



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-10

Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin For 2023

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law; and

Whereas Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

Whereas Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

Whereas Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control; and

Whereas Section 69 of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, provide that council of a municipality may by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas it is deemed expedient to pass this by-law;

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. The fees and charges listed in the column headed "Fee" on the attached schedules of this by-law are approved and imposed for the associated department commencing on the date this by-law is approved.

2. All fees and charges listed on the schedules attached hereto are subject to applicable taxes, unless otherwise specified.
3. The fees and charges, listed on the schedules attached hereto, plus applicable taxes, are due and payable:
 - a) at the time of the transaction for which the fee or charge is imposed; or
 - b) if subsection 3.1 a) is not applicable, upon the due date specified in any invoice issued by The Corporation of the Municipality of West Elgin to any person or party in connection with a fee or charge listed on the schedules attached hereto.
4. The fees and charges, listed in the schedules, attached hereto, can be paid by debit, cash, cheque or by any other manner authorized by the Municipality of West Elgin.
5. Fees and charges listed on the schedules attached hereto, and imposed on a person or party, constitute a debt of the person or the party to The Corporation of the Municipality of West Elgin. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
6. Council of the Municipality of West Elgin reserves the right to waive or alter any fee at their discretion on a case by case basis, through resolution of Council.
7. By-Law 2021-68 is hereby repealed.

Read a first, second, and third time and finally passed this 26th day of January, 2023.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF West Elgin

Administration

2023 Fees

Animal Control

Kennel Licence	\$ 160.00
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Requests

Reprint of Tax/Water Bills or Statements	\$ 15.00
Tax Certificates	\$ 65.00
Zoning Certificates/ Letters	\$ 65.00
Fire Report	\$ 65.00
Septic Records Search	\$ 65.00
Work Order Inquires	\$ 65.00

General

Mileage (per km)	\$ 0.61
NSF Fee	\$ 50.00
Copies of Zoning or Official Plan By-Law	\$ 55.00
Photocopies	\$ 0.50
Tax Sale Packages	\$ 10.00
Fax (per page)	\$ 1.25
Courier Delivery (Flat Rate)	\$ 10.00
Burial Permit	\$ 10.00
Marriage License	\$ 120.00
Marriage Ceremony	\$ 315.00
Rehersal fee	\$ 50.00
Penalty on late payments (per month)	2%
Truck, Air Brake and Bus MTO Books	\$ 18.95
Driver and Motorcycle MTO Books	\$ 14.95
Transfer of Fee to Property Taxes	\$ 50.00
General Research Fee per hour	\$ 30.00
By-law Appeal Hearing Fee	\$ 125.00

Drainage

Tile Drain loan application	\$ 150.00
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MUNICIPALITY OF West Elgin

Administration

2023 Fees

Drainage Reapportionment (first Drain)	\$	80.00
Drainage Reapportionment (additional drains)	\$	55.00
Drain Maintenance (min charge)	\$	35.00

Road Allowance Closure

Application Fee	\$	400.00
Legal, advertising, registration, etc.		cost recovery

MFIPPA

Application Fee	\$	5.00
Search/Preparation Time per hour	\$	30.00
Photocopies	\$	0.20
Shipping (minimum)	\$	10.00



MUNICIPALITY OF West Elgin

By-Law

2023 Fees

By-law Appeal Hearing Fee
 First Visit
 Second Visit (Compliant)
 Second Visit (Non -Compliant)
 Subsequent Visits (Max Fine \$500)
 Materials & Labour for Clean Up
 Administration Fee

\$	150.00
No Charge	
No Charge	
\$	50.00
\$	50.00
Cost + Admin Fee	
\$	30.00



MUNICIPALITY OF West Elgin

Building Fees

2023 Fees

Residential - Group C Occupancies

1st Floor per square foot	\$1.00/sf
2nd & 3rd floor per square foot	\$1.00/sf
Basement	\$0.55/sf
Crawlspace	\$0.40/sf
Garage/Porch/Deck/Storage/Workshop	\$0.40/sf
Alt & Reno where square footage cannot be determined as above	\$13/\$1,000 Const. Value
Minimum Fee for all permits	\$350.00

Accessory Buildings - Decks, Porches etc.

Less than 250 sf	\$ 170.00
251 to 500 sf	\$170 + \$0.21/sf over 250 sf
501 to 1000 sf	\$275 + \$0.11/sf over 500 sf
Over 1000 sf	\$315 + \$0.08/sf over 1000 sf

Farm Buildings

Livestock Buildings & Manure Pits	\$110 + \$8/\$1,000 CV
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Non Livestock Agricultural Buildings

Less than 250 sf	\$184.00
251 to 500 sf	\$184 + \$0.21/sf over 250 sf
501 to 1000 sf	\$275 + \$0.11/sf over 500 sf
1001 to 1500 sf	\$315 + \$0.09/sf over 1000 sf
1501 to 3000 sf	\$375 + \$0.06/sf over 1500 sf
3001 sf or greater	\$450 + 0.05/sf over 3000 sf

Sewage System Permits

New Class 4 or 5 sewage system	\$ 560.00
Repair to sewage system	\$ 360.00
Permit Renewal Fee	\$ 160.00

Miscellaneous Permit Fees

Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	\$ 160.00
Demolition Permit	\$ 160.00



MUNICIPALITY OF West Elgin

Building Fees	2023 Fees
In Ground Swimming Pools (includes fencing)	\$ 160.00
Fence around Above Ground Pools	\$ 160.00
Building Re-locations	\$ 160.00
Transfer of Permit Fee	\$ 160.00
Tent Permit (greater than 60 m squared)	\$ 160.00
Re-inspection Fee (not ready for insp)	\$ 160.00
Change of Use (no construction)	\$ 160.00
Septic Inspection due to severance	\$ 160.00
Indemnity/Security Deposit (refundable)	\$500 or \$1,000
Conditional Permit	\$ 330.00
Sign permit	\$ 160.00
Building Research Fee (per hour)	\$ 35.00
Water Service Inspection fee	\$ 80.00

Commercial - Group D & E Occupancies, Including Mix Use Group C

Minor int reno less than 1000 sf GFA	\$1.00/sf - min \$410
Major int reno 1000 sf and over GFA	\$1.00/sf - min \$960
New Construction & Additions	\$13/\$1,000 Const. Value - min \$1,500
Group A & B Occupancies	\$13/\$1,000 Const. Value - min \$1,000
Industrial - Group F Occupancies	\$13/\$1000 Const. Value - min \$1,000

New Fees

Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses	\$13/\$1,000 Const. Value - min. \$1,000
Alternative Solution Review	TBD by CBO - based on peer review cost
Additional Plans Review(changes to original submission)	25% addition to original permit fee
Expedite Permit Review (if time allows)	25% addition to permit fee
Plumbing - new Water Service Connection or Sewer Connection	\$ 200.00
Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere	\$500.00/structure

Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)



MUNICIPALITY OF West Elgin

Fire Department Fees

2023 Fees

Emergency Services on Provincial Highways - per hour, per road
 Emergency Services on Roads in Municipality (Non-residents)
 Emergency services on private property by outside agencies
 Inspection Services - per inspection

MTO Posted rate
MTO Posted rate
Based on Actual Costs
\$ 125.00



MUNICIPALITY OF West Elgin

Planning

2023 Fees

Consent (severance) application (Sections 53 and 57 of the Planning Act)

Minor variance application (Section 45(1) to 45(3) of the Planning Act)

Zoning by-law amendment application

Holding zone symbol removal by-law

Temporary use by-law (Sections 39 and 39.1 of the Planning Act)

Temporary use by-law Extension Requests

Deeming by-law

Zoning Certificate/letter

Official plan amendment application

Site plan control application

Site plan amendment

Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)

Planning and Development Agreement (plus engineering, consultant and/or legal costs)

Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)

Plan of subdivision/condo amendment - New

Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)

Cash-In-lieu of Parkland Fee (subdivision and condominiums)

Part Lot Control Application

Part Lot Control Extension Request

Telecommunications Towers

Re-Notification Fee of Planning Application, based on Proponent Request

Processing of inquiries related to acquisition of Municipal owned land (including road allowances)

Change of Conditions to Consent Request

\$850 (plus \$425 per additional lot)
\$ 1,050.00
\$ 1,300.00
\$ 550.00
\$ 1,200.00
\$ 600.00
\$ 1,200.00
\$ 70.00
\$ 2,550.00
\$ 2,600.00
\$ 1,550.00
\$ 5,500.00
combining with SPA fee, no separate fee now
combined in SP amend or plan amend, no separate fee now
\$ 2,900.00
\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)
As per Section 51.1 of the Planning Act- based on land valuation calculation
\$ 900.00
\$ 450.00
\$ 750.00
50% of Application Fee
\$ 450.00
\$ 450.00



MUNICIPALITY OF West Elgin

Planning

2023 Fees

Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums

Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal

Draft Plan Extension Comments to the County / Ontario Land Tribunal

Reactivating a planning application that has not been acted on in 12 months

Condominium Exemption Comments to the County

\$	1,300.00
\$	600.00
\$	900.00
50% of Application Fee	
\$	900.00

*** Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot, where applicable ***



MUNICIPALITY OF West Elgin

Port Glasgow Trailer Park

2023 Fees

Seasonal Fees

Lots with 30 amp service	\$ 1,984.50
Additional charge for Lakefront	\$ 105.00
Winter Storage	\$ 55.00

Additional Fees

Air Conditioner	\$ 88.00
Freezer	\$ 88.00
Fridge	\$ 88.00
Electric Dryer	\$ 88.00
Electric Hot Water Heater	\$ 88.00
Combo Electric/Gas Hot Water Heater	\$ 88.00
Electric Golf Carts	\$ 66.00
Electric Car	\$ 66.00
Boat Trailer Parking	\$ 55.00
Refundable deposit for key to laundry room	\$ 10.00
Coin access washer	\$ 3.00
Coin access dryer	\$ 3.00
Rental of Dance Hall	\$ 27.00
Clean up deposit for Dance Hall Rental	\$ 100.00
Rental of Pavillion (per day)	\$ 27.00
Rental of Pavillion (per hour)	\$ 7.00
Rental of Recreation Hall (per day)	\$ 27.00
Seasonal Lot Transfer of Lease	\$ 110.00
Booth Rental (June to Sept) (per month)	per RFP
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00

Transient Fees

Daily Rates

Tents	\$ 39.00
1 Man Tent (no motorized vehicle)	\$ 16.50
Sites with hydro and water	\$ 50.00
Sites with hydro and water and sewer	\$ 55.00

Weekly Rates (7 days)

Sites with Hydro and Water	\$ 315.00
Sites with hydro and water and sewer	\$ 347.00

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP
Transient Bookings require prepayment and are non-refundable



MUNICIPALITY OF West Elgin

Public Works

2023 Fees

911 Signs

Sign	\$	35.00
Post	\$	35.00
Sign & Post together	\$	60.00

Recycling

Composter	Cost recovery	
Blue Box	\$	8.00
New Home Construction (max 2)	No charge	

Landfill - Tipping Fees

Pick up Load	\$	42.00
1/2 pick up load	\$	21.00
Large Item Fee (Couches, Mattress etc)(per item)	\$	10.00
Removal of Refridgerant	\$	26.25
Shingles/Construction Materials/ Commercial	\$	150.00

Permits

Entrance Permit	\$	200.00
Refundable deposit for above permits	\$	400.00
Road Occupancy Permit (to work under/on road)	\$	200.00
Moving Permit	\$	200.00
Refundable deposit for above permits	\$	1,000.00

*** Above requires Certificate of Insurance Naming Municipality as Co-Insured ***

Oil & Gas exploration - Road user agreement for construction

Agreement fee	\$	252.00
Annual fee (per km)	\$	110.25
Refundable deposit for damages (per km)	\$	1,000.00

Work on Road allowance on behalf of ratepayer



MUNICIPALITY OF West Elgin

Public Works

2023 Fees

Time
Equipment

current employee rate based on current Ontario Provincial Standard Specification

Material

cost

Administration fee

5% of total invoice cost before taxes
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Work on Private Property as a result of Municipal Order

Time (minimum 2 hours)
Equipment

current employee rate based on current Ontario Provincial Standard Specification

Material

cost

Administration fee

5% of total invoice cost before taxes
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Work on Road Allowance on behalf of Elgin County

Time
Equipment

current employee rate
Bsed on Elgin County Maintenance Agreement

Material

cost

Administration fee

5% of total invoice cost before taxes
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Municipal Consent

\$200 +\$0.25/m



MUNICIPALITY OF West Elgin

Recreation 2023 Fees

Arena Ice Rental

Prime Time Adult Rate	\$ 168.00
Prime Time Youth Rate	\$ 142.00
Off Prime Rate (adult & youth)	\$ 79.00
Arena Warm Room Rental (per hour)	\$ 22.00
Skate Sharpening	\$ 6.00

Public Skating

per person	\$ 3.00
per family	\$ 8.00

Summer Main Floor

Per day (8 hours)	\$ 450.00
Per hour	\$ 47.00
Set up (per hour per staff member)	\$ 50.00
Additional Clean up (per hour per staff member)	\$ 50.00

Booth Rental

Per month (open 3 days per week)	As per RFP
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Advertising Space Rental (Per Season)

Wall Signs (3 x 6')	\$ 105.00
Ice Logos (plus expenses)	\$ 525.00
Zamboni (per full side)	\$ 525.00
Board Wrapping	\$ 260.00

*** Above does not include the cost of the sign/wrap ***

Recreation - General

Miller Park Pavillion (per hour)	\$ 7.00
Miller Park Pavillion (per day)	\$ 27.00
Staff Screening due to COVID Requirements (per hour)	\$ 27.00



MUNICIPALITY OF West Elgin

Recreation		2023 Fees
Scout Hall (per hour)	\$	27.00
Municipally Run Program (per person/per session)	\$	3.00
West Elgin Recreation Centre		
Main Floor Rental (per hour)	\$	32.00
Large Meeting Room (per hour)	\$	22.00
Kitchen per hour	\$	42.00
Small Meeting Room (per hour)	\$	15.00
Full Building Full Day Rental (8+ hours)	\$	450.00
Full building (per hour)	\$	80.00
Staff Set Up fee (per hour per staff member)	\$	50.00
Baseball Diamond		
Baseball Diamond - with lights (per season per team)	\$	420.00
Baseball Diamond - without lights (per season per team)	\$	210.00
Baseball Tournaments (per day)	\$	105.00
Soccer Fields		
Minor Soccer (per player)	\$	13.00
Adult Soccer (per team)	\$	210.00
Soccer Tournaments (per day/ per field)(adults)	\$	105.00
Sand Ring (per day)	\$	315.00
Sand Ring with overnight camping	\$	525.00
Swimming Pool		
Family Season Pass	\$	189.00
Family Monthly Pass	\$	115.00
Single Season Pass	\$	100.00
Single Monthly Pass	\$	63.00
Open Swim Admission (per person)	\$	3.00
Open Swim Admission (per family)	\$	8.00
Swimming Lessons (per 2 week Session)	\$	75.00
Private Swimming Lessons (per 2 week Session)	\$	110.00
Pool Rental (per hour - include 2 Life Gaurds)	\$	70.00
Additional Life Gaurds (per hour)(if required)	\$	30.00
Aqua Fit (per class)	\$	6.00
Aqua Fit (for 10 visits)	\$	50.00
Adult and Senior Swim (per vist)	\$	3.00



MUNICIPALITY OF West Elgin

Recreation	2023 Fees
Swim Team / Synchronized Swimming (season)	\$ 70.00

*** Note: Public skate/ Open swim times prices based on 1.5 hour ***



MUNICIPALITY OF West Elgin

Water

2023 Fees

Administration

Water Security Deposits - Tennants (Commercial)
 Water Service disconnect/reconnect
 Call Out Fee (Business Hours 7:30 am - 3:30 pm)
 After Hours Call Out Fee
 Transfer of account

\$200 or a total of 3 months' average billing	
\$	65.00
\$	65.00
\$	130.00
\$	50.00

Water Service Connections

Water service installation- materials
 Water service installation - labour & machine time
 1 inch service
 For Special Sizing Contact Office

Cost	
Current municipal rate	
\$	1,200.00

Water connection fee - Municipalities

Southwest Middlesex Water Customer within West Elgin Boundaries
 Dutton Dunwich Water Customer within West Elgin Boundaries

As determined by SWM
As determined by Dutton Dunwich