



# MUNICIPALITY OF West Elgin

## Administration

## 2025 Fees

### Requests

|  |    |       |
|--|----|-------|
| Reprint of Tax/Water Bills or Statements | \$ | 15.00 |
| Tax Certificates                         | \$ | 70.00 |
| Septic Records Search                    | \$ | 70.00 |
| Work Order Inquires                      | \$ | 70.00 |
| Expedited Service Fee                    | \$ | 50.00 |

### General

|  |    |               |
|--|----|---------------|
| Mileage (per km)                         |    | CRA Rate      |
| NSF Fee                                  | \$ | 55.00         |
| Copies of Zoning or Official Plan By-Law | \$ | 60.00         |
| Photocopies                              | \$ | 0.50          |
| Tax Sale Packages                        |    | Cost recovery |
| Fax (per page)                           | \$ | 1.25          |
| Courier Delivery (Flat Rate)             | \$ | 15.00         |
| Burial Permit                            | \$ | 20.00         |
| Marriage License                         | \$ | 150.00        |
| Penalty on late payments (per month)     |    | 2%            |
| Transfer of Fee to Property Taxes        | \$ | 60.00         |
| General Research Fee per hour            | \$ | 35.00         |
| By-law Appeal Hearing Fee                | \$ | 125.00        |
| Flower Baskets                           | \$ | 100.00        |

### 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**

**2025 Fees**

**Animal Control**

|  |    |        |
|--|----|--------|
| Kennel Licence                             | \$ | 200.00 |
| Backyard Hens License Fee                  | \$ | 150.00 |
| Backyard Hens Annual Renewal To begin 2026 | \$ | 100.00 |



# MUNICIPALITY OF West Elgin

## Building Fees

## 2025 Fees

### Residential - Group C Occupancies

|   |                           |
|---|---------------------------|
| 1st Floor per square foot                                     | \$1.10/sf                 |
| 2nd & 3rd floor per square foot                               | \$1.10/sf                 |
| Basement  | \$0.60/sf                 |
| Crawlspace  | \$0.50/sf                 |
| Garage/Porch/Deck/Storage/Workshop                            | \$0.50/sf                 |
| Alt & Reno where square footage cannot be determined as above | \$15/\$1,000 Const. Value |
| Minimum Fee for all permits                                   | 400                       |

### Accessory Buildings - Decks, Porches etc.

|                  |                                |
|------------------|--------------------------------|
| Less than 250 sf | \$ 180.00                      |
| 251 to 500 sf    | \$180 + \$0.25/sf over 250 sf  |
| 501 to 1000 sf   | \$280 + \$0.15/sf over 500 sf  |
| Over 1000 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   | \$190.00                       |
| 251 to 500 sf      | \$190 + \$0.25/sf over 250 sf  |
| 501 to 1000 sf     | \$280 + \$0.15/sf over 500 sf  |
| 1001 to 1500 sf    | \$320 + \$0.15/sf over 1000 sf |
| 1501 to 3000 sf    | \$380 + \$0.10/sf over 1500 sf |
| 3001 sf or greater | \$460 + 0.10/sf over 3000 sf   |

### Sewage System Permits

|                                |           |
|--------------------------------|-----------|
| New Class 4 or 5 sewage system | \$ 570.00 |
| Repair to sewage system        | \$ 370.00 |
| Permit Renewal Fee             | \$ 170.00 |



# MUNICIPALITY OF West Elgin

| Building Fees | 2025 Fees |
|---------------|-----------|
|---------------|-----------|

**Miscellaneous Permit Fees**

|  |                  |
|--|------------------|
| Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances | \$ 170.00        |
| Demolition Permit  | \$ 170.00        |
| In Ground Swimming Pools (includes fencing)                        | \$ 170.00        |
| Fence around Above Ground Pools                                    | \$ 170.00        |
| Building Re-locations  | \$ 170.00        |
| Transfer of Permit Fee   | \$ 170.00        |
| Tent Permit (greater than 60 m squared)                            | \$ 170.00        |
| Re-inspection Fee (not ready for insp)                             | \$ 100.00        |
| Change of Use (no construction)                                    | \$ 170.00        |
| Septic Inspection due to severance                                 | \$ 170.00        |
| Indemnity/Security Deposit (refundable)                            | \$500 or \$1,000 |
| Conditional Permit   | \$ 340.00        |
| Sign permit  | \$ 170.00        |
| Building Research Fee (per hour)                                   | \$ 40.00         |
| Water Service Inspection fee                                       | \$ 90.00         |

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

|                                      |   |
|--------------------------------------|---|
| Minor int reno less than 1000 sf GFA | \$1.00/sf - min \$420                   |
| Major int reno 1000 sf and over GFA  | \$1.00/sf - min \$970                   |
| New Construction & Additions         | \$14/\$1,000 Const. Value - min \$1,500 |
| Group A & B Occupancies              | \$14/\$1,000 Const. Value - min \$1,000 |
| Industrial - Group F Occupancies     | \$14/\$1000 Const. Value - min \$1,000  |



# MUNICIPALITY OF West Elgin

| Building Fees | 2025 Fees |
|---------------|-----------|
|---------------|-----------|

**New Fees**

|   |  |
|---|--|
| Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses | \$14/\$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                       | 250                                      |
| Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere            | \$500.00/structure                       |

**Refundable Deposits\***

|   |             |
|---|-------------|
| Decks, Sheds, Septic Systems, All other permits with Construction Value under \$10,000<br><i>(except swimming pools/swimming pool fences)</i> | \$ 500.00   |
| Demolition Permit (that do not form part of any other agreement with the  | \$ 1,000.00 |
| Permits with Construction Value over \$10,000 and under \$50,000  | \$ 2,000.00 |
| Swimming Pools/Swimming Pool Fences (in builtup areas where a lot grading   | \$ 2,000.00 |
| Swimming Pools/Swimming Pool Fences (where no lot grading design is   | \$ 1,000.00 |
| Permits with construction value over \$50,000 (except swimming  | \$ 3,500.00 |

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**

- 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
  - Fire Report

**2025 Fees**

|    |                       |
|----|-----------------------|
|    | MTO Posted rate       |
|    | MTO Posted rate       |
|    | Based on Actual Costs |
| \$ | 155.00                |
| \$ | 72.00                 |



# MUNICIPALITY OF West Elgin

## Planning

- 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

## 2025 Fees

|                                       |          |
|---------------------------------------|----------|
| \$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,<br>no separate fee now                         |          |
| \$2,000 or as per Section 51.1 of the<br>Planning Act (whichever is lower)         |          |
| As per Section 51.1 of the Planning<br>Act- based on land valuation<br>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**

**2025 Fee**

**Seasonal Fees**

|                                 |             |
|---------------------------------|-------------|
| Lots with 30 amp service        | \$ 2,142.00 |
| Additional charge for Lakefront | \$ 122.00   |
| Winter Storage                  | \$ 62.00    |

**Additonal Fees**

|   |           |
|---|-----------|
| Air Conditioner   | \$ 102.00 |
| Freezer   | \$ 102.00 |
| Fridge  | \$ 102.00 |
| Electric Dryer  | \$ 102.00 |
| Electric Hot Water Heater                                 | \$ 102.00 |
| Combo Electric/Gas Hot Water Heater                       | \$ 102.00 |
| Electric Golf Carts                                       | \$ 102.00 |
| Electric Car  | \$ 102.00 |
| Boat Trailer Parking                                      | \$ 62.00  |
| Refundable deposit for key to laundry room                | \$ 10.00  |
| Coin access washer  | \$ 3.00   |
| Coin access dryer   | \$ 3.00   |
| Rental of Dance Hall                                      | \$ 31.00  |
| Clean up deposit for Dance Hall Rental                    | \$ 102.00 |
| Rental of Pavillion (per day)                             | \$ 41.00  |
| Rental of Pavillion (per hour)                            | \$ 11.00  |
| Rental of Recreation Hall (per day)                       | \$ 41.00  |
| Seasonal Lot Transfer of Lease                            | \$ 128.00 |
| Booth Rental (June to Sept) (per month)                   | per RFP   |
| Cleaning of yard at an individual trailer site (per hour) | \$ 51.00  |





MUNICIPALITY OF  
**West Elgin**

**Port Glasgow Trailer Park** **2025 Fee**  
**Transient Fees**

**Daily Rates**

|                                      |          |
|--------------------------------------|----------|
| Tents                                | \$ 46.00 |
| 1 Man Tent (no motorized vehicle)    | \$ 21.00 |
| Sites with hydro and water           | \$ 62.00 |
| Sites with hydro and water and sewer | \$ 67.00 |

**Weekly Rates (7 days)**

|                                      |           |
|--------------------------------------|-----------|
| Sites with Hydro and Water           | \$ 337.00 |
| Sites with hydro and water and sewer | \$ 370.00 |

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal



# MUNICIPALITY OF West Elgin

## Public Works

## 2025 Fees

### 911 Signs

|                      |    |        |
|----------------------|----|--------|
| Sign                 | \$ | 50.00  |
| Post                 | \$ | 50.00  |
| Sign & Post together | \$ | 100.00 |

### 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                          | \$ | 45.00  |
| Shingles/Construction Materials/ Commercial      | \$ | 160.00 |

### 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 additional

### 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** **2025 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 2025 Fees

### Arena

#### Ice Rental

|                                   |           |
|-----------------------------------|-----------|
| Prime Time Adult Rate             | \$ 188.00 |
| Prime Time Youth Rate             | \$ 159.00 |
| Off Prime Rate (adult & youth)    | \$ 89.00  |
| Arena Warm Room Rental (per hour) | \$ 26.00  |
| Skate Sharpening                  | \$ 10.00  |

#### Public Skating

|                          |           |
|--------------------------|-----------|
| per person               | \$ 5.00   |
| per family               | \$ 10.00  |
| Sponsored Public Skating | \$ 133.00 |

#### Summer Main Floor

|   |           |
|---|-----------|
| Per day (8 hours)                               | \$ 505.00 |
| Per hour  | \$ 53.00  |
| Set up (per hour per staff member)              | \$ 56.00  |
| Additional Clean up (per hour per staff member) | \$ 56.00  |

#### Booth Rental

|                                  |            |
|----------------------------------|------------|
| Per month (open 3 days per week) | As per RFP |
|----------------------------------|------------|

| Recreation | 2025 Fees |
|------------|-----------|
|------------|-----------|

| Advertising Space Rental (Per Season) |
|---------------------------------------|
|---------------------------------------|

|                           |           |
|---------------------------|-----------|
| Wall Signs (3 x 6')       | \$ 153.00 |
| Ice Logos (plus expenses) | \$ 612.00 |
| Zamboni (per full side)   | \$ 612.00 |
| Board Wrapping            | \$ 357.00 |

\*\*\* 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)     | \$ 5.00  |

| West Elgin Recreation Centre |
|------------------------------|
|------------------------------|

|  |           |
|--|-----------|
| Main Floor Rental (per hour)                 | \$ 50.00  |
| Large Meeting Room (per hour)                | \$ 40.00  |
| Kitchen per hour                             | \$ 50.00  |
| Small Meeting Room (per hour)                | \$ 25.00  |
| Full Building Full Day Rental (8+ hours)     | \$ 550.00 |
| 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 |

**Recreation** **2025 Fees**

**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 |

**Recreation** **2025 Fees**

**Swimming Pool**

|  |           |
|--|-----------|
| Family Season Pass <sup>1</sup>                | \$ 200.00 |
| Family Monthly Pass <sup>1</sup>               | \$ 150.00 |
| Single Season Pass <sup>1</sup>                | \$ 125.00 |
| Refundable Deposits*                           | \$ 80.00  |
| Open Swim Admission (per person)               | \$ 5.00   |
| Open Swim Admission (per family)               | \$ 10.00  |
| Swimming Lessons (per 2 week Session)          | \$ 90.00  |
| Private Swimming Lessons (per 2 week Session)  | \$ 150.00 |
| Pool Rental (per hour - include 2 Life Guards) | \$ 100.00 |
| Additional Life Guards (per hour)(if required) | \$ 50.00  |
| Aqua Fit (per class)                           | \$ 10.00  |
| Aqua Fit (for 10 visits)                       | \$ 90.00  |
| Adult and Senior Swim (per vist)               | \$ 5.00   |
| Swim Team / Synchronized Swimming (season)     | \$ 90.00  |

\* Deposits are refundable once all permit obligations have been met and permit file is closed. This includes all documentation required as part of the permit as well as damage to Municipal property.

**Notes:**

**Note 1** - can be used exclusively for **Open Swim**



MUNICIPALITY OF  
**West Elgin**

**Four Counties Transit** **2025 Fees**

**Trips within Service Area**

|                         |          |
|-------------------------|----------|
| Mileage (per km)        | \$ 2.00  |
| One way Trip            | \$ 8.00  |
| Round Trip (per person) | \$ 16.00 |

**Trips outside Service Area**

|                                   |          |
|-----------------------------------|----------|
| Round Trip (per person) + Mileage | \$ 60.00 |
|-----------------------------------|----------|

**Special trips**

|  |          |
|--|----------|
| During normal hours (per hour) + mileage | \$ 60.00 |
| Outside normal hours (per hour)+ mileage | \$ 80.00 |





MUNICIPALITY OF  
**West Elgin**

**Water** **2025 Fees**

**Administration**

|   |           |
|---|-----------|
| Water Security Deposits - Tennants (Commercial) | N/A       |
| Water Service disconnect/reconnect              | \$ 70.00  |
| Hand delivered final notice                     | \$ 60.00  |
| Penalty for not compliance with by-laws         | \$ 100.00 |
| Call Out Fee (Business Hours 7:30 am - 3:30 pm) | \$ 70.00  |
| After Hours Call Out Fee                        | \$ 140.00 |
| Transfer of account                             | \$ 60.00  |

**Water connection fee - Municipalities**

|   |                                 |
|---|---------------------------------|
| Southwest Middlesex Water Customer within West Elgin Boundaries | As determined by SWM            |
| Dutton Dunwich Water Customer within West Elgin Boundaries      | As determined by Dutton Dunwich |