



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

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
Marriage Ceremony	\$ 350.00
Rehersal fee	\$ 100.00
Penalty on late payments (per month)	2%
Truck, Air Brake and Bus MTO Books	\$ 20.00
Driver and Motorcycle MTO Books	\$ 16.00



MUNICIPALITY OF West Elgin

Administration

2024 Fees

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

Building 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

2024 Fees

	\$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
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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



MUNICIPALITY OF West Elgin

Building Fees

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

2024 Fees

\$	570.00
\$	370.00
\$	170.00

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

\$	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

\$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



MUNICIPALITY OF West Elgin

Schedule A - 2024 Fees Charges - By-Law 2023-107

Building Fees

Industrial - Group F Occupancies

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

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

2024 Fees

\$14/\$1000 Const. Value - min \$1,000

\$14/\$1,000 Const. Value - min. \$1,000

TBD by CBO - based on peer review cost

25% addition to original permit fee
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25% addition to permit fee

\$ 250.00

\$500.00/structure



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

2024 Fees

MTO Posted rate	
MTO Posted rate	
Based on Actual Costs	
\$	150.00



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

2024 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, 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

Schedule A - 2024 Fees Charges - By-Law 2023-107

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

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

Daily Rates

Tents

1 Man Tent (no motorized vehicle)

Sites with hydro and water

Sites with hydro and water and sewer

2024 Fee

\$	45.00
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\$	20.00
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\$	60.00
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\$	65.00
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Weekly Rates (7 days)

Sites with Hydro and Water

Sites with hydro and water and sewer

\$	330.00
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\$	360.00
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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	\$ 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 insured ***

Public Works**2024 Fees****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
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)

Recreation	2024 Fees
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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)	\$ 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

Recreation**2024 Fees**

Sand Ring with overnight camping

\$	600.00
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Swimming Pool

Family Season Pass

\$	200.00
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Family Monthly Pass

\$	150.00
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Single Season Pass

\$	125.00
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Single Monthly Pass

\$	80.00
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Open Swim Admission (per person)

\$	5.00
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Open Swim Admission (per family)

\$	10.00
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Swimming Lessons (per 2 week Session)

\$	90.00
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Private Swimming Lessons (per 2 week Session)

\$	150.00
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Pool Rental (per hour - include 2 Life Guards)

\$	100.00
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Additional Life Guards (per hour)(if required)

\$	50.00
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Aqua Fit (per class)

\$	10.00
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Aqua Fit (for 10 visits)

\$	90.00
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Adult and Senior Swim (per vist)

\$	5.00
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Swim Team / Synchronized Swimming (season)

\$	90.00
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***** Note - Public skate/ Open swim times prices based on 1.5hour *****



MUNICIPALITY OF West Elgin

Schedule A - 2024 Fees Charges - By-Law 2023-107

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



MUNICIPALITY OF
West Elgin

Schedule A - 2024 Fees Charges - By-Law 2023-107

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