



MUNICIPALITY OF West Elgin

Administration**2024 Fees****Animal Control**

Kennel Licence	\$ 200.00
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Requests

Reprint of Tax/Water Bills or Statements	\$ 15.00
Tax Certificates	\$ 70.00
Zoning Certificates/ Letters	\$ 70.00
Fire Report	\$ 70.00
Septic Records Search	\$ 70.00
Work Order Inquires	\$ 70.00

General

	CRA Rate
Mileage (per km)	\$ 55.00
NSF Fee	\$ 60.00
Copies of Zoning or Official Plan By-Law	\$ 0.50
Photocopies	Cost recovery
Tax Sale Packages	\$ 1.25
Fax (per page)	\$ 15.00
Courier Delivery (Flat Rate)	\$ 20.00
Burial Permit	\$ 150.00
Marriage License	\$ 350.00
Marriage Ceremony	\$ 100.00
Rehersal fee	2%
Penalty on late payments (per month)	\$ 20.00
Truck, Air Brake and Bus MTO Books	\$ 16.00
Driver and Motorcycle MTO Books	\$ 60.00
Transfer of Fee to Property Taxes	\$ 35.00
General Research Fee per hour	\$ 125.00
By-law Appeal Hearing Fee	



MUNICIPALITY OF West Elgin

Administration

2024 Fees

Drainage

Tile Drain loan application	\$ 160.00
Drainage Reapportionment (first Drain)	\$ 85.00
Drainage Reapportionment (additional drains)	\$ 60.00
Drain Maintenance (min charge)	\$ 40.00

MFIPPA

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



MUNICIPALITY OF West Elgin

Building Fees

2024 Fees

Residential - Group C Occupancies

1st Floor per square foot
 2nd & 3rd floor per square foot
 Basement
 Crawlspace
 Garage/Porch/Deck/Storage/Workshop
 Alt & Reno where square footage cannot be determined as above
 Minimum Fee for all permits

\$1.10/sf
\$1.10/sf
\$0.60/sf
\$0.50/sf
\$0.50/sf
\$15/\$1,000 Const. Value
\$400.00

Accessory Buildings - Decks, Porches etc.

Less than 250 sf
 251 to 500 sf
 501 to 1000 sf
 Over 1000 sf

\$ 180.00
\$180 + \$0.25/sf over 250 sf
\$280 + \$0.15/sf over 500 sf
\$320 + \$0.10/sf over 1000 sf

Farm Buildings

Livestock Buildings & Manure Pits

\$120 + \$9/\$1,000 CV

Non Livestock Agricultural Buildings

Less than 250 sf
 251 to 500 sf
 501 to 1000 sf
 1001 to 1500 sf
 1501 to 3000 sf
 3001 sf or greater

\$190.00
\$190 + \$0.25/sf over 250 sf
\$280 + \$0.15/sf over 500 sf
\$320 + \$0.15/sf over 1000 sf
\$380 + \$0.10/sf over 1500 sf
\$460 + 0.10/sf over 3000 sf

Sewage System Permits

New Class 4 or 5 sewage system
 Repair to sewage system
 Permit Renewal Fee

\$ 570.00
\$ 370.00
\$ 170.00



MUNICIPALITY OF West Elgin

Building Fees

Miscellaneous Permit Fees

Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances

Demolition Permit

In Ground Swimming Pools (includes fencing)

Fence around Above Ground Pools

Building Re-locations

Transfer of Permit Fee

Tent Permit (greater than 60 m squared)

Re-inspection Fee (not ready for insp) - **NEW**

Change of Use (no construction)

Septic Inspection due to severance

Indemnity/Security Deposit (refundable)

Conditional Permit

Sign permit

Building Research Fee (per hour)

Water Service Inspection fee

2024 Fees

\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	100.00
\$	170.00
\$	170.00
	\$500 or \$1,000
\$	340.00
\$	170.00
\$	40.00
\$	90.00

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

Minor int reno less than 1000 sf GFA

Major int reno 1000 sf and over GFA

New Construction & Additions

Group A & B Occupancies

Industrial - Group F Occupancies

\$1.00/sf - min \$420
\$1.00/sf - min \$970
\$14/\$1,000 Const. Value - min \$1,500
\$14/\$1,000 Const. Value - min \$1,000
\$14/\$1000 Const. Value - min \$1,000

New Fees

Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses

Alternative Solution Review

Additional Plans Review(changes to original submission)

Expedite Permit Review (if time allows)

Plumbing - new Water Service Connection or Sewer Connection

Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere

\$14/\$1,000 Const. Value - min. \$1,000
TBD by CBO - based on peer review cost
25% addition to original permit fee
25% addition to permit fee
\$ 250.00
\$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

2024 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	
\$	150.00



MUNICIPALITY OF West Elgin

Planning

2024 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)
Plan of subdivision/condo amendment
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)
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
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

\$850 (plus \$425 per additional lot)
\$ 1,100.00
\$ 1,350.00
\$ 600.00
\$ 1,250.00
\$ 650.00
\$ 1,250.00
\$ 80.00
\$ 2,600.00
\$ 2,650.00
\$ 1,600.00
\$ 5,600.00
combining with SPA fee, no separate fee now
\$ 3,000.00
combined in SP amend or plan amend, no separate fee now
\$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
\$ 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

2024 Fee

Seasonal Fees

Lots with 30 amp service	\$ 2,100.00
Additional charge for Lakefront	\$ 120.00
Winter Storage	\$ 60.00

Additional Fees

Air Conditioner	\$ 100.00
Freezer	\$ 100.00
Fridge	\$ 100.00
Electric Dryer	\$ 100.00
Electric Hot Water Heater	\$ 100.00
Combo Electric/Gas Hot Water Heater	\$ 100.00
Electric Golf Carts	\$ 100.00
Electric Car	\$ 100.00
Boat Trailer Parking	\$ 60.00
Refundable deposit for key to laundry room	\$ 10.00
Coin access washer	\$ 3.00
Coin access dryer	\$ 3.00
Rental of Dance Hall	\$ 30.00
Clean up deposit for Dance Hall Rental	\$ 100.00
Rental of Pavillion (per day)	\$ 40.00
Rental of Pavillion (per hour)	\$ 10.00
Rental of Recreation Hall (per day)	\$ 40.00
Seasonal Lot Transfer of Lease	\$ 125.00
Booth Rental (June to Sept) (per month)	per RFP
Cleaning of yard at an individual trailer site (per hour)	\$ 50.00



MUNICIPALITY OF
West Elgin

Port Glasgow Trailer Park Transient Fees	2024 Fee
Daily Rates	
Tents	\$ 45.00
1 Man Tent (no motorized vehicle)	\$ 20.00
Sites with hydro and water	\$ 60.00
Sites with hydro and water and sewer	\$ 65.00
Weekly Rates (7 days)	
Sites with Hydro and Water	\$ 330.00
Sites with hydro and water and sewer	\$ 360.00
Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP	



MUNICIPALITY OF West Elgin

Public Works

2024 Fees

911 Signs

Sign	\$	50.00
Post	\$	50.00
Sign & Post together	\$	80.00

Recycling

Composter	Cost recovery	
Blue Box	\$	10.00
New Home Construction (max 2)	No charge	

Landfill - Tipping Fees

Pick up Load	\$	45.00
1/2 pick up load	\$	25.00
Large Item Fee (Couches, Mattress etc)(per item)	\$	15.00
Removal of Refridgerant	\$	30.00
Shingles/Construction Materials/ Commercial	\$	120.00

Permits

Entrance Permit	\$	120.00
Refundable deposit for above permits	\$	450.00
Road Occupancy Permit (to work under/on road)	\$	120.00
Moving Permit	\$	120.00
Refundable deposit for above permits	\$	1,100.00

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

Oil & Gas exploration - Road user agreement for construction

Agreement fee	\$	265.00
Annual fee (per km)	\$	120.00
Refundable deposit for damages (per km)	\$	1,100.00

Public Works**2024 Fees****Work on Road allowance on behalf of ratepayer**

Time	current employee rate
Equipment	based on current Ontario Provincial Standard Specification
Material	cost
Administration fee	5% of total invoice cost before taxes

Work on Private Property as a result of Municipal Order

Time (minimum 2 hours)	current employee rate
Equipment	based on current Ontario Provincial Standard Specification
Material	cost
Administration fee	5% of total invoice cost before taxes

Work on Road Allowance on behalf of Elgin County

Time	current employee rate
Equipment	Based on Elgin County Maintenance Agreement
Material	cost
Administration fee	5% of total invoice cost before taxes
Municipal Consent	\$200 +\$0.25/m



MUNICIPALITY OF West Elgin

Recreation 2024 Fees

Arena

Ice Rental

Prime Time Adult Rate	\$ 185.00
Prime Time Youth Rate	\$ 156.00
Off Prime Rate (adult & youth)	\$ 87.00
Arena Warm Room Rental (per hour)	\$ 25.00
Skate Sharpening	\$ 10.00

Public Skating

per person	\$ 5.00
per family	\$ 10.00
Sponsored Public Skating	\$ 130.50

Summer Main Floor

Per day (8 hours)	\$ 495.00
Per hour	\$ 52.00
Set up (per hour per staff member)	\$ 55.00
Additional Clean up (per hour per staff member)	\$ 55.00

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')	\$ 150.00
Ice Logos (plus expenses)	\$ 600.00
Zamboni (per full side)	\$ 600.00
Board Wrapping	\$ 350.00

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

Recreation - General

Miller Park Pavillion (per hour)	\$ 10.00
Miller Park Pavillion (per day)	\$ 40.00
Staff Screening due to COVID Requirements (per hour)	\$ 30.00
Scout Hall (per hour)	\$ 35.00
Municipally Run Program (per person/per session)	\$ 4.00

West Elgin Recreation Centre

Main Floor Rental (per hour)	\$ 50.00
Large Meeting Room (per hour)	\$ 35.00
Kitchen per hour	\$ 50.00
Small Meeting Room (per hour)	\$ 25.00
Full Building Full Day Rental (8+ hours)	\$ 550.00

Recreation	2024 Fees
Full building (per hour)	\$ 100.00
Staff Set Up fee (per hour per staff member)	\$ 60.00

Baseball Diamond	
Baseball Diamond - with lights (per season per team)	\$ 450.00
Baseball Diamond - without lights (per season per team)	\$ 250.00
Baseball Tournaments (per day)	\$ 150.00

Soccer Fields	
Minor Soccer (per player)	\$ 15.00
Adult Soccer (per team)	\$ 250.00
Soccer Tournaments (per day/ per field)(adults)	\$ 150.00
Sand Ring (per day)	\$ 350.00
Sand Ring with overnight camping	\$ 600.00

Swimming Pool	
Family Season Pass	\$ 200.00
Family Monthly Pass	\$ 122.00
Single Season Pass	\$ 106.00
Single Monthly Pass	\$ 67.00
Open Swim Admission (per person)	\$ 4.00
Open Swim Admission (per family)	\$ 10.00
Swimming Lessons (per 2 week Session)	\$ 85.00
Private Swimming Lessons (per 2 week Session)	\$ 120.00
Pool Rental (per hour - include 2 Life Guards)	\$ 100.00
Additional Life Guards (per hour)(if required)	\$ 50.00
Aqua Fit (per class)	\$ 7.00
Aqua Fit (for 10 visits)	\$ 60.00
Adult and Senior Swim (per vist)	\$ 4.00
Swim Team / Synchronized Swimming (season)	\$ 80.00

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



MUNICIPALITY OF
West Elgin

Four Counties Transit

2024 Fees

Trips within Service Area

Mileage (per km)	\$	1.50
One way Trip	\$	8.00
Round Trip (per person)	\$	16.00

Trips outside Service Area

Round Trip (per person) + Mileage	\$	50.00
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Special trips

During normal hours (per hour) + mileage	\$	50.00
Outside normal hours (per hour)+ mileage	\$	70.00



MUNICIPALITY OF
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Water

2024 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

N/A	
\$	70.00
\$	70.00
\$	140.00
\$	60.00

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	
\$	1,300.00

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