

Consolidated Schedule of Fees and Charges



Effective January 1, 2025

Introduction

The Township of West Lincoln depends on revenue from property taxes and user fees and charges to provide quality Township services and programs. Many of the Township’s services are funded by property taxes; however, in some cases, the Township charges a direct user fee to the individual/organization that specifically benefits from the service. Therefore, user fees and charges are established to ensure that services specific to individuals/organizations are not subsidized by all ratepayers within the Township.

The Township of West Lincoln is proud to offer the services outlined in this guide at a minimal cost to the community members that require them. The user fees and charges outlined in this document are approved via the Consolidated User Fees and Charges By-Law, and come into effect on January 1, 2025 (unless otherwise indicated).

Disclaimer

Where it is found that a fee in this schedule is different than an approved by-law or policy, the latter shall prevail.

The user fees and charges noted in the schedule are inclusive of the harmonized sales tax (HST) of 13%, where applicable. If an individual user fee includes HST, this is indicated in the ‘HST’ column within the fee schedule. A ‘Y’ indicates that the fee includes HST; a ‘N’ indicates that the fee is not subject to HST/does not include HST.

Contact Information

The fees and charges contained within this document represent costs for specific activities. The total cost for a service may involve multiple activities and therefore may be higher than any single activity listed. For guidance on the total cost of a service, or for more information about content within this guide, please [contact](#) the appropriate municipal staff.

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2025 FEES AND CHARGES**SERVICE AREA: BY-LAW**

Description	2024 Fee	2025 Fee	Change	HST
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NON-PARKING AMPS

Administrative Fees				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$37.00	\$2.00	N
Late Payment	\$27.00	\$28.00	\$1.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

PROPERTY STANDARDS

Administrative Fees				
Certificate of Compliance	\$107.00	\$111.00	\$4.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$346.00	\$357.00	\$11.00	N
File Notice of Appeal	\$372.00	\$384.00	\$12.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

2025 FEES AND CHARGES

SERVICE AREA: CEMETERY

Description	2024 Fee	2025 Fee	Change	HST
LOTS				
<i>Care and Maintenance is prescribed by the Bereavement Authority of Ontario.</i>				
Resident				
Single Grave (4' x 10' lot)				
Lot Charge	\$972.00	\$1,002.00	\$30.00	Y
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$972.00	\$1,002.00	\$30.00	Y
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
Non-Resident				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,457.00	\$1,501.00	\$44.00	Y
Care & Maintenance - 40% of Total Charge	\$972.00	\$1,002.00	\$30.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,457.00	\$1,501.00	\$44.00	Y
Care & Maintenance - 40% of Total Charge	\$972.00	\$1,002.00	\$30.00	Y
Military Veteran				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$648.00	\$668.00	\$20.00	Y
INTERMENT SERVICES				
Full Burial				
Regular Hours	\$1,565.00	\$1,612.00	\$47.00	Y
Weekend/Holidays	\$2,027.00	\$2,088.00	\$61.00	Y
Cremation				
<i>* Note: there will be an additional charge of \$50.00 for any urn/box larger than 16"x16"</i>				
Regular Hours	\$540.00	\$557.00	\$17.00	Y
Weekend/Holidays	\$612.00	\$631.00	\$19.00	Y
Infant/Child				
Regular Hours	\$774.00	\$798.00	\$24.00	Y
Weekend/Holidays	\$774.00	\$798.00	\$24.00	Y
Double Depth				
Regular Hours	\$2,027.00	\$2,088.00	\$61.00	Y
Weekend/Holidays	\$2,554.00	\$2,631.00	\$77.00	Y
OTHER SERVICES				
Foundations				
Foundations (per sq. inch)	\$1.85	\$1.91	\$0.06	Y
Flat Marker	\$246.00	\$254.00	\$8.00	Y
Corner Markers				
Installation of Corner Markers - each	\$30.00	\$31.00	\$1.00	Y
Care and Maintenance (prescribed by the Bereavement Authority of Ontario)				
Flat Marker, over 172 square inches	\$113.00	\$113.00	\$0.00	Y
Upright Marker, up to 4 feet	\$226.00	\$226.00	\$0.00	Y
Upright Marker, over 4 feet	\$452.00	\$452.00	\$0.00	Y
Miscellaneous				
Cemetery staff charge-out rate (per hour)	\$107.00	\$111.00	\$4.00	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

2025 FEES AND CHARGES**SERVICE AREA: CORPORATE SERVICES**

Description	2024 Fee	2025 Fee	Change	HST
GENERAL FINANCE				
Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$37.00	\$2.00	N
Inter-Account Transfer of Customer-Made Payment	\$13.00	\$14.00	\$1.00	N
Refund of Customer-Made Incorrect Payment on Account	\$45.00	\$47.00	\$2.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Vendor Cheque	\$44.00	\$46.00	\$2.00	N
Invoice Bill-Back Administration	\$11.00	\$12.00	\$1.00	N
Tax & Water Certificate	\$50.00	\$55.00	\$5.00	N
Tax & Water Certificate - Rush (within 1 business day)	\$55.00	\$75.00	\$20.00	N
Information/Special Requests - staff time charge-out rate (per hour)	Actual costs + 10% admin	Actual costs + 10% admin	-	Y

PROPERTY TAX

General				
Penalty for Late Tax Account Payment (per month)	1.25%	1.25%	-	N
Tax Bill - Duplicate Copy	\$9.00	\$10.00	\$1.00	N
Tax Statement	\$9.00	\$10.00	\$1.00	N
Tax Roll Ownership Change (per roll)	N/A	\$35.00	\$35.00	N
New Roll Number Account Set-Up (per roll)	\$44.00	\$46.00	\$2.00	N
Mortgage Company Administration - New	\$22.00	\$23.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$37.00	\$39.00	\$2.00	Y
Overdue Non-Water Account Transfer to Taxes	\$49.00	\$51.00	\$2.00	Y
POA Administration/AMP Fines Added to Taxes	\$49.00	\$51.00	\$2.00	N
Tax Registration				
Preparation of Extension Agreement	\$366.00	\$377.00	\$11.00	N
Tax Registration Charges per External Vendor(s)	Actual costs	Actual costs	-	N
Tax Sale Charges per External Vendor(s)	Actual costs	Actual costs	-	N

DEVELOPMENT CHARGE ACT ADMINISTRATION

Payment Default under Development Charge Act Section 26.1 Instalment Arrangement	\$425.00	\$438.00	\$13.00	N
Interest Rate under Development Charge (DC) Act Sections 26.1 and 26.2	Per DC Act legislation	Per DC Act legislation	-	N

2025 FEES AND CHARGES**SERVICE AREA: FIRE**

Description	2024 Fee	2025 Fee	Change	HST
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FALSE ALARMS

Nuisance False Alarm means the dispatch of West Lincoln Fire Department to emergency or non-emergency situations due to activation of a fire alarm system or emergency system through a mechanical failure, equipment malfunction, improper installation of the system, result of work being performed on a fire alarm system or emergency system, or failure to maintain the system as prescribed by the Fire Code being O.Reg. 213/07.				
First and Second False Alarms	\$0.00	\$0.00	\$0.00	N
Third false alarm within a 12 month period	MTO Rates	MTO Rates	-	N
Fourth false alarm and thereafter within a 12 month period (per hour, per truck)	MTO Rates	MTO Rates	-	N
Non-Authorized Open Air Burning	MTO Rates	MTO Rates	-	N

INSPECTIONS

Daycares				
Residential, or licensed (incl. co-ops)	\$147.00	\$152.00	\$5.00	Y
Homes Providing Supervised or Assisted Living Services				
Group homes or satellite homes	\$147.00	\$152.00	\$5.00	Y
Residential Large				
3-5 suites (Greater than 3,000 sq. ft.)	\$365.00	\$376.00	\$11.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$438.00	\$452.00	\$14.00	Y
Commercial and Industrial				
Less than 3,000 sq. ft.	\$147.00	\$152.00	\$5.00	Y
Between 3,000 – 10,000 sq. ft.	\$220.00	\$227.00	\$7.00	Y
Between 10,001 – 20,000 sq. ft.	\$439.00	\$453.00	\$14.00	Y
Greater than 20,000 sq. ft.	\$659.00	\$679.00	\$20.00	Y
Other Inspections				
Fire Re-inspections for Compliance	\$220.00	\$227.00	\$7.00	Y
Marijuana Grow Operation Inspection	\$365.00	\$376.00	\$11.00	Y
LLBO Inspection - includes Compliance Letter	\$293.00	\$302.00	\$9.00	Y
Fireworks sales per inspection	\$147.00	\$152.00	\$5.00	Y

RECORDS AND FILES

File and Record Search	\$187.00	\$193.00	\$6.00	Y
Letter of Compliance	\$187.00	\$193.00	\$6.00	Y
Insurance Company Report	\$187.00	\$193.00	\$6.00	Y
Court Filing and Information	\$187.00	\$193.00	\$6.00	Y

PERMIT FEES

Open Air Burning Permit - Non-Farms (Rural & Urban)	\$35.00	\$37.00	\$2.00	Y
Open Air Burning Permit - Farms	\$0.00	\$0.00	\$0.00	Y
Open Air Burning Permit - Campground	\$35.00	\$37.00	\$2.00	Y
Open Air Burning Permit - Specific Event	\$0.00	\$0.00	\$0.00	Y

2025 FEES AND CHARGES

SERVICE AREA: FIRE

Description	2024 Fee	2025 Fee	Change	HST
OTHER FIRE DEPARTMENT ACTIVITIES				
Fire Watch (per hour, per vehicle)	MTO Rates	MTO Rates	-	Y
Respond and Investigate and/or Extinguish Open Air Fire - minimum 1 hour (per hour, per vehicle)	\$750.00	\$750.00	\$0.00	Y
Recovery of Costs Incurred to Extinguish an Open-Air Fire (including but not limited to water usage, supplies, mutual aid or other reciprocal agreement fees, specialized equipment or contractors)	Actual + 10% admin	Actual + 10% admin	-	Y
Fire Safety Plan Review/Assist with Fire Safety Plan Development	\$147.00	\$152.00	\$5.00	Y
Non-Resident Car Fires/Accidents (<i>Non-Resident means a person who is neither a property owner nor a tenant of property within the Township of West Lincoln.</i>)	MTO Rates	MTO Rates	-	Y
Training – Prevention and Public Education Services				
Fire Extinguisher training (equipment supplied by Fire Dept.) Includes cost of recharging and printed materials.	\$93/hr (first hour); \$69/hr (after)	\$96/hr (first hour); \$71/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$70.00	\$73.00	\$3.00	Y
Fire Safety Training (per hour)	\$70.00	\$73.00	\$3.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$293.00	\$302.00	\$9.00	Y

2025 FEES AND CHARGES**SERVICE AREA: LEGISLATIVE SERVICES**

Description	2024 Fee	2025 Fee	Change	HST
COMMISSIONER				
Oaths - Resident	\$12.00	\$13.00	\$1.00	N
Oaths - Non-Resident	\$15.00	\$16.00	\$1.00	N
Oaths - Resident 65 years or older for pension eligibility	\$0.00	\$0.00	\$0.00	N
Oaths - Students (must provide proof of school ID)	\$0.00	\$0.00	\$0.00	N
Preparation of Affidavit/Declaration	\$21.00	\$22.00	\$1.00	N
Burial Permit/Death Registration for Non-Residents	\$21.00	\$22.00	\$1.00	N

INFORMATION REQUESTS

Freedom of Information and Protection of Privacy Act				
<i>These fees are set per The Freedom of Information and Protection of Privacy Act legislation. Therefore, the fees are subject to change per legislation.</i>				
Mandatory Application Fee	\$5.00	\$5.00	\$0.00	N
Photocopies & computer printouts (per page)	\$0.20	\$0.20	\$0.00	N
Computer disk/flash drive (per unit)	\$10.00	\$10.00	\$0.00	N
Manual record search (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Record preparation for release (per 15 minutes, per person)	\$7.50	\$7.50	\$0.00	N
Develop computer program (per 15 minutes, per person)	\$15.00	\$15.00	\$0.00	N
Shipping costs to send records	Actual costs	Actual costs	-	N
Non-Freedom of Information Requests				
Staff time charge-out rate (per hour)	\$95.00	\$98.00	\$3.00	N
Photocopies & computer printouts (per page)	\$0.40	\$0.50	\$0.10	N

NOMINATION FILING

<i>These fees are set per The Municipal Act legislation, therefore subject to change per that legislation. Upon satisfactory submission of a financial statement, these fees are refundable.</i>				
Mayor	\$200.00	\$200.00	\$0.00	N
Members of Council	\$100.00	\$100.00	\$0.00	N

LICENSES

<i>License application fees are to be paid upfront as part of the application process. If the license application is denied by Council or its designee, the license fee will be returned, less a non-refundable fee as noted below.</i>				
Marriage License	\$130.00	\$134.00	\$4.00	N
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$25.00	\$26.00	\$1.00	N
Trailer Parks (per park, per year)	\$773.00	\$797.00	\$24.00	N
Refreshment Vehicle (per vehicle, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Vehicle (per vehicle, per day)	\$103.00	\$107.00	\$4.00	N
Refreshment Cart (per cart, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Cart (per cart, per day)	\$103.00	\$107.00	\$4.00	N
Refreshment Cycle (first cycle, per year)	\$309.00	\$319.00	\$10.00	N
Refreshment Cycle (each additional cycle, per year)	\$78.00	\$81.00	\$3.00	N
Refreshment Cycle (first cycle, per day)	\$52.00	\$54.00	\$2.00	N
Refreshment Cycle (each additional cycle, per day)	\$13.00	\$14.00	\$1.00	N
Non-refundable fee if license denied	\$78.00	\$81.00	\$3.00	N

CLOSING OF ROAD ALLOWANCE

Closing of Road Allowance - Administration Fee	\$368.00	\$975.00	\$607.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,208.00	\$1,275.00	\$67.00	N

2025 FEES AND CHARGES**SERVICE AREA: LIBRARY**

Description	2024 Fee	2025 Fee	Change	HST
COPY/PRINT				
Computer Printout, Black Ink (per page)	\$0.25	\$0.25	\$0.00	N
Computer Printout, Colour Ink (per page)	\$0.50	\$0.50	\$0.00	N
LOST OR DAMAGED MATERIAL				
Membership Card Replacement	\$1.50	\$2.00	\$0.50	N
Material Lost/Damaged (per book)	Cost + \$5.00 admin charge	Cost + \$5.00 admin charge	-	N
PROGRAMS AND OTHER				
Program and Event Registration (per person)	Actual cost	Actual cost	-	N
LED Projector Rental, three-day loan period	N/A	\$10.00	\$ 10.00	N
LED Projector Rental, late charge (per day)	N/A	\$15.00	\$ 15.00	N
LIBRARY ROOMS				
<i>Note: Rental times must include set up & take down time</i>				
<i>Prime - Weekdays (5PM to close) & Weekends (8AM to close) & Statutory Holidays</i>				
<i>Non-Prime - Weekdays (8AM to 5PM)</i>				
Smithville - Program Room 51' x 22'				
Prime (per hour) - up to 4 hours	\$39.00	\$41.00	\$2.00	N
Prime (daily) - more than 4 hours	\$184.00	\$190.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$23.00	\$24.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$110.00	\$114.00	\$4.00	N
Kitchen (per hour) - up to 4 hours	\$19.00	\$20.00	\$1.00	N
Kitchen (daily) - more than 4 hours	\$91.00	\$94.00	\$3.00	N
Smithville - Board Room 22' x 15'				
Prime (per hour) - up to 4 hours	\$13.00	\$14.00	\$1.00	N
Prime (daily) - more than 4 hours	\$58.00	\$60.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$8.00	\$9.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$29.00	\$30.00	\$1.00	N
Caistorville - Board Room 20' x 12'				
Prime (per hour) - up to 4 hours	\$13.00	\$14.00	\$1.00	N
Prime (daily) - more than 4 hours	\$58.00	\$60.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$8.00	\$9.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$29.00	\$30.00	\$1.00	N
Wellandport Program Room 31' x 16'				
Prime (per hour) - up to 4 hours	\$19.00	\$20.00	\$1.00	N
Prime (daily) - more than 4 hours	\$87.00	\$90.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$11.00	\$12.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$47.00	\$49.00	\$2.00	N
MAKERSPACE PROJECT CREATION				
Permanent Vinyl Sheet (12" x 12")	\$1.00	\$1.00	-	N
Iron-On Vinyl Sheet (12" x 12")	\$1.50	\$1.50	-	N
Felt (12" x 12")	\$1.00	\$1.00	-	N
Cardstock Sheet (8" x 11.5")	\$0.25	\$0.25	-	N
Sticker Paper - Matte/Glossy (8" x 11.5")	\$1.50	\$1.50	-	N
3-D Filament (per gram)	\$0.15	\$0.15	-	N
Custom Button	\$1.00	\$1.00	-	N

2025 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 Fee	Change	HST
<i>Note: Application fees do not apply to applications initiated by Niagara Region within the limits of Township.</i>				
<i>Pre-Consultation Meeting fees consistent with Niagara Region and Area Municipalities.</i>				
<i>All fees shall be payable in cash to Township prior to and as a condition of the Township signing and registering the executed agreement. Where needed, legal fees are billed back to the applicant.</i>				
<i>*Should development have commenced prior to a planning application being fully approved and completed, an additional fee of \$1,200.00 shall be applied to the base fee, as an extra administrative fee.</i>				
<i>**Applications submitted prior to July 1, 2022 application fee categories remain applicable (Includes Subsequent Versions of the Development Names).</i>				
<i>***In accordance with recent Provincial legislation and the Township's Official Plan Implementation policies for deeming a complete application, a preliminary submission package is required to review the technical studies, plans/drawings, engineering requirements including costs, and any other documentation identified at the time of the pre-consultation meeting. The Township Staff and commenting agencies must sign off on the preliminary submission package prior to the formal application including the applicable fees are submitted, at which time the application is deemed complete and the mandatory timelines for the necessary approvals commence.</i>				

OFFICIAL PLAN AND ZONING

Official Plan Amendment*/*** - broken down as:	\$12,537.00	\$13,164.00	\$627.00	N
<i>Preliminary Submission***</i>	<i>\$4,179.00</i>	<i>\$4,388.00</i>	<i>\$209.00</i>	N
<i>Formal Submission</i>	<i>\$8,358.00</i>	<i>\$8,776.00</i>	<i>\$418.00</i>	N
Zoning By-law Amendment*/*** - broken down as:	\$10,112.00	\$10,619.00	\$507.00	N
<i>Preliminary Submission***</i>	<i>\$3,370.00</i>	<i>\$3,539.00</i>	<i>\$169.00</i>	N
<i>Formal Submission</i>	<i>\$6,742.00</i>	<i>\$7,080.00</i>	<i>\$338.00</i>	N
Combined Office Plan Amendment/Zoning By-law Amendment*/*** - broken down as:	\$16,989.00	\$17,840.00	\$851.00	N
<i>Preliminary Submission***</i>	<i>\$5,663.00</i>	<i>\$5,947.00</i>	<i>\$284.00</i>	N
<i>Formal Submission</i>	<i>\$11,326.00</i>	<i>\$11,893.00</i>	<i>\$567.00</i>	N
Zoning By-law Amendment (Condition of Consent)	\$5,061.00	\$5,315.00	\$254.00	N
Removing of (H) Holding Provision	\$1,754.00	\$1,842.00	\$88.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,405.00	\$2,526.00	\$121.00	N
Temporary Use Agreement	\$3,350.00	\$3,518.00	\$168.00	N
Temporary Use By-law	\$3,822.00	\$4,014.00	\$192.00	N
Extension to Temporary Use By-law	\$3,350.00	\$3,518.00	\$168.00	N
Deeming By-law	\$1,145.00	\$1,203.00	\$58.00	N
Zoning Compliance	\$252.00	\$265.00	\$13.00	N
Written Property Reports	\$252.00	\$265.00	\$13.00	N

BLOCK PLAN

Block Plan Application (Base Fee)	\$32,445.00	\$34,068.00	\$1,623.00	N
Block Plan Application (Per hectare, plus Base Fee)	\$1,082.00	\$1,137.00	\$55.00	N

SUBDIVISION/CONDOMINIUM

Draft Plan of Condominium Application (Base Fee)*** - broken down as:	\$19,415.00	\$20,387.00	\$972.00	N
<i>Preliminary Submission***</i>	<i>\$6,470.00</i>	<i>\$6,794.00</i>	<i>\$324.00</i>	N
<i>Formal Submission</i>	<i>\$12,945.00</i>	<i>\$13,593.00</i>	<i>\$648.00</i>	N
Condominium Conversion	\$15,561.00	\$16,340.00	\$779.00	N
Condominium Amalgamation	\$2,478.00	\$2,602.00	\$124.00	N
Exemption of Draft Plan of Condominium Approval	\$2,825.00	\$2,967.00	\$142.00	N

2025 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 Fee	Change	HST
SUBDIVISION/CONDOMINIUM (CONTINUED)				
Draft Plan of Subdivision Application (Base Fee, up to 10 hectares)*** - broken down as:	\$22,470.00	\$23,594.00	\$1,124.00	N
<i>Preliminary Submission***</i>	<i>\$7,490.00</i>	<i>\$7,865.00</i>	<i>\$375.00</i>	N
<i>Formal Submission</i>	<i>\$14,980.00</i>	<i>\$15,729.00</i>	<i>\$749.00</i>	N
Draft Plan of Subdivision Application (Per hectare above 10 hectares, plus Base Fee)	\$1,502.00	\$1,578.00	\$76.00	N
Extension to Draft Plan Approval of Subdivision or Condominium	\$1,785.00	\$1,875.00	\$90.00	N
Red-Line Revisions to Draft Plan Approval of Subdivision or Condominium	\$3,822.00	\$4,014.00	\$192.00	N
Final Approval of Plan of Condominium or Subdivision (Includes Clearing Conditions)	\$3,780.00	\$3,969.00	\$189.00	N
Condominium or Subdivision Agreement**	\$13,125.00	\$13,782.00	\$657.00	N
Amendment to Draft Plan of Subdivision or Condominium Agreement	\$8,946.00	\$9,394.00	\$448.00	N
Street Naming for New Subdivisions	\$1,932.00	\$2,029.00	\$97.00	N
SITE PLAN				
Site Plan Approval Application (Initial or Amendment where New Agreement Required) (Includes residential developments with >10 units)*** - broken down as:	\$8,894.00	\$9,340.00	\$446.00	N
<i>Preliminary Submission***</i>	<i>\$2,965.00</i>	<i>\$3,114.00</i>	<i>\$149.00</i>	N
<i>Formal Submission</i>	<i>\$5,929.00</i>	<i>\$6,226.00</i>	<i>\$297.00</i>	N
Site Plan Approval Application (Initial or Amendment where no Agreement Required)*	\$3,591.00	\$3,771.00	\$180.00	N
Red-Line Revisions to a Site Plan	\$3,822.00	\$4,014.00	\$192.00	N
Discharge of a Site Plan Agreement (legal fees are additional charge)	\$1,565.00	\$1,644.00	\$79.00	N
DEVELOPMENT/FRONT-ENDING/PRE-SERVICING AGREEMENT				
Development Agreement (Includes residential developments with 10 units or less)*** - broken down as:	\$8,894.00	\$9,340.00	\$446.00	N
<i>Preliminary Submission***</i>	<i>\$2,965.00</i>	<i>\$3,114.00</i>	<i>\$149.00</i>	N
<i>Formal Submission</i>	<i>\$5,929.00</i>	<i>\$6,226.00</i>	<i>\$297.00</i>	N
Development Agreement as a Condition of Consent	\$3,591.00	\$3,771.00	\$180.00	N
Front-End Financing Agreement (Includes registration legal fees, initial engineering review fee, third-party agreement review, Part 12 fees, etc.)	Actual costs	Actual costs	-	N
Pre-Servicing Agreement (Includes registration legal fees, initial engineering review fee, per phase/block)	\$8,994.00	Actual costs	-	N
PRE-CONSULTATION MEETING/DEVELOPMENT APPLICATIONS				
<i>Where multiple applications are proposed, the higher fee applies.</i>				
Block Plan/Official Plan Amendment/Draft Plan of Subdivision/Condominium (non-refundable)	\$500.00	\$1,200.00	\$700.00	N
Zoning By-law Amendment/Site Plan/Consent/Minor Variance/Other (Deduct fee towards other planning fees if complete application received within 1 year of meeting)	\$500.00	\$525.00	\$25.00	N
Consultation Process for Telecommunication Facilities	\$2,216.00	\$2,327.00	\$111.00	N

2025 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 Fee	Change	HST
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MISCELLANEOUS

Approval of Road Opening/Upgrade (Allow access to build) - subject to any Official Plan Amendments	\$1,785.00	\$1,875.00	\$90.00	N
Adjournment/Rescheduling Fee for public meeting	\$357.00	\$1,500.00	\$1,143.00	N

SITE ALTERATION PERMIT

The below permit fees double if fill has been hauled to the site before Township approval granted.

Application Fee, less than 500 cubic metre/year	\$0.00	\$0.00	\$0.00	N
Application Fee, between 500-1,000 cubic metre/year	\$546.00	\$574.00	\$28.00	N
Application Fee, between 1,000-5,000 cubic metre/year	\$1,082.00	\$1,137.00	\$55.00	N
Application Fee, greater than 5,000 cubic metre/year	N/A	\$1,137.00 + \$1,000.00/ 1,000 cubic metre > 5,000 cubic metre	-	N
Security deposit, non-interest bearing	As needed	As needed	As needed	N

SITE PLAN/SUBDIVISION/CONDOMINIUM DEVELOPMENT SERVICING

The Engineering Review and Administration fee shall cover the costs incurred following the signing of the agreement and are calculated as a percentage based upon one hundred percent (100%) of the estimated total costs of construction of all services (internal and external) as shown in the development agreement's Financial Schedule and charged as follows:

Total cost of services less than \$1,000	\$250.00	\$250.00	\$0.00	N
Total cost of services less than \$5,000	\$500.00	\$500.00	\$0.00	N
Total cost of services less than \$20,000	\$2,000.00	\$2,000.00	\$0.00	N
Total cost of services less than \$30,000	\$3,000.00	\$3,000.00	\$0.00	N
Total cost of services less than \$60,000	\$6,000.00	\$6,000.00	\$0.00	N
Total cost of services less than \$75,000	\$7,500.00	\$7,500.00	\$0.00	N
Total cost of services less than \$100,000	\$10,000.00	\$10,000.00	\$0.00	N
Total cost of services between \$100,000-\$500,000 (Minimum of \$10,000)	\$5,000.00 + 5% of costs >\$100,000	\$5,000.00 + 5% of costs >\$100,000	-	N
Total cost of services over \$500,000 (Minimum of \$25,000)	\$5,000.00 + 5% of costs btwn. \$100,000- \$500,000 + 4% of costs >\$500,000	\$5,000.00 + 5% of costs btwn. \$100,000- \$500,000 + 4% of costs >\$500,000	-	N

2025 FEES AND CHARGES**SERVICE AREA: PLANNING**

Description	2024 Fee	2025 Fee	Change	HST
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TARIFF OF FEES FOR THE COMMITTEE OF ADJUSTMENT

Basic Processing Fee - Applications for Consent (New Lot) Includes administration and mailing fees required to process consent applications and validation of title requests.	\$3,108.00	\$3,264.00	\$156.00	N
Basic Processing Fee - Applications for Minor Boundary Adjustments or Legal and Technical Lot Adjustments (Includes administration and mailing fees required to process consent applications and validation of title requests)	\$1,554.00	\$1,632.00	\$78.00	N
Health Inspection Fee for West Lincoln Properties (Required if municipal sewage system is unavailable and private septic system proposed, per new lot + remnant)	\$305.00	\$321.00	\$16.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$357.00	\$375.00	\$18.00	N
Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$798.00	\$838.00	\$40.00	N
Basic Processing Fee - Minor Variance Applications* (Includes administration and mailing fees required to process minor variance applications.)	\$2,415.00	\$2,536.00	\$121.00	N
Request for Change in Conditions - Consent. Includes administration and mailing fees required to process requests for change in conditions, under Section 53(23) of the Planning Act.	\$935.00	\$982.00	\$47.00	N

2025 FEES AND CHARGES**SERVICE AREA: PUBLIC WORKS**

Description	2024 Fee	2025 Fee	Change	HST
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GENERAL FEES

Engineering Reports/ Drawings/ Studies - Printed Copy (per page)	\$0.40	\$0.50	\$0.10	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Driveway/ Entrance	Actual + 10% admin	N/A	-	Y
Culvert Installation	Actual + 10% admin	N/A	-	Y
Culvert Inspection - Entrance Permit	\$155.00	\$160.00	\$5.00	N
Culvert Deposit - Entrance Permit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N
Road Occupancy/Encroachment Permit	\$100.00	\$110.00	\$10.00	N
New/Replacement/Removal of Tree	N/A	\$855.00	\$855.00	Y

OVERSIZE/OVERWEIGHT LOAD PERMIT

Single Trip	\$54.00	\$56.00	\$2.00	N
Three Month	\$107.00	\$111.00	\$4.00	N
Annually	\$160.00	\$165.00	\$5.00	N
Ontario Bridge Formula Check for Overweight Loads (per review)	N/A	\$392.00	\$392.00	Y

STAFF AND EQUIPMENT CHARGE-OUT RATES**Vehicles (per hour)**

Based on the Ontario Provincial Standards Specifications, Schedule of Rental Rates.

Pick-Up 4X4	\$41.00	\$41.00	\$0.00	Y
Grader	\$155.00	\$160.00	\$5.00	Y
Tandem	\$95.00	\$115.00	\$20.00	Y
One Ton	\$50.00	\$55.00	\$5.00	Y
Backhoe	\$70.00	\$74.00	\$4.00	Y
Van & 2-Wheel Drive Pick-Up	\$39.00	\$40.00	\$1.00	Y

Employees (per hour)

Truck Driver	\$55.00	\$57.00	\$2.00	Y
Backhoe Operator	\$65.00	\$67.00	\$2.00	Y
Grader Operator	\$65.00	\$67.00	\$2.00	Y
Water & Wastewater Operator	\$65.00	\$67.00	\$2.00	Y
Engineering/Managerial Staff	\$102.00	\$106.00	\$4.00	Y

2025 FEES AND CHARGES**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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ARENA FACILITY

Note: Changes are effective September 1, which coincides with the start of the season.

Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays

Non-Prime - Weekdays (6AM to 5PM)

Public Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Preschool Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Adult Skating (per person)	\$3.00	\$4.00	\$4.00	Y
Stick & Puck (per person)	\$3.00	\$4.00	\$4.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$25.00	\$35.00	\$35.00	Y
Shinny Hockey (per person)	\$6.00	\$7.00	\$8.00	Y
Shinny Hockey Discount Card (10 uses)	N/A	\$59.00	\$67.00	Y
Prime Ice Rental (per hour)	\$235.00	\$247.00	\$255.00	Y
Non-Prime Ice Rental (per hour)	\$160.00	\$168.00	\$174.00	Y
Arena Floor Rental (per hour)	\$70.00	\$74.00	\$77.00	Y
Local Schools and Local Home Schools (per hour)	\$81.00	\$86.00	\$89.00	Y
West Lincoln Figure Skating Club				
Prime Ice Rental (per hour)	\$160.00	\$168.00	\$174.00	Y
Non-Prime Ice Rental (per hour)	\$110.00	\$116.00	\$120.00	Y
West Niagara Minor Hockey Association				
Prime Ice Rental (per hour)	\$171.00	\$180.00	\$186.00	Y
Non-Prime Ice Rental (per hour)	\$110.00	\$116.00	\$120.00	Y

COMMUNITY ROOMS & GYMNASIUM

Note: Rental times must include set up & take down time

Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays

Non-Prime - Weekdays (6AM to 5PM)

Community Room (3 available)

Prime (per hour) - up to 4 hours	\$29.00	\$31.00	\$32.00	Y
Prime (daily) - more than 4 hours	\$144.00	\$152.00	\$157.00	Y
Non-Prime (per hour) - up to 4 hours	\$19.00	\$20.00	\$21.00	Y
Non-Prime (daily) - more than 4 hours	\$87.00	\$92.00	\$95.00	Y
Kitchenette (per hour) - maximum charge of \$80	\$16.00	\$17.00	\$18.00	Y

Gymnasium**Full Gymnasium**

Prime (per hour) - up to 4 hours	\$36.00	\$38.00	\$40.00	Y
Prime (daily) - more than 4 hours	\$171.00	\$180.00	\$186.00	Y
Non-Prime (per hour) - up to 4 hours	\$24.00	\$26.00	\$27.00	Y
Non-Prime (daily) - more than 4 hours	\$116.00	\$122.00	\$126.00	Y

Half Gymnasium

Hourly Prime (up to 4 hours)	\$19.00	\$20.00	\$21.00	Y
Daily Prime (more than 4 hours)	\$87.00	\$92.00	\$95.00	Y
Hourly Non-Prime (up to 4 hours)	\$13.00	\$14.00	\$15.00	Y
Daily Non-Prime (more than 4 hours)	\$58.00	\$61.00	\$63.00	Y
Gym Kitchenette (per hour) - maximum charge of \$80	\$16.00	N/A	N/A	Y

2025 FEES AND CHARGES**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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PARKS AND OUTDOOR FACILITIES**West Lincoln Youth Sports Associations**

Soccer/Football/Baseball Youth 0-8 years (per person)	\$14.00	\$15.00	\$16.00	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$16.00	\$17.00	\$18.00	Y
Field with lights (per hour)	\$25.00	\$27.00	\$28.00	Y
Tournament/Special Event (per field, per day ie. 4 hours or more)	\$56.00	\$59.00	\$61.00	Y

Private Rental

Field without lights (per hour)	\$25.00	\$27.00	\$28.00	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$39.00	\$41.00	\$43.00	Y
Tournament/Special Event (per field, per day ie. 4 hours or more)	\$238.00	\$250.00	\$258.00	Y

Schools - Local Schools & Local Home Schools*Prime - Weekdays (5PM to close) & Weekends (6AM to close) & Statutory Holidays**Non-Prime - Weekdays (6AM to 5PM)*

Local Track/Cross Country Meet Non-Prime (per day)	\$56.00	\$59.00	\$61.00	Y
Local Soccer/Football/Baseball Non-Prime (per hour)	\$18.00	\$19.00	\$20.00	Y
Local Soccer/Football/Baseball Prime (per hour)	\$25.00	\$27.00	\$28.00	Y
Local Soccer/Football/Baseball Prime Tournament	\$238.00	\$250.00	\$258.00	Y

Pavilion & Bandshell*Bandshell rental requests must complete a Special Event Application*

Full Day Pavilion - more than 4 hours (includes hydro)	\$78.00	\$82.00	\$85.00	Y
Half Day Pavilion - 4 hours or less (includes hydro)	\$45.00	\$48.00	\$50.00	Y
Band Shell - up to 4 hours (includes hydro)	\$301.00	\$317.00	\$327.00	Y
Band Shell (per day) - includes hydro	\$480.00	\$504.00	\$520.00	Y

PROGRAMS, CLASSES, & CAMPS*Older adults (55+) eligible for 10% Fitness Discount (exception Tai Chi & Drop In)*

10 Class Adult Registered Program	\$95.00	\$100.00	\$103.00	Y
10 Class Youth Registered Program	\$57.00	\$60.00	\$62.00	N
Yoga Bolster Equipment	N/A	\$41.00	\$43.00	Y
Home Alone Course	N/A	\$77.00	\$80.00	N
Babysitting Course	N/A	\$77.00	\$80.00	N
Family Registered Program	\$125.00	N/A	N/A	Y
Pay As You Go	\$15.00	N/A	N/A	Y
Tai Chi First Timers	\$45.00	\$48.00	\$50.00	Y
Tai Chi Returning	\$28.00	\$30.00	\$31.00	Y
Registered Program User Cancellation (non-refundable)	\$15.00	\$16.00	\$17.00	N

Drop In

Drop In Youth Gym Program	\$3.00	\$4.00	\$4.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$15.00	\$25.00	\$34.00	Y
Drop In Adult Gym Program	\$5.00	\$6.00	\$6.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$41.00	\$50.00	\$50.00	Y
Drop In Older Adults Gym Program	\$3.00	\$4.00	\$4.00	Y
Drop In Older Adults Gym Discount Card (10 uses)	\$25.00	\$34.00	\$34.00	Y
Drop in Family Fee (max. 2 adults, 4 children)	\$15.00	\$16.00	\$17.00	Y
Drop in Family Fee Discount Card (10 uses)	\$100.00	\$134.00	\$139.00	Y

2025 FEES AND CHARGES**SERVICE AREA: RECREATION**

Description	2024 Fee	2025 Fee	2026 Fee	HST
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PROGRAMS, CLASSES, & CAMPS (CONTINUED)

Camps				
Regular Five-Day (per week)	\$153.00	\$161.00	\$166.00	N
Four-Day Week (Due to Township Holiday)	\$122.00	\$129.00	\$133.00	N
March Break Camp	\$153.00	\$161.00	\$166.00	N
Extended Care (7:30AM to 9:00AM OR 3:30PM to 5:30PM)	\$7.00	\$8.00	\$8.00	N
Late Pick Up (per 15 minutes)	\$13.00	\$14.00	\$15.00	N
Camp Cancellation by User (non-refundable)	\$15.00	\$16.00	\$17.00	N
Harvest Routes Workshops				
Adult Workshop - Adults (non-refundable)	\$20.00	\$21.00	\$22.00	Y
Child/Youth Workshop (non-refundable)	\$11.00	\$12.00	\$13.00	N

DIGITAL ROAD SIGN

Per Day	\$20.00	\$21.00	\$22.00	Y
Per Week	\$86.00	\$91.00	\$94.00	Y

HANGING BASKET & GARDENS SPONSORSHIP

Hanging Basket	\$129.00	\$136.00	\$141.00	N
Traffic Island	\$1,339.00	N/A	N/A	N
Garden (Downtown Smithville, 6 available)	N/A	\$1,700.00	\$1,751.00	N

MARKETS (EXCLUDES HARVEST ROUTES)

<i>All vendors are provided with a 10'X10' space.</i>				
Full Season Vendor	\$376.00	\$144.00	\$149.00	Y
VQA Wineries and Stores (must provide insurance)	\$376.00	\$144.00	\$149.00	Y
Additional Space for Full Season Vendor (10' x 10')	\$121.00	\$47.00	\$49.00	Y
Half Season Vendor	\$217.00	N/A	N/A	Y
Non-Seasonal Vendor (per week)	\$55.00	\$58.00	\$60.00	Y
Registered Non-Profit and Young Entrepreneurs (under 18)	\$0.00	\$0.00	\$0.00	N

2025 FEES AND CHARGES**SERVICE AREA: UTILITY**

Description	2024 Fee	2025 Fee	Change	HST
WATER & WASTEWATER RATES				
<i>Note: Changes are effective July 1 of each year.</i>				
Metered Water Rates				
Consumptive Rate (per cubic metre)	\$1.71	\$1.81	\$0.10	N
Quarterly Base Charge - 5/8" Meter	\$47.99	\$50.87	\$2.88	N
Quarterly Base Charge - 3/4" Meter	\$47.99	\$50.87	\$2.88	N
Quarterly Base Charge - 1" Meter	\$119.96	\$127.16	\$7.20	N
Quarterly Base Charge - 1 1/4" Meter	\$179.93	\$190.73	\$10.80	N
Quarterly Base Charge - 1 1/2" Meter	\$239.92	\$254.32	\$14.40	N
Quarterly Base Charge - 2" Meter	\$383.86	\$406.89	\$23.03	N
Quarterly Base Charge - 3" Meter	\$767.73	\$813.79	\$46.06	N
Quarterly Base Charge - 4" Meter	\$1,199.58	\$1,271.55	\$71.97	N
Quarterly Base Charge - 6" Meter	\$2,399.13	\$2,543.08	\$143.95	N
Quarterly Base Charge - 8" Meter	\$3,838.61	\$4,068.93	\$230.32	N
Metered Wastewater Rates				
Consumptive Rate (per cubic metre)	\$1.97	\$2.09	\$0.12	N
Quarterly Base Charge - 5/8" Meter	\$110.62	\$117.26	\$6.64	N
Quarterly Base Charge - 3/4" Meter	\$110.62	\$117.26	\$6.64	N
Quarterly Base Charge - 1" Meter	\$276.58	\$293.17	\$16.59	N
Quarterly Base Charge - 1 1/4" Meter	\$414.84	\$439.73	\$24.89	N
Quarterly Base Charge - 1 1/2" Meter	\$553.14	\$586.33	\$33.19	N
Quarterly Base Charge - 2" Meter	\$885.00	\$938.10	\$53.10	N
Quarterly Base Charge - 3" Meter	\$1,770.01	\$1,876.21	\$106.20	N
Quarterly Base Charge - 4" Meter	\$2,765.63	\$2,931.57	\$165.94	N
Quarterly Base Charge - 6" Meter	\$5,531.26	\$5,863.14	\$331.88	N
Quarterly Base Charge - 8" Meter	\$8,850.02	\$9,381.02	\$531.00	N
Bulk Water Filling Station Rate				
Consumptive Rate (per cubic metre)	\$2.32	\$2.46	\$0.14	N
FINANCE UTILITY ADMINISTRATION				
New Bulk Water Account Set Up Fee (Permanent and Temporary)	\$47.00	\$50.00	\$3.00	Y
Non-Refundable Fee, if Bulk Water Account Denied	N/A	\$25.00	\$25.00	Y
New Bulk Water Account Credit Check (if needed)	Actual costs	Actual costs	-	Y
New Metered Account Set Up Fee	\$17.00	\$18.00	\$1.00	Y
Penalty for Late Water Account Payment (per quarter)	5%	5%	-	N
Penalty for Late Bulk Water Payment (per month)	1.25%	1.25%	-	N
Final Reminder Notice for Overdue Accounts	\$24.00	\$25.00	\$1.00	N
Minimum Bulk Water Usage (per month)	\$16.00	\$17.00	\$1.00	N
Water Bill - Duplicate Copy	\$9.00	\$10.00	\$1.00	N
Water Statement	\$9.00	\$10.00	\$1.00	N
Bulk Water Deposit, non-interest bearing (refundable upon closure of account in good standing)	\$400.00	\$500.00	\$100.00	N
Collection Charges per External Vendor(s)	Actual costs	Actual costs	-	N

2025 FEES AND CHARGES**SERVICE AREA: UTILITY**

Description	2024 Fee	2025 Fee	Change	HST
PUBLIC WORKS UTILITY ADMINISTRATION				
Installation of Water Meter & Service Pipe				
<i>The cost of installing a Township owned water meter in each unit of a subdivision/ multi-unit building, and each new building.</i>				
Installation of New 5/8" Meter (includes installation)	\$660.00	\$700.00	\$40.00	N
Installation of New 3/4" Meter (includes installation)	\$725.00	\$775.00	\$50.00	N
Installation of New 1" Meter (includes installation)	\$865.00	\$915.00	\$50.00	N
Installation of New 1 1/4" Meter (includes installation)	\$865.00	N/A	-	N
Installation of New 1 1/2" Meter (includes installation)	\$1,300.00	\$1,350.00	\$50.00	N
Cost of New 2" Meter (excludes installation)	\$1,475.00	\$1,550.00	\$75.00	N
Cost of New 3" Meter (excludes installation)	\$5,100.00	\$5,300.00	\$200.00	N
Cost of New 4" Meter (excludes installation)	\$6,500.00	\$6,700.00	\$200.00	N
Cost of New 6" Meter (excludes installation)	\$10,000.00	\$10,200.00	\$200.00	N
Cost of New 8" Meter (excludes installation)	\$14,250.00	\$14,500.00	\$250.00	N
Cost of New Compound Meter (excludes installation)	Actual + 10% admin	Actual + 10% admin	-	N
<i>The cost of installing each water service from the watermain in or under any highway to the limits of the private property.</i>				
Installation of New 3/4" Service (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Installation of New Service Exceeding 3/4" (meter not included)	Actual + 10% admin	Actual + 10% admin	-	N
Tapping Service Exceeding 3/4" up to 2"	\$286.00	\$295.00	\$9.00	N
Public Sewer Hook-Up	Actual + 10% admin	Actual + 10% admin	-	N
Other Charges				
Water Turn On/Off - During Normal Business Hours	\$85.00	\$88.00	\$3.00	N
Water Turn On/Off - Outside Normal Business Hours	\$250.00	\$258.00	\$8.00	N
Water Same Day Read Request	\$125.00	\$129.00	\$4.00	N
Customer Failure to Allow Access to or Installation of Water Meter (per quarter)	N/A	\$100.00	\$100.00	N
Water Meter Box Deposit, non-interest bearing (refundable upon closure of customer in good standing)	\$5,000.00	\$5,000.00	\$0.00	N
Water On Construction (Flat Rate)				
Residential	\$266.00	\$274.00	\$8.00	N
Commercial, Industrial and Institutional	\$425.00	\$438.00	\$13.00	N