



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2019-15

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

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. By-Laws 2007-77; 2005-50; 2005-71; 2005-73; 2005-83; 2009-37; 2010-19; 2011-59; 2011-12; 2012-36; 2012-87; 2014-60; 2014-80; 2016-55; and 2018-17 are hereby repealed.
7. That this by-law shall take effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 14th day of February, 2019.

Duncan McPhail
Mayor

Genevieve Scharback
CAO / Clerk

Schedule "A" to By-Law 2019-15 - Administration Fees

Item	Fee	Tax
Animal Control		
Dog Licence (Altered Dog)	\$ 35.00	exempt
Dog Licence (unaltered Dog)	\$ 50.00	exempt
Kennel Licence	\$ 100.00	exempt
Replacement Tag	\$ 15.00	exempt
Requests		
Reprint of Tax Bill	\$ 10.00	exempt
Reprint of Water Bill	\$ 10.00	exempt
Tax Certificates	\$ 50.00	exempt
Zoning Certificates	\$ 50.00	exempt
Work Order Inquires	\$ 50.00	exempt
General		
Mileage (per km)	\$ 0.495	exempt
NSF Fee	\$ 25.00	exempt
Copies of Zoning or Official Plan By-Law	\$ 50.00	exempt
Photocopies	\$ 0.50	exempt
Facsimile (per page)	\$ 1.25	exempt
Burial Permit	\$ 10.00	exempt
Marriage License	\$ 110.00	exempt
On Site Marriage Ceremony	\$ 250.00	exempt
Off Site Marriage Ceremony	\$ 350.00	exempt
Rehearsal fee	\$ 50.00	exempt
Penalty on late payments (per month)	2% of charge	
Drainage		
Tile Drain loan application	\$ 150.00	exempt
Drain Maitenance (min charge)	\$ 20.00	exempt
Book Keeping- per annum		
Arena	\$ 2,500.00	HST
Tri-County Water Board	\$ 6,000.00	HST
Port Glasgow Trailer Park	\$ 2,000.00	HST

Schedule "B" to By-Law 2019-15 -Fire Department Fees

Item	Fee	Tax
Emergency Services on Provincial Highways	Hourly rate established by MTO	Exempt
Emergency Services on Municipal Roads	Based on actual costs	Exempt
Emergency services on private property by outside agencies	based on actual costs	Exempt
Inspection Services	based on actual costs plus 15% Administration Fee	Exempt

Schedule "C" to By-Law 2019-15 -Planning

Item	Fee	Tax
Consent (severance) application	\$ 800.00	Exempt
Minor variance application	\$ 1,000.00	Exempt
Extension, enlargement or other change to non-conforming uses	\$ 1,000.00	Exempt
Zoning by-law amendment application	\$ 1,200.00	Exempt
Holding zone symbol removal by-law	\$ 500.00	Exempt
Temporary use by-law	\$ 1,200.00	Exempt
Temporary use by-law deposit	\$ 5,000.00	Exempt
Renewal of temporary use by-law	\$ 600.00	Exempt
Deeming by-law	\$ 1,200.00	Exempt
Official plan amendment application	\$ 2,000.00	Exempt
Site plan control application	\$ 1,000.00	Exempt
Site plan agreement (includes legal and registration costs)	\$ 1,000.00	Exempt
Amendment to site plan agreement	\$ 500.00	Exempt
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 2,000.00	Exempt
Development agreement (plus engineering, consultant and/or legal costs)	\$ 1,000.00	Exempt
Amendment to development agreement (plus engineering, consultant and/or legal costs)	\$ 500.00	Exempt
In-lieu of Parkland Fee (new lot creation in settlement area only)	\$ 500.00	Exempt
* 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.		

Schedule "D" to By-Law 2019-15 -Port Glasgow Trailer Park Fees

Item	Fee	Tax
<u>Seasonal Fees</u>		
Lots with 30 amp service	\$ 1,330.00	HST
Addition charge for Lakefront	\$ 100.00	HST
Winter Storage	\$ 50.00	HST
Additional charge for:		
air conditioner	\$ 75.00	HST
freezer	\$ 75.00	HST
fridge	\$ 75.00	HST
electric dryer	\$ 75.00	HST
electric hot water heater	\$ 75.00	HST
combo electric/gas hot water heater	\$ 75.00	HST
electric golf carts	\$ 55.00	HST
Boat Trailer Parking	\$ 50.00	HST
Refundable deposit for key to laundry room	\$ 10.00	Exempt
Coin access washer	\$ 2.00	Exempt
Coin access dryer	\$ 2.00	Exempt
Rental of Dance Hall	\$ 25.00	HST
Clean up deposit for Dance Hall Rental	\$ 100.00	HST
Seasonal Lot Transfer of Lease	\$ 100.00	HST
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00	HST
<u>Transient Fees</u>		
Per Night		
Tents	\$ 35.00	HST
1 Man Tent (no motorized vehicle)	\$ 10.00	HST
Sites with hydro and water	\$ 40.00	HST
Sites with hydro and water and sewer	\$ 45.00	HST
Weekly		
Sites with hydro and water and sewer	\$ 300.00	HST
Monthly		
Sites with hydro and water and sewer	\$ 1,000.00	HST

Schedule "E" to By-Law 2019-15 - Public Works

Item	Fee	Tax
9-1-1 Signs		
Sign	\$ 30.00	Exempt
Post	\$ 30.00	Exempt
Sign & Post together	\$ 50.00	Exempt
Recycling		
Blue Box	\$ 8.00	HST
New Home Construction (max 2)	Free	
Landfill - Tipping Fees		
Pick up Load	\$ 25.00	Exempt
1/2 pick up load	\$ 12.50	Exempt
stake or dump truck	\$ 50.00	Exempt
Permits		
Entrance Permit	\$ 100.00	HST
Refundable deposit for above permits	\$ 400.00	exempt
Road Occupancy Permit (to work under/on road)	\$ 100.00	HST
Moving Permit	\$ 100.00	HST
Refundable deposit for above permits	\$ 1,000.00	exempt
Above requires Certificate of Insurance Naming Municipality as Co-Insured		
Oil & Gas exploration - Road user agreement for construction		
Agreement fee	\$ 240.00	HST
Annual fee (per km)	\$ 105.00	HST
Refundable deposit for damages (per km)	\$ 1,000.00	exempt
Work on Road allowance on behalf of ratepayer		
Time	current employee rate	HST
Equipment	based on current Ontario Provincial Standard Specification	HST
Material	cost	HST
Administration fee	5% of total invoice cost before taxes	HST

Item	Fee	Tax
Work on Private Property as a result of Municipal Order		
Time (minimum 2 hours)	current employee rate	Y
Equipment	based on current Ontario Provincial Standard Specification	Y
Material	cost	Y
Administration fee	5% of total invoice cost before taxes	Y
Work on Road Allowance on behalf of Elgin County		
Time	current employee rate	Y
Equipment	West Elgin's Internal equipment rate	Y
Material	cost	Y
Administration fee	5% of total invoice cost before taxes	Y

Schedule "F" to By-Law 2019-15 - Recreation Fees

Item	Fee	Tax
Arena		
Ice Rental		
Prime time (Weekdays after 5 p.m. & All day Saturday & Sunday)	\$ 147.79	HST
Off Prime time (Weekdays 8 a.m. to 5 p.m.)	\$ 59.29	HST
Minor Sports Associations (per hour)	\$ 126.55	Exempt
Skate Sharpening	\$ 5.00	Exempt
Public Skating		
per person	\$ 2.00	Exempt
per family	\$ 5.00	Exempt
Summer Main Floor		
Per day (8 hours)	\$ 425.00	HST
Per hour	\$ 40.00	HST
Set up (per hour per staff member)	\$ 40.00	HST
Additional Clean up (per hour per staff member)	\$ 40.00	HST
Booth Rental		
Per day	\$ 100.00	HST
Per month (open 3 days per week)	\$ 300.00	HST
Advertising Space Rental (Per Season)		
Wall Signs (3 x 6')	\$ 75.00	HST
Ice Logos (plus expenses)	\$ 500.00	HST
Zamboni (per full side)	\$ 500.00	HST
Above does not include the cost of the sign		
Recreation		
Rodney Town Hall - Tiny Tots (per Month)	\$ 50.00	HST
Millar Park Pavillion (per day)	\$ 25.00	HST
West Elgin Recreation Centre		
Main Floor Rental (per hour)	\$ 25.00	HST
Meeting Room (per hour)	\$ 15.00	HST
Meeting Room plus Kitchen (per hour)	\$ 20.00	HST
Small Meeting Room (per hour)	\$ 10.00	HST
Full Building Full Day Rental (8+ hours)	\$ 350.00	HST
Full building (per hour)	\$ 50.00	HST
Senior Shufflers (per month)	\$ 50.00	HST
Baseball Diamond		
Adult Baseball League (per team, per season)	\$ 100.00	HST
Baseball Tournaments (per day)(Adults only)	\$ 60.00	HST
Soccer Fields		
Adult Soccer (per team)	\$ 100.00	HST
Soccer Tournaments (per day/ per field)(adults)	\$ 60.00	HST

Item	Fee	Tax
Sand Ring (per day)	\$ 180.00	HST
Swimming Pool		
Family Season Pass	\$ 175.00	Exempt
Family Monthly Pass	\$ 105.00	Exempt
Single Season Pass	\$ 90.00	Exempt
Single Monthly Pass	\$ 55.00	Exempt
Open Swim Admission (per person)	\$ 2.00	Exempt
Open Swim Admission (per family)	\$ 5.00	Exempt
Swimming Lessons (per 2 week Session)	\$ 60.00	Exempt
Private Swimming Lessons (per 2 week Session)	\$ 95.00	Exempt
Pool Rental (per hour - include 2 Life Gaurds)	\$ 65.00	HST
Additional Life Gaurds (per hour)(if required)	\$ 18.00	HST
Aqua Fit (per class)	\$ 5.00	HST
Aqua Fit (for 10 visits)	\$ 40.00	HST
Adult and Senior Swim (per vist)	\$ 2.00	HST
Swim Team / Synchronized Swimming (season)	\$ 50.00	Exempt

Schedule "G" to By-Law 2019-15 - Four Counties Transit Fees

Item	Fee	Tax
Trips within Service Area		
Mileage (per km)	\$ 0.70	HST
One way Trip	\$ 5.00	HST
Round Trip (per person)	\$ 10.00	HST
Trips outside Service Area		
Round Trip (per person) + Mileage	\$ 35.00	HST
Special trips		
During normal hours (per hour) + mileage	\$ 35.00	HST
Outside normal hours (per hour)+ mileage	\$ 50.00	HST

Schedule "H" to By-Law 2019-15 -Water Fees

Item	Fee	Tax
Administration		
Water Security Deposits - Tennants (Residential)	\$ 200.00	exempt
Water Security Deposits - Tennants (Commercial)	\$200 or a total of 3 months' average billing	exempt
Water Service disconnect	\$ 50.00	HST
Water Service reconnect	\$ 50.00	HST
Attending Property Fee	\$ 50.00	HST
Billing Verification	\$ 25.00	HST
Account analysis	\$ 25.00	HST
Transfer of account	\$ 20.00	HST
Water Dispensing Station		
Key Accounts (per cubic metre)	\$ 2.78	HST
Security deposit for non-residents and new accounts	\$ 200.00	exempt
Capital		
Water meter installation- materials	Cost	HST
Water meter installation - labour	current employee rate	HST
Water connection privelage fee (per lot)		
3/4 inch	\$ 900.00	HST
1 inch	\$ 1,200.00	HST
1.5 inch	\$ 1,500.00	HST
2 inch	\$ 2,000.00	HST
4 inch	\$ 2,500.00	HST
6 inch	\$ 3,000.00	HST
Water connection fee - Municipalities		
Southwest Middlesex Water Customer within West Elgin Boundaries	As determined by SWM	HST
Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by Dutton Dunwich	HST