



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2019-97

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 2019-15 and 2019-28 are hereby repealed.
7. That this by-law shall come into force and effect on January 1, 2020.

Read a first, second, and third time and finally passed this 19th day of December, 2019.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Schedule "A" to By-Law 2019-97 - Administration Fees

Item	Fee	Tax
Animal Control		
Dog Licence	\$ 40.00	exempt
Administration fee for unpaid dog tag	\$ 50.00	exempt
Kennel Licence	\$ 100.00	exempt
Replacement Tag	\$ 15.00	exempt
Requests		
Reprint of Tax/Water Bills or Statements	\$ 10.00	exempt
Tax Certificates	\$ 50.00	exempt
Zoning Certificates/ Letters	\$ 50.00	exempt
Fire Report	\$ 50.00	exempt
Work Order Inquires & Septic Certificates	\$ 50.00	exempt
General		
Mileage (per km)	\$ 0.495	exempt
NSF Fee	\$ 30.00	exempt
Copies of Zoning or Official Plan By-Law	\$ 50.00	exempt
Photocopies	\$ 0.50	exempt
Fax (per page)	\$ 1.25	exempt
Courier Delivery (Flat Rate)	\$ 8.00	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
Rehersal fee	\$ 50.00	exempt
Penalty on late payments (per month)	2% of charge	
Truck, Air Break and Bus MTO Books	\$ 18.95	HST
Driver and Motorcycle MTO Books	\$ 14.95	HST
Property Standards Appeal Hearing Fee	\$ 125.00	exempt
Drainage		
Tile Drain loan application	\$ 150.00	exempt
Drain Maintenance (min charge)	\$ 30.00	exempt
Book Keeping- per annum		
Arena	\$ 2,500.00	exempt
Tri-County Water Board	\$ 6,000.00	exempt
Port Glasgow Trailer Park	\$ 2,000.00	exempt

Schedule "B" to By-Law 2019-97 -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 2019-97 -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
Zoning Certificate/letter	\$ 50.00	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 2019-97 -Port Glasgow Trailer Park Fees

Item	Fee	Tax
Seasonal Fees		
Lots with 30 amp service	\$ 1,380.00	HST
Additional charge for Lakefront	\$ 100.00	HST
Winter Storage	\$ 50.00	HST
Additonal charge for:		
air conditioner	\$ 77.00	HST
freezer	\$ 77.00	HST
fridge	\$ 77.00	HST
electric dryer	\$ 77.00	HST
electric hot water heater	\$ 77.00	HST
combo electric/gas hot water heater	\$ 77.00	HST
electric golf carts	\$ 57.00	HST
electric car	\$57.00	HST
Boat Trailer Parking	\$ 50.00	HST
Refundable deposit for key to laundry room	\$ 10.00	Exempt
Coin access washer	\$ 3.00	Exempt
Coin access dryer	\$ 2.00	Exempt
Rental of Dance Hall	\$ 25.00	HST
Clean up deposit for Dance Hall Rental	\$ 100.00	HST
Rental of Pavillion	\$ 25.00	HST
Rental of Recreation Hall (per day)	\$ 25.00	HST
Seasonal Lot Transfer of Lease	\$ 100.00	HST
Booth Rental (June to Sept) (per month)	\$ 150.00	HST
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00	HST
Transient Fees		
Per Night		
Tents	\$ 35.00	HST
1 Man Tent (no motorized vehicle)	\$ 15.00	HST
Sites with hydro and water	\$ 42.00	HST
Sites with hydro and water and sewer	\$ 47.00	HST
Weekly		
Sites with hydro and water and sewer	\$ 300.00	HST
Monthly		
Sites with hydro and water and sewer	\$ 1,000.00	HST

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to season residents of Port Glasgow Trailer Park

Schedule "E" to By-Law 2019-97 Public Works

Item	Fee	Tax
9-1-1 Signs		
Sign	\$ 30.00	Exempt
Post	\$ 30.00	Exempt
Sign & Post together	\$ 50.00	Exempt
Recycling		
Composter	\$ 35.40	HST
Blue Box	\$ 8.00	HST
New Home Construction (max 2)	Free	
Landfill - Tipping Fees		
Pick up Load	\$ 40.00	Exempt
1/2 pick up load	\$ 20.00	Exempt
Minimum Chargable Item Fee	\$ 10.00	Exempt
Commercial/Large Loads (per ton) by appointment only	\$ 80.00	Exempt
Permits		
Entrance Permit	\$ 100.00	Exempt
Refundable deposit for above permits	\$ 400.00	exempt
Road Occupancy Permit (to work under/on road)	\$ 100.00	Exempt
Moving Permit	\$ 100.00	Exempt
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 2019-97 - Recreation Fees

Item	Fee	Tax
Arena ***		
Ice Rental		
Prime time (Weekdays after 5 p.m. & All day Saturday & Sunday)**	\$ 150.44	HST
Off Prime time (Weekdays 8 a.m. to 5 p.m.) **	\$ 61.95	HST
Minor Sports Associations (per hour)	\$ 130.00	Exempt
Skate Sharpening	\$ 5.00	Exempt
Public Skating		
per person	\$ 3.00	Exempt
per family	\$ 5.00	Exempt
Summer Main Floor		
Per day (8 hours)	\$ 425.00	HST
Per hour	\$ 45.00	HST
Set up (per hour per staff member)	\$ 45.00	HST
Additonal Clean up (per hour per staff member)	\$ 45.00	HST
Booth Rental		
Per month (open 3 days per week)	\$ 300.00	HST
Advertising Space Rental (Per Season)		
Wall Signs (3 x 6')	\$ 80.00	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		
Miller Park Pavillion (per day)	\$ 25.00	HST
West Elgin Recreation Centre		
Main Floor Rental (per hour)	\$ 25.00	HST
Large Meeting Room (per hour)	\$ 15.00	HST
Large Meeting Room plus Kitchen (per hour)	\$ 25.00	HST
Small Meeting Room (per hour)	\$ 10.00	HST
Full Building Full Day Rental (8+ hours)	\$ 425.00	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)	\$ 100.00	HST
Soccer Fields		
Minor Soccer (per player)	\$ 6.00	exempt
Adult Soccer (per team)	\$ 100.00	HST
Soccer Tournaments (per day/ per field)(adults)	\$ 100.00	HST
Item	Fee	Tax

Sand Ring (per day)	\$	300.00	HST
Sand Ring with overnight camping	\$	500.00	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)	\$	3.00	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)	\$	25.00	HST
Aqua Fit (per class)	\$	5.00	exempt
Aqua Fit (for 10 visits)	\$	40.00	exempt
Adult and Senior Swim (per vist)	\$	3.00	exempt
Swim Team / Synchronized Swimming (season)	\$	50.00	Exempt

*** Arena fee increases take effect September 1, 2020.

Schedule "G" to By-Law 2019-97 - Four Counties Transit Fees

Item	Fee	Tax
Trips within Service Area		
Mileage (per km)	\$ 0.70	exempt
One way Trip	\$ 6.00	exempt
Round Trip (per person)	\$ 12.00	exempt
Trips outside Service Area		
Round Trip (per person) + Mileage	\$ 35.00	exempt
Special trips		
During normal hours (per hour) + mileage	\$ 35.00	exempt
Outside normal hours (per hour)+ mileage	\$ 50.00	exempt

Schedule "H" to By-Law 2019-97 -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	\$ 60.00	exempt
Water Service reconnect	\$ 60.00	exempt
Attending Property Fee	\$ 60.00	exempt
Billing Verification	\$ 25.00	exempt
Account analysis	\$ 25.00	exempt
Transfer of account	\$ 50.00	exempt
Water Dispensing Station		
Key Accounts (per cubic metre)	\$ 2.90	exempt
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 fee (per lot)		
1 inch	\$ 1,200.00	exempt
For Special Sizing Contact Office	Cost of Meter	
Water connection fee - Municipalities		
Southwest Middlesex Water Customer within West Elgin Boundaries	As determined by SWM	exempt
Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by Dutton Dunwich	exempt

Schedule "I" to By-Law 2019-97 - Building Fees

Item	Fee	Tax
Residential		
1st Floor per square foot	\$0.65/sf	Exempt
2nd & 3rd floor per square foot	\$0.65/sf	Exempt
Basement	\$0.20/sf	Exempt
Crawlspace	\$0.20/sf	Exempt
Garage/Porch/Deck/Storage/Workshop	\$0.20/sf	Exempt
Alt & Reno where square footage cannot be determined as above	\$10/\$1000 Const. Value	Exempt
Minimum Fee for all permits	\$ 200.00	Exempt
Accessory Buildings - Decks, Porches etc.		
Less than 250 sf	\$ 100.00	Exempt
251 to 500 sf	\$100 + \$0.20/sf over 250 sf	Exempt
501 to 1000 sf	\$210 + \$0.10/sf over 500 sf	Exempt
Over 1000 sf	\$250 + \$0.08/sf over 1000 sf	Exempt
Industrial/Commercial/Institutional		
New construction or renovation	\$10.00/\$1000 Const. Value	Exempt
Farm Buildings		
Livestock Buildings & Manure Pits	\$100 + \$6.25/\$1000 Const Value	Exempt
Non Livestock Agricultural Bldgs.		
Less than 250 sf	\$ 100.00	Exempt
251 to 500 sf	\$100 + \$0.20/sf over 250	Exempt
501 to 1000 sf	\$210 + \$0.10/sf over 500 sf	Exempt
1001 to 1500 sf	\$250 + \$0.08/sf over 1000 sf	Exempt
1501 to 3000 sf	\$305 + \$0.03/sf over 3000 sf	Exempt
3001 sf or greater	\$360 + \$0.03/sf over 3000 sf	Exempt
Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	Flat fee \$75.00	Exempt
Demolition Permit	Flat Fee \$75.00	Exempt
In Ground Swimming Pools (includes fencing)	Flat Fee \$75.00	Exempt
Fence around Above Ground Pools	Flat Fee \$75.00	Exempt

Item	Fee	Tax
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Building Re-locations	\$100 + Travel Cost + Fee for appropriate Building listed above	Exempt
Sewage System Permits		
New Class 4 or 5 sewage system	\$ 500.00	Exempt
Repair to sewage system	\$ 300.00	Exempt
Permit Renewal Fee	\$ 100.00	Exempt
New Permit Fees		
Transfer of Permit Fee	\$ 75.00	Exempt
Tent Permit (greater than 60 m squared)	\$ 75.00	Exempt
Re-inspection Fee (not ready for insp)	\$ 75.00	Exempt
Change of Use (no construction)	\$ 100.00	Exempt
Septic Inspection due to severance	\$ 125.00	Exempt
Indemnity/Security Deposit (refundable)	\$500 or \$1000	Exempt
Conditional Permit	\$ 300.00	Exempt