



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	\$ 30.00
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



MUNICIPALITY OF
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2025 Fees

Shipping (minimum)

\$	10.00
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MUNICIPALITY OF
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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	\$400.00

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
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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

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



MUNICIPALITY OF West Elgin

Building Fees	2025 Fees	
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

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	\$ 250.00
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 (except swimming pools/swimming pool fences)	\$ 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



MUNICIPALITY OF
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Building Fees

2025 Fees

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

* 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.



MUNICIPALITY OF
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Fire Department Fees

2025 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

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



MUNICIPALITY OF West Elgin

Planning

2025 Fees

Consent (severance) application (Sections 53 and 57 of the Planning Act)	\$850 (plus \$425 per additional lot)
Minor variance application (Section 45(1) to 45(3) of the Planning Act)	\$ 1,100.00
Zoning by-law amendment application	\$ 1,350.00
Holding zone symbol removal by-law	\$ 600.00
Temporary use by-law (Sections 39 and 39.1 of the Planning Act)	\$ 1,250.00
Temporary use by-law Extension Requests	\$ 650.00
Deeming by-law	\$ 1,250.00
Zoning Certificate/letter	\$ 80.00
Official plan amendment application	\$ 2,600.00
Site plan control application	\$ 2,650.00
Site plan amendment	\$ 1,600.00
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 5,600.00
Planning and Development Agreement (plus engineering, consultant and/or legal costs)	combined in SPA fee, no separate fee now
Plan of subdivision/condo amendment	\$ 3,000.00
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)	combined in SP amend or plan amend, no separate fee now
Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)
Cash-In-lieu of Parkland Fee (subdivision and condominiums)	As per Section 51.1 of the Planning Act- based on land valuation calculation
Part Lot Control Application	\$ 900.00
Part Lot Control Extension Request	\$ 450.00
Telecommunications Towers	\$ 750.00
Re-Notification Fee of Planning Application, based on Proponent Request	50% of Application Fee
Processing of inquiries related to acquisition of Municipal owned land (including road allowances)	\$ 450.00
Change of Conditions to Consent Request	\$ 450.00
Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums	\$ 1,300.00
Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal	\$ 600.00
Draft Plan Extension Comments to the County / Ontario Land Tribunal	\$ 900.00
Reactivating a planning application that has not been acted on in 12 months	50% of Application Fee
Condominium Exemption Comments to the County	\$ 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

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 residents of PGTP



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

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

Work on Road allowance on behalf of ratepayer

Time	current employee rate
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Public Works	2025 Fees
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
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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

Recreation	2025 Fees
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

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 ¹	\$ 200.00
Family Monthly Pass ¹	\$ 150.00
Single Season Pass ¹	\$ 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

Recreation **2025 Fees**

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
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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
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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