	\$ 1,040
	Single-family home, with addition, within floodplain or slope hazard	\$ 2,050
Stairs to water		\$ 280
Swimming Pools		\$ 280
Stamp Plan Approval	Minor works outside hazard, but within regulation limit	\$ 115
<b>Development: Fill Placement &amp; Grading (incl. temporary storage)*</b>		
Balanced Cut & Fill, Fill & Grading (incl. septic beds in hazard areas)	< 50 m <sup>3</sup>	\$ 280
	50-100 m <sup>3</sup>	\$ 650
	100-500 m <sup>3</sup>	\$ 1,040
	500-1000 m <sup>3</sup>	\$ 2,050
	1000-2000 m <sup>3</sup>	\$ 2,680
	>2000 m <sup>3</sup>	\$ 5,365
Road Repair & Reconstruction (no cut & fill)	Municipal recreational pathways, private road repair, municipal road reconstruction < 500 linear m	\$ 650
	Municipal recreational pathways, private road repair, municipal road reconstruction > 500 linear m	\$ 1,040
	New roadway/access construction	\$ 2,050



<b>Alteration to Shorelines &amp; Watercourses &amp; Interference with Wetlands*</b>		
Shoreline Erosion Protection (in linear metres)	<15 m (approx. 50 ft)	\$ 280
	15-30 m	\$ 650
	>30 m (approx 100 ft)	\$ 1,040
Watercourse Alteration (in linear metres)	<100 m	\$ 650
	100-500 m	\$ 1,040
	500-1000 m	\$ 2,050
	1000-2000 m	\$ 2,680
Infrastructure: Culvert (New or replacement)	>2000 m	\$ 5,365
	New or like-for-like, length < 25 m and <1 m diameter	\$ 280
	New or like-for-like, length > 25 m and <1 m diameter; storm water outlets	\$ 650
	Multiple new culverts, or culverts >1 m but <2 m diameter	\$ 1,040
	New culvert > 2 m diameter	\$ 2,050
	Culvert lining < 25 m	\$ 280
Infrastructure: Bridge	Culvert lining > 25 m	\$ 650
	Repair and/or rehab with shoreline disturbance	\$ 280
	Full pedestrian bridge replacement, like-for-like	\$ 650
	Full road bridge replacement, like-for-like	\$ 2,050
Debris removal or Dredge Watercourse	New bridge construction, stormwater pond/cell, major utility crossing	\$ 2,680
	Municipal drain maintenance (DART Protocol)	\$ 95
	Non-municipal drain < 25 m	\$ 280
Directional Drill	Non-municipal drain > 25 m	\$ 650
		\$ 650
Open-Cut Water Crossing		\$ 1,040
Dock	Shoreline interference for residential dock	\$ 280

<b>Deposits (refundable less 10% administrative fee)</b>		
Fill Deposit	Minor projects	\$ 1,720
	Major projects	\$ 3,445
<b>Other Fees &amp; Services</b>		
Revisions	Changes made to applications after permit issuance	50% of fee
Retroactive	Applications made after work has started require 100% surcharge of application fee	100% surcharge
Stamp Plan	Confirmation that development is outside of regulation limit	\$ 95
Property File Search	File search only-standard service (min. 10 business days)	\$ 280
	File search only - expedited service (5 business days)	\$ 545
	Site inspection- additional charge of	\$ 195
Sec. 28 Hearing	Section 28 Application Review Hearing fee only	\$ 400
Major Projects	ex. Minister's Zoning Orders, development or interference with >2 ha wetland, subdivisions > 10 lots, projects which require coordination of extensive technical reviews or multiple site visits). Note: Additional charges for legal or technical peer review may be applicable	\$ 5,365



**Notes for Schedule B:**

\* Where multiple application types are proposed in one application, RVCA reserves the right to determine the fee based on each individual project proposal.

Project descriptions are only typical examples. RVCA reserves the right to determine the fee based on each individual project proposal, on a case-by-case basis, at the discretion of the Director of Regulations.

Fees are exclusive of the Technical Report Review Fees (see Schedule "C").

Fees are approved by the CA Board of Directors and apply to application review only; acceptance of an application as complete is not to imply permission may be granted. Permission will be forthcoming only if submissions address statutory requirements and are in conformity with approved CA policies in effect at the time an application is made or where allowances are granted by the Authority's Executive Committee. All fees are payable at the time the application is submitted, failing which the application cannot be deemed complete or processed.

The CA reserves the right to charge additional fees in the event that the review requires a substantially greater level of effort than the norm, additional site visits, etc., OR where additional processing past the initial submission period is required. A 50% surcharge on the current fee will be charged for applications left dormant for one year (reactivation fee).

Development: see definition under Section 28 (5) of the Conservation Authorities Act of Ontario (R.S.O. 1990, c. C. 27).

Watercourse: see definition under Section 28 (5) of the Conservation Authorities Act of Ontario (R.S.O. 1990, c. C. 27).

Wetland: see definition under Section 28 (5) of the Conservation Authorities Act of Ontario (R.S.O. 1990, c. C. 27).

Current fees apply for the revision of files.



## Schedule C: Technical Report Review

Report Type	Development Area	Fee
Normal Review (20 business days) Reports include, but are not limited to: Floodplain hydrology analysis	< 0.5 hectares	\$ 460
Geotechnical reports (unstable soils and slopes) Wetland hydrologic impact analysis	0.5 - 2 hectares	\$ 900
Environmental impact studies Stormwater management	2 - 3 hectares	\$ 1,190
Grading and drainage plans Aquatic habitat assessment/fish habitat impact	3 - 5 hectares	\$ 1,890
Hydrological assessment Groundwater and terrain analysis Private Servicing	> 5 hectares	\$ 2,945
Major Projects		Hourly (See Schedule D)
Aggregate Resources Act Application (plus technical review fees, as applicable)		\$ 4,000

### Notes for Schedule C:

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

Technical report review services are tracked per file on an hourly basis. Where the reviews exceed the standard allocated review time, or require multiple submissions, re-reviews, RVCA reserves the right to charge an hourly professional rate (Schedule "D") in addition to the initial fee.

Major projects are those with a high level of concern about the local environment, complex ecological, groundwater and surface water interactions and which may require RVCA staff attendance at multiple meetings with proponents, consultants, or public meetings to satisfy regulatory requirements.



Schedule D: Information & Professional Services

<b>Product/Service</b>		
<b>Staff Time</b>		
Administrative Rate		\$ 75/hour
Professional Rate		\$ 105/hour
Management Rate		\$ 135/hour
<b>Digital Data - Ontario Stream Assessment Protocol monitoring data, GIS files, aerial photography</b>		
First item		\$165
Additional itmes		\$ 75/item plus staff time
<b>Digital &amp; Paper Maps</b>		
Floodplain		\$ 90/item
Other		\$ 70/item
Customized		Professional Rate
<b>Reports</b>		
Base Cost (digital & paper)	Small (1-30 pages)	\$140
	Medium (31-100 pages)	\$275
	Large (>100 pages)	\$410
Photocopying	Black and white	\$ 0.70/page
	Colour	\$ 1.20/page plus staff time
<b>Models* -digital copies</b>		
Hydraulic Model	HEC II, HES RAS model files	\$ 2,125 plus staff time
	HES-HMS, SWMHYMO model files	\$ 2,125 plus staff time
Watershed Model		\$ 10,615 plus staff time

Notes for Schedule D

\*A signed digital data license agreement with the RVCA is required. A copy of the updated input and output files and revised floodplain maps must be provided to RVCA.



## Schedule E: Onsite Sewage Disposal Systems

Approvals Fee Schedule  
(Effective January 1, 2024)

<b>Sewage System New Construction/Replacement</b>	<b>Fee</b>
Class 4 (Leaching Bed System) & Class 5 (Holding Tank)	
Residential	<b>\$930</b>
Class 4 Required Maintenance Contract Registration	<b>\$150</b>
Residential QUINN FARM (includes labour for sampling)	<b>\$1,210</b>
Commercial or Other Occupancies	<b>\$1,340</b>
Class 2 & 3 Systems	<b>\$450</b>
Class 4 Septic Tank Only	<b>\$430</b>
Inspections (subgrade, partial install, squirt height)	<b>\$215</b>
<b>Revisions To Existing Permit</b>	
<b>Major</b> Example: different type of system, different location > 10 metres	<b>50% of Fee</b>
<b>Minor</b> Example: Change Design Flow, Type of Treatment Unit	<b>\$215</b>
<b>Administrative</b> Example: Change of Documentation Only	<b>\$135</b>
<b>Alteration To Existing Sewage System</b>	
<b>Major</b> Example: Addition of Treatment Unit, Mantle	<b>\$430</b>
<b>Minor</b> Example: Level Header, Filter & Riser	<b>\$215</b>
<b>Renovation/Change of Use Permits</b>	
Renovation/Change of Use (OBC Part 10 & 11)	<b>\$330</b>
Renovation/Change of Use (OBC Part 10 & 11) with Part 8 Application	<b>\$170</b>
<b>Miscellaneous</b>	
File Search for septic records	<b>\$170</b>
<b>Renewals &amp; Cancellations *</b>	
Renewal & Review Fee (maximum 1 year extension)	<b>\$215</b>
Cancellation within 12 months of issuance (refund)	<b>50% of Fee</b>
<b>Permit to Demolish</b>	
Permit to demolish/decommission a septic system	<b>\$170</b>
<b>Planning – Septic (Outside City of Ottawa)</b>	
Planning Comment (per lot for Subdivision Plan Review - Maximum fee of \$5000)	<b>\$230</b>
Consent Application	<b>\$340</b>
Additional Consent Applications (same retained parcel)	<b>\$155</b>
Minor Variances and Zoning By-Law Amendments	<b>\$340</b>
* NOTE 1: If construction begins before a permit is issued a 50 percent (%) Surcharge applies to all permits.	
* NOTE 2: A permit is valid for 12 months from the original date of issuance noted in permit. <i>If lapsed, it may be renewed only once for a period of 12 months from the original date of expiry.</i>	



### Schedule F: Source Water Protection Part 4

Municipal Costs	Fee
Risk Management Plan for existing activity	
Fuel Storage	\$650* per plan
Agricultural (simple) <sup>1</sup>	\$940* per plan
Agricultural (complex) <sup>1</sup>	\$2110* per plan
Chemical	\$1120* per plan
Extraordinary Costs	Fee
(including but not limited to enforcement orders, warrants, Environmental Review Tribunal hearings)	The Authorities will provide a fair accounting of professional time and expenses to be reimbursed by the Municipality. <i>The Authorities will consult with the Municipality prior to any expenditure for an extraordinary cost as per Section 4.04 of the Part IV Enforcement Transfer Agreement.</i>

User Fees <sup>+</sup>	Fee
Risk Management Plan for new activity	
Fuel Storage	\$650* per plan
Agricultural (simple) <sup>1</sup>	\$650* per plan
Agricultural (complex) <sup>1</sup>	\$940* per plan
Chemical	\$650* per plan
Risk Management Plan Update (simple) <sup>2</sup>	\$185
Risk Management Plan Update (complex) <sup>3</sup>	Same as RMP costs above
Additional Inspection	\$185
Additional Hourly Rate	\$87
<b>Section 59 Notice</b> that activity is not prohibited under Section 57 and does not need a Risk Management Plan under Section 58 (i.e. clearance to proceed)	\$225
<b>Section 59 Notice</b> that activity requires a Risk Management Plan under Section 58 and is in place (i.e. clearance to proceed)	Included in Risk Management Plan fee
<b>File Search</b> (a formal written response about all applicable Source Protection Plan policies)	\$225
<b>Property Inquiry</b> (staff responding to phone call, email or in-person inquiries about a property or policy)	No charge
Risk Assessment Review	Under consideration (will mirror Technical Report Review Fees)
*The Authorities reserve the right to charge additional fees in the event that Risk Management Plan development requires a substantially greater level of effort than the norm, additional site visits etc.	
<sup>+</sup> The Clean Water Act requires that all applicable fees be paid prior to the issuing of a notice under Section 59 or acceptance of a Risk Assessment under Section 60 of the Clean Water Act. A reactivation fee applies for files which have been left dormant by the applicant for one year or more.	
<sup>1</sup> The Risk Management Official/Inspection will use his/her discretion to determine whether an operation is 'simple' or 'complex' based on size/complexity of operation and time required to complete RMP. <sup>2</sup> Risk Management Plan Update (simple) refers to a Risk Management Plan update whereby the property has changed ownership, and there is no change in activity and existing Risk Management measures apply. <sup>3</sup> Risk Management Plan Update (complex) refers to a Risk Management Plan update whereby the property has changed ownership, and there is a change in activity and/or existing Risk Management measures do not apply.	





### Schedule G: Conservation Areas

Program or Service	Capacity (people)	Fee
<b>Parking Pass</b>		
Annual Pass		\$55
Day Pass		\$8
<b>Rental Facilities – Baxter Conservation Area</b>		
Interpretive Centre		
Day Meeting (Mon to Fri, 8 am to 4 pm)	60	\$140
Evening Meeting (Mon to Fri, After 4 pm)	60	\$140
Extended Meeting (Mon to Fri, 8 am to 11 pm)	60	\$195
Weekend Meeting (Sat, Sun and Statutory holidays, 8 am to 4 pm)	60	\$200
Social Rentals (eg. personal events, celebratory gatherings)	60	\$275
Community Group Overnight (1 night)	25	\$300
Community Group Overnight (weekend: Fri to Sun)	25	\$470
River Cabin (day rental)	20	\$75
River Cabin (overnight rental)	10	\$125
Picnic Shelter	100	\$85 with 1-10 vehicles: \$150 with 11-20 vehicles: \$195 with 20+ vehicles: \$250
<b>Rental Facilities – Foley Mountain Conservation Area</b>		
Interpretive Centre		
Day Meeting (Mon to Fri, 8 am to 4 pm)	60	\$100
Evening Meeting (Mon to Fri, After 4 pm)	60	\$100
Extended Meeting (Mon to Fri, 8 am to 11 pm)	60	\$180
Weekend Meeting (Sat, Sun and Statutory holidays, 8 am to 4 pm)	60	\$180
Social Rentals (eg. personal events, celebratory gatherings)	60	\$225
Community Group Overnight (1 night)	25	\$250
Community Group Overnight (1 ½ days)	25	\$330
Community Group Overnight (weekend: Fri to Sun)	25	\$440
Silversides (day rental)	60	\$75
Silversides (overnight rental)	25	\$110
Silversides (overnight rental package)	25	\$220 / night \$385 / weekend
Group Camping Area	100	\$90 (1-15 people) \$180 (16-30 people) \$7 for each additional person over 30 people)
Picnic Shelter	100	\$75 with 1-10 vehicles: \$125 with 11-20 vehicles: \$175 with 20+ vehicles: \$225



## Schedule G: Conservation Areas

<b>Rental Facilities – Other</b>		
Group Camping Area (Mill Pond)	100	\$90 (1-15 people) \$180 (16-30 people) \$7 for each additional person over 30 people)
Picnic Shelter (Rideau Ferry)	100	\$75 with 1-10 vehicles: \$125 with 11-20 vehicles: \$175 with 20+ vehicles: \$225



## Schedule H: Education Programs

The Following Fees Take Effect January 1, 2023

<b>Outdoor Education Programs</b>	<b>Fee</b>
Virtual Outdoor Education Class	\$100
Summer Camp (Baxter Conservation Area)	\$250 / week
Summer Camp (Foley Mountain Conservation Area)	\$220 / week (one child) \$195 / week (multiple siblings)

The Following Fees Take Effect April 1, 2023:

<b>Outdoor Education Programs</b>	<b>Fee</b>
Forest School	\$55 / day
Forest School (half day Kinder program)	\$30 / day

The Following Fees Take Effect September 1, 2023:

<b>Outdoor Education Programs</b>	<b>Fee</b>
Outdoor Education: Half Day Program	\$200 / class
Outdoor Education: Full Day Program	\$275 / class



## Schedule I: Stewardship Programs

<b>Tree Planting</b>	<b>Fee</b>
Reforestation	
Site Visit and Planting Plan	Free
Materials (e.g. trees, site prep, planting, tending)	Market Rate*
Butternut	\$50 / tree
<b>Shoreline Naturalization</b>	<b>Fee</b>
Site Visit and Planting Plan	Free \$350 (if shoreline is in violation of Section 28)
Project Management (if RVCA is planting)	\$400
Materials (e.g. trees, plants, site prep, tending)	Market Rate*
* Fees for materials will be based on supplier costs and external funding received	



## Schedule J: General Services

<b>Administrative Services</b>	<b>Fee</b>
Freedom of Information Requests	
Application Fee	\$5
Search Time / Record Preparation	\$7.50 / 15 minutes
Photocopies	\$0.20 / page
Shipping and Handling	Cost recovery
NFS Cheques	\$20
Late Payment	2% per month
Boardroom Rental (Main Office in Manotick)*	
Weekdays (8:30 am to 4:30 pm)	\$250
Weeknights (5 pm to 9 pm)	\$250
* Events cancelled at least 14 days in advance will receive a full refund, events cancelled less than 14 days in advance will be refunded less a \$50 administration fee	