

# THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

## BY-LAW 2022-84

### A BY-LAW TO CONSOLIDATE FEES AND CHARGES AND TO ESTABLISH USER FEES AND CHARGES FOR SERVICES, ACTIVITIES OR THE USE OF PROPERTY WITHIN THE TOWNSHIP OF WEST LINCOLN

**WHEREAS** the Municipal Act, 2001 requires that all fees and charges be established by by-law as of January 1, 2003;

**WHEREAS** Section 391 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that despite any Act, a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

**AND WHEREAS** Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

**AND WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln enacted By-law 2002-115 to confirm fees and charges;

**AND WHEREAS** the Council of the Corporation of the Township of West Lincoln deems it expedient to enact a Consolidated User Fees and Charges By-law establishing and requiring the payment of fees for information, services, activities and use of Township property;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN HEREBY enacts as follows:**

1. The fees and charges as set out in Schedule A attached hereto and forming part of this By-law are hereby established and adopted by the Council of the Township of West Lincoln.
2. This By-law shall be known as the Consolidated User Fees and Charges By-law.
3. The fees and charges as listed in Schedule A to this By-law are inclusive of Harmonized Sales Tax (HST), where indicated.
4. All fees and charges applicable under this by-law shall be payable in advance of services being rendered, except for:
  - a. Emergency services.
  - b. Actions taken by the Township to rectify failures or by-law infractions on the part of a resident, in which case, the fee payable will be in arrears and invoiced after the service or activity is provided.
  - c. Instances where the timing and conditions for payment is prescribed in agreements or contracts approved by Council.
5. In the event that any information, service, activity or use of Township property is requested by a person, and a fee or charge for such information, service, activity or use of Township property has not been specifically provided for in Schedule A, a fee or charge shall be calculated by Township staff to appropriately recover Township costs and shall be incorporated into this By-law as soon as is practicable.
6. That payment of any fee or charge in this By-law shall be in Canadian currency.
7. All fees owing to the Township that are unpaid are considered a debt to the Township and, together with all interest and penalties accrued thereupon, may

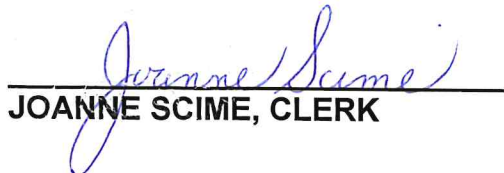
be collected by the Township by action, or may be collected by the Township on its behalf, or may be added to the property tax roll and collected in like manner as taxes.

8. The Treasurer is authorized to carry out the administration of this By-law, including but not limited to the enforcement thereof, the collection activity, and for initiating such legal action as may be considered appropriate.
9. Should any part of this By-law, including any part of a Schedule attached hereto, be determined by a court of competent jurisdiction to be invalid or of no force, it is the stated intention of Council that such invalid part of this By-law shall be severable from this By-law and that the remainder of this By-law, including the remainder of each Schedule, as applicable, shall continue to operate and be in force.
10. That, the binder of fees and charges as confirmed by By-law 2002-115 be repealed and replaced with a New Consolidated User Fees and Charges By-law being By-law 2022-84 to include all User Fees and Charges, as appended hereto; and,
11. That, the following By-laws be amended as follows:
  - I. By-law 98-105, be amended by deleting Schedule A and be added to the Consolidated User Fees and Charges By-law
  - II. By-law 2004-42, be amended by deleting Schedule A, B, C and D, Water/Wastewater Fees and be added to the Consolidated User Fees and Charges By-law.
  - III. By-law 2010-20, be amended by deleting Section 2 (b), Refreshment Cart License Fees and be added to the Consolidated User Fees and Charges By-law.
  - IV. By-law 2010-21, be amended by deleting Part III-License Fees, 5., and be added to the Consolidated Fee and Charges By-law.
  - V. By-law 2011-28, be amended by deleting Schedule A, and be added to the Consolidated Fees and Charges By-law.
  - VI. By-law 2013-76, be amended by deleting Schedule A, Fees and be added to the Consolidated Fees and Charges By-law.
  - VII. By-law 2016-41, be amended by deleting Schedule B, Permit Fees and be added to the Consolidated Fees and Charges By-law.
  - VIII. By-law 2017-48, be amended by deleting Schedule A, and be added to the Consolidated Fees and Charges By-law.
  - IX. By-law 2018-108, be amended by deleting Schedule D, Tariff of Fees, and be added to the Consolidated Fees and Charges By-law.
  - X. By-law 2019-83, be amended by deleting Schedule A, Section 2 Permit Fees and Section 3 Deposits, and be added to the Consolidated Fees and Charges By-law.
  - XI. By-law 2020-54, be amended by deleting Schedule A, Permit Fees and be added to the Consolidated Fees and Charges By-law.
  - XII. By-law 2021-58, be amended by deleting Schedule F, Fees, and be added to the Consolidated Fees and Charges By-law.
  - XIII. By-law 2021-84, be amended by deleting from Schedule A, Administrative Fees, the Late Payment Fee and NSF Fee and be added to the Consolidated Fees and Charges By-law.
12. That, Policy (A) 01-06 being a policy to establish fees for Administrative Fees be repealed; and,

13. That, By-laws 1970-25, 2010-54, 2011-40, 2022-10, 2022-11, 2022,12, 2022-22, 2022-23, 2022-33, 2022-34, 2022-46, 2022-50, 2022-53, 2022-54 and 2002-115, be and are hereby repealed.
14. That, By-law 2022-84 take effect on January 1, 2023.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
12<sup>th</sup> DAY OF DECEMBER, 2022.**

  
MAYOR CHERYL GANANN

  
JOANNE SCIME, CLERK

**Consolidated Schedule of  
Fees and Charges**

**West Lincoln**

Your Future Naturally



Effective January 1, 2023

**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 Fee By-Law, and come into effect on January 1, 2023 (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, alongside the user fee. A 'Y' indicates that the fee includes HST; a 'N' indicates that the fee is not subject to HST/does not include HST.

**Contact for More 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.

**Building** ..... 4

**Cemetery** ..... 11

**Recreation** ..... 12

**Library** ..... 15

**Clerks**..... 16

**Public Works** ..... 17

**Finance** ..... 18

**Utility** ..... 19

**Planning** ..... 21

**Fire** ..... 24

**By-Law** ..... 26

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
<b>NEW CONSTRUCTION AND ADDITIONS</b>				
<b>Group A – Assembly Occupancies</b>				
school, church, restaurant over 30 seats, library, theatre, educational or recreational facility and occupancies of a similar nature - per sq. m.	\$19.24	\$20.20	\$0.96	N
outdoor public swimming pool	\$380.00	\$399.00	\$19.00	N
<b>Group B – Institutional Occupancies</b>				
hospital, nursing home, reformatory, prison and occupancies of a similar nature - per sq. m.	\$21.09	\$22.14	\$1.05	N
<b>Group C – Residential Occupancies</b>				
single detached, semi-detached, duplex dwelling - per sq. m.	\$14.69	\$15.42	\$0.73	N
triplex, four plex, townhouse dwelling - per sq. m.	\$14.69	\$15.42	\$0.73	N
apartment building - per sq. m.	\$14.69	\$15.42	\$0.73	N
hotel / motel - per sq. m.	\$12.50	\$13.13	\$0.63	N
repeat plans for single detached, etc. - per sq. m.	\$12.49	\$13.11	\$0.62	N
garage, carport, deck, porch, shed (accessory building) - per sq. m.	\$3.70	\$3.89	\$0.19	N
finish basement in dwelling unit - per sq. m.	\$7.35	\$7.72	\$0.37	N
sunroom / solarium (not heated) - per sq. m.	\$8.08	\$8.48	\$0.40	N
swimming pool - seasonal	\$100.00	\$105.00	\$5.00	N
swimming pool - above ground	\$150.00	\$158.00	\$8.00	N
swimming pool - in ground	\$200.00	\$210.00	\$10.00	N
<b>Group D – Business and Personal Service Occupancies</b>				
office or medical building, financial institution and occupancies of a similar nature – FINISHED - per sq. m.	\$18.78	\$19.72	\$0.94	N
office or medical building, financial institution and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$15.39	\$16.16	\$0.77	N
<b>Group E – Mercantile Occupancies</b>				
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – FINISHED - per sq. m.	\$17.39	\$18.26	\$0.87	N
low rise retail store, strip plaza, small restaurant or 30 seats or less and occupancies of a similar nature – ARCHITECTURAL SHELL - per sq. m.	\$13.83	\$14.52	\$0.69	N
<b>Group F – Industrial Occupancies</b>				
factory, plant, warehouse, industrial building and occupancies of a similar nature - per sq. m.	\$12.50	\$13.13	\$0.63	N
parking garage - per sq. m.	\$13.75	\$14.44	\$0.69	N
service station and/or car wash - per sq. m.	\$8.78	\$9.22	\$0.44	N
canopies including gas station canopies and those intended for the parking and loading or unloading of vehicles - per sq. m.	\$5.60	\$5.88	\$0.28	N
solar collectors for swimming pools	\$191.00	\$201.00	\$10.00	N
<b>Private Sewage Systems</b>				
new application and/or replacement of existing CLASS IV system	\$1,300.00	\$1,365.00	\$65.00	N
minor sewage system repair or septic tank replacement	\$600.00	\$630.00	\$30.00	N
CLASS V installation	\$600.00	\$630.00	\$30.00	N
building addition / alteration	\$350.00	\$368.00	\$18.00	N
comment on consent applications	\$350.00	\$368.00	\$18.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
<b>Private Sewage Systems</b>				
subdivision for each lot	\$350.00	\$368.00	\$18.00	N
Investigate complaint/site visit	\$350.00	\$368.00	\$18.00	N
Follow-up/site visit (non-routine inspections)	\$350.00	\$368.00	\$18.00	N
Analysis/report	\$350.00	\$368.00	\$18.00	N
<b>Farm Buildings</b>				
Greenhouse - per sq. m.	\$1.08	\$1.13	\$0.05	N
barn or agricultural building other than a greenhouse - per sq. m.	\$2.53	\$2.66	\$0.13	N
<b>Mobile/Portable Buildings</b>				
trailer (construction trailer/sea container)	\$275.00	\$289.00	\$14.00	N
relocatable building/portable (support structure included)	\$409.00	\$430.00	\$21.00	N
CSA certified mobile home (foundation not included)	\$302.00	\$318.00	\$16.00	N
uncertified mobile home (foundation included) - per sq. m.	\$9.16	\$9.62	\$0.46	N
mobile home foundation - per sq. m.	\$3.70	\$3.89	\$0.19	N
<b>Tents and Air Supported Structures</b>				
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – under 250 per sq. m.	\$235.00	\$247.00	\$12.00	N
air supported structure, tent, temporary fabric structure (use aggregate area for multiple tents) – 250 per sq. m. or more - per sq.m. over 250 sq.m.	\$2.08	\$2.18	\$0.10	N
<b>Signs</b>				
Ground sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$150.00	\$158.00	\$8.00	N
Ground sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$300.00	\$315.00	\$15.00	N
Ground sign - 10 sq. m. [107.64 per sq.ft.] or greater	\$450.00	\$473.00	\$23.00	N
Portable ground sign (for each 30 day period or portion thereof)	\$150.00	\$158.00	\$8.00	N
Pole sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$150.00	\$158.00	\$8.00	N
Pole sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$300.00	\$315.00	\$15.00	N
Pole sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$450.00	\$473.00	\$23.00	N
Roof sign - less than 2.5 per sq. m. [26.91 per sq.ft.]	\$150.00	\$158.00	\$8.00	N
Roof sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$300.00	\$315.00	\$15.00	N
Fascia/wall sign - less than 2.5per sq. m. [26.91 per sq.ft.]	\$150.00	\$158.00	\$8.00	N
Fascia/wall sign - 2.5 per sq. m. [26.91 per sq.ft.] to 10 per sq. m. [107.64 per sq.ft.]	\$300.00	\$315.00	\$15.00	N
Fascia/wall sign - 10 per sq. m. [107.64 per sq.ft.] or greater	\$450.00	\$473.00	\$23.00	N
Inflatable sign	\$150.00	\$158.00	\$8.00	N
Billboard	\$1,000.00	\$1,050.00	\$50.00	N
Permit renewal	\$150.00	\$158.00	\$8.00	N
Variance of sign regulations	\$750.00	\$788.00	\$38.00	N
Sign removal - less than 0.6 per sq. m. [6.46 per sq.ft.]	\$75.00	\$79.00	\$4.00	N
Sign removal - 0.6 per sq. m. [6.46 per sq.ft.] or greater (in addition to removal costs)	\$200.00	\$210.00	\$10.00	N
Storage fee for signs greater than 0.6 per sq. m. [6.46 per sq.ft.] (per day)	\$10.00	\$11.00	\$1.00	N



**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
<b>Designated Structures</b>				
communication tower	\$352.00	\$370.00	\$18.00	N
retaining wall, pedestrian bridge, crane, runway (per \$1,000 of construction)	\$18.49	\$19.41	\$0.92	N
satellite dish with structural pedestal anchored to solid concrete pier and or building structure (per \$1,000 of construction)	\$18.49	\$19.41	\$0.92	N
other designated structures as listed in Division A 1.3.1.1 of the Ontario Building Code	\$288.00	\$303.00	\$15.00	N
<b>Miscellaneous Works</b>				
roof structure (replace, modify or alter structure)	\$201.00	\$212.00	\$11.00	N
racking system (per \$1000 of construction)	\$18.49	\$19.41	\$0.92	N
installation of drainage layer & weeping tile system	\$230.00	\$242.00	\$12.00	N
minor alterations and repairs (not requiring plans)	\$168.00	\$177.00	\$9.00	N
underpinning /shoring (per \$1,000 of construction)	\$18.49	\$19.41	\$0.92	N
temporary stages	\$316.00	\$332.00	\$16.00	N
demising wall / party wall installation	\$174.00	\$183.00	\$9.00	N
fireplace / woodstove	\$150.00	\$158.00	\$8.00	N
<b>Fire Systems</b>				
electromagnetic locks	\$285.00	\$300.00	\$15.00	N
commercial kitchen hood & fire suppression system	\$352.00	\$370.00	\$18.00	N
fire alarm system upgrades / installations	\$468.00	\$492.00	\$24.00	N
sprinkler system upgrades / installations	\$468.00	\$492.00	\$24.00	N
standpipe system upgrades / installations	\$468.00	\$492.00	\$24.00	N
<b>Energy Projects</b>				
industrial wind turbines subject to Renewable Energy Approval in accordance with the Green Energy and Green Economy Act	\$12,325.00	\$12,942.00	\$617.00	N
Solar panels	\$302.00	\$318.00	\$16.00	N
solar collector – swimming pool	\$150.00	\$158.00	\$8.00	N
solar collector – ground mounted	\$402.00	\$423.00	\$21.00	N
solar collector – roof mounted	\$288.00	\$303.00	\$15.00	N
<b>ALTERATIONS AND REPAIRS</b>				
<b>Group A – Assembly Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.55	\$12.13	\$0.58	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.58	\$11.11	\$0.53	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.62	\$10.10	\$0.48	N
<b>Group B – Institutional Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$12.65	\$13.28	\$0.63	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$11.60	\$12.18	\$0.58	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$10.55	\$11.08	\$0.53	N

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2022 Fee	2023 Fee	Change	HST
<b>Group C – Residential Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$8.82	\$9.26	\$0.44	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$8.08	\$8.48	\$0.40	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$7.35	\$7.72	\$0.37	N
foundation only - per sq. m.	\$3.70	\$3.89	\$0.19	N
<b>Group D – Business and Personal Service Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$11.27	\$11.83	\$0.56	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$10.33	\$10.85	\$0.52	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$9.39	\$9.86	\$0.47	N
<b>Group E – Mercantile Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$10.37	\$10.89	\$0.52	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$9.51	\$9.99	\$0.48	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$8.64	\$9.07	\$0.43	N
<b>Group F – Industrial Occupancies</b>				
including plumbing AND mechanical (60% of full rate) - per sq. m.	\$7.50	\$7.88	\$0.38	N
including plumbing OR mechanical (55% of full rate) - per sq. m.	\$6.88	\$7.22	\$0.34	N
excluding plumbing AND mechanical (50% of full rate) - per sq. m.	\$6.25	\$6.56	\$0.31	N
<b>Farm Alterations</b>				
Farm buildings up to 116 sq. m. gross floor area - per building - per sq. m.	\$6.40	\$6.72	\$0.32	N
Farm buildings over 116 sq. m. gross floor area - per sq. m.	\$5.84	\$6.13	\$0.29	N
<b>Demolition</b>				
buildings less than 100 sq. m. in gross floor area	\$168.00	\$177.00	\$9.00	N
all other demolitions - per sq. m.	\$0.83	\$0.87	\$0.04	N

**PLUMBING AND SEWER**

*Construction work related to plumbing and sewer installation when conducted as a component of other construction covered by a permit shall be included in the permit fee charged for that construction. Where plumbing or sewer works are done as standalone projects the following fees shall be applicable:*

<b>Single, Semi-Detached, Duplex, Triplex, Fourplex,</b>				
first six (6) fixtures	\$218.00	\$229.00	\$11.00	N
each additional fixture	\$9.86	\$10.35	\$0.49	N
<b>All Other Buildings</b>				
first five (5) fixtures	\$285.00	\$300.00	\$15.00	N
each additional fixture	\$9.86	\$10.35	\$0.49	N
<b>Sewer and Water Main Installations</b>				
<i>The fee shown below shall include all buried pipe on private property outside the building.</i>				
first fifteen (15) metres	\$168.00	\$177.00	\$9.00	N
each additional fifteen (15) metres	\$43.14	\$45.30	\$2.16	N

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2022 Fee	2023 Fee	Change	HST
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<b>Specialized Plumbing Fixtures and Appurtenances</b>				
<i>The fee shown below shall include all plumbing contained inside the building.</i>				
back flow preventer installation (water line)	\$168.00	\$177.00	\$9.00	N
back water valve (sewer)	\$168.00	\$177.00	\$9.00	N
sump pump installation (weeping tile installation included)	\$352.00	\$370.00	\$18.00	N
grease / oil interceptor installation	\$352.00	\$370.00	\$18.00	N

**OTHER FEES**

<b>Administration</b>				
minimum permit fee	\$168.00	\$177.00	\$9.00	N
transfer of permit	\$168.00	\$177.00	\$9.00	N
moving a building (all alterations & repairs subject to applicable charges as stipulated above)	\$168.00	\$177.00	\$9.00	N
deferral of permit revocation (per instance)	\$168.00	\$177.00	\$9.00	N
limiting distance agreement (registered on title)	\$1,263.00	\$1,327.00	\$64.00	N
research request – Building Division Records search (per hour)	\$107.00	\$113.00	\$6.00	N
911 house number – sign, post and installation (rural lots)	\$168.00	\$177.00	\$9.00	N
911 house number – replacement of sign only	\$72.00	\$76.00	\$4.00	N
<b>Permits</b>				
change of use (under 400 sq. m.)	\$168.00	\$177.00	\$9.00	N
change of use (400 sq. m. or more) - per sq. m.	\$0.93	\$0.98	\$0.05	N
change of use (no construction required)	\$89.96	\$95.00	\$5.04	N
partial occupancy permit for unfinished buildings	\$187.00	\$197.00	\$10.00	N
<b>Inspections</b>				
non routine inspection (per hour)	\$134.00	\$141.00	\$7.00	N
illegal grow operation – general inspection	\$748.00	\$786.00	\$38.00	N
illegal grow operation – occupancy inspection	\$898.00	\$943.00	\$45.00	N
off hours inspection (per hour)	\$201.00	\$212.00	\$11.00	N
unprepared for inspection	\$134.00	\$141.00	\$7.00	N
<b>Plans Examination</b>				
stock plans examination (model plans reviewed without building permit application)	\$589.45	\$619.00	\$29.55	N
off hours plans examination (per hour) (min. 4 hours)	\$201.00	\$212.00	\$11.00	N
review of alternative solution (per hour) (min. 4 hours)	\$168.00	\$177.00	\$9.00	N
secondary plans examination (per hour)	\$168.00	\$177.00	\$9.00	N
review of revisions / amendments to permits	\$168.00	\$177.00	\$9.00	N
engineer review as determined by Chief Building Official	actual plus 10% admin	actual plus 10% admin	-	N

**CONDITIONAL / PARTIAL PERMITS**

conditional building permit agreement, in addition to all applicable building permit fees – the conditional building permit fee shall be non-refundable	\$898.00	\$943.00	\$45.00	N
Building Foundation – complete to grade including all underground services (% of permit fee)	15%	15%	-	N
Completed Structural Shell – complete exterior shell without any interior finishes (% of permit fee)	55%	55%	-	N
Completed Architectural Shell – complete exterior shell including interior finishes on exterior and structure walls (% of permit fee)	80%	80%	-	N
Complete Building – includes all tenant improvements and complete interior finishes (% of permit fee)	100%	100%	-	N

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2022 Fee	2023 Fee	Change	HST
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**FEE BASED ON VALUE OF CONSTRUCTION**

for categories of construction not listed above (minimum permit fee identified in subsection 1.2 of this schedule shall apply) (per \$1,000 of construction)	\$18.49	\$19.41	\$0.92	N
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**PERFORMANCE / SECURITY DEPOSITS**

*The performance / security deposit is collected by the Township to provide securities for any potential damage that may occur to municipal property through the course of the permitted construction. Furthermore, the deposit is also held for the assurance that all necessary inspections are completed through the duration of construction and finally to ensure that the permit file can be appropriately closed at the conclusion of the works. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. Where the Township incurs costs by the applicant through the course of the construction process these costs shall be deducted from the submitted deposits and upon close of the permit, any deposit funds will be refunded to the applicant. These deposits are non-interest bearing.*

single, semi, duplex, triplex, four plex, townhome addition(s) to buildings described above where excavation is required	\$1,150.00	\$1,208.00	\$58.00	N
buildings accessory to the buildings above with construction value greater than \$3,500	\$863.00	\$907.00	\$44.00	N
construction projects other than those described above (Site Plan Agreement IS required)	\$575.00	\$604.00	\$29.00	N
construction projects other than those described above (Site Plan Agreement IS NOT required)	\$1,438.00	\$1,510.00	\$72.00	N
demolition project	\$2,875.00	\$3,019.00	\$144.00	N
moving a building	\$863.00	\$907.00	\$44.00	N
swimming pool - seasonal	\$1,150.00	\$1,208.00	\$58.00	N
swimming pool - above ground	\$0.00	\$0.00	\$0.00	N
swimming pool - in ground	\$250.00	\$263.00	\$13.00	N
	\$500.00	\$525.00	\$25.00	N

**LOT GRADING**

*The lot grading deposit is collected by the Township to provide securities to ensure compliance with the Calculated lot grading plan submitted with the application. An applicant shall be required to submit the applicable deposit(s) as specified below for each permit application submitted. These deposits are non-interest bearing.*

**Lot Grading Deposit**

each dwelling on property in a plan of subdivision that HAS NOT already been assumed by the Township	\$1,150.00	\$1,208.00	\$58.00	N
each dwelling on property other than those listed above	\$1,725.00	\$1,812.00	\$87.00	N

*Where an applicant requests an extension for the completion of lot grading to allow occupancy of the dwelling in a plan of subdivision or plan of condominium to occur prior to the completion of lot grading in accordance with Article 3.6.4 of the Building by-law, any such request shall be accompanied by the following applicable deposit(s) as specified below for each dwelling having occupancy being requested. These deposits are non-interest bearing.*

**Occupancy despite Incomplete Lot Grading Deposit**

single detached, semi-detached, duplex dwellings	\$4,000.00	\$4,200.00	\$200.00	N
triplex, four plex, street townhouse dwellings	\$3,450.00	\$3,623.00	\$173.00	N
condominium townhouse dwellings	\$2,875.00	\$3,019.00	\$144.00	N
any dwelling type other than those listed above	\$2,300.00	\$2,415.00	\$115.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: BUILDING**

Description	2022 Fee	2023 Fee	Change	HST
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**CONDITIONAL PERMIT**

*In the case of a conditional permit the applicant shall submit a conditional permit deposit which shall be calculated by the Chief Building Official to be a percentage of the value of construction as prescribed below. The conditional permit deposit shall be submitted as a condition of a Conditional Permit Agreement whereby the agreement shall establish a limitation to the extent of permitted construction. Where an applicant exceeds the limitations set out by the Conditional Permit Agreement, the Applicant shall be deemed to be in breach of the said agreement and as such the conditional permit deposit, in its entirety, shall be forfeited to the Township.*

conditional building permit deposit (Minimum \$5,000) - % of constuction value	10%	10%	-	N
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## 2023 FEES AND CHARGES

## SERVICE AREA: CEMETERY

Description	2022 Fee	2023 Fee	Change	HST
<b>LOTS</b>				
<i>Care and Maintenance (C&amp;M) is prescribed by the Bereavement Authority of Ontario.</i>				
<b>Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$915.30	\$942.80	\$27.50	Y
Care & Maintenance - 40% of Total Charge	\$610.20	\$628.60	\$18.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$915.30	\$942.80	\$27.50	Y
Care & Maintenance - 40% of Total Charge	\$610.20	\$628.60	\$18.40	Y
<b>Non-Resident</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$1,372.95	\$1,414.20	\$41.25	Y
Care & Maintenance - 40% of Total Charge	\$915.30	\$942.80	\$27.50	Y
Cremation (4' x 10' lot)				
Lot Charge	\$1,372.95	\$1,414.20	\$41.25	Y
Care & Maintenance - 40% of Total Charge	\$915.30	\$942.80	\$27.50	Y
<b>Military</b>				
Single Grave (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$610.20	\$628.60	\$18.40	Y
Cremation (4' x 10' lot)				
Lot Charge	\$0.00	\$0.00	\$0.00	N
Care & Maintenance - 40% of Total Charge	\$610.20	\$628.60	\$18.40	Y
<b>INTERMENT SERVICES</b>				
<b>Full Burial</b>				
Regular Hours	\$1,474.65	\$1,518.90	\$44.25	Y
Weekend/Holidays	\$1,909.70	\$1,967.00	\$57.30	Y
<b>Cremation</b>				
<i>* Note: there will be an additional charge of \$50.00 for any urn/box larger than 16"x16"</i>				
Regular Hours	\$508.50	\$523.80	\$15.30	Y
Weekend/Holidays	\$576.30	\$593.60	\$17.30	Y
<b>Infant/Child</b>				
Regular Hours	\$728.85	\$750.80	\$21.95	Y
Weekend/Holidays	\$728.85	\$750.80	\$21.95	Y
<b>Double Depth</b>				
Regular Hours	\$1,909.70	\$1,967.00	\$57.30	Y
Weekend/Holidays	\$2,406.90	\$2,479.20	\$72.30	Y
<b>OTHER SERVICES</b>				
<b>Foundations</b>				
Foundations (per sq. inch)	\$1.67	\$1.80	\$0.13	Y
Flat Marker	\$231.65	\$238.60	\$6.95	Y
<b>Corner Markers</b>				
Installation of Corner Markers - each	\$28.25	\$29.10	\$0.85	Y
<b>Care and Maintenance</b>				
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
<b>Miscellaneous</b>				
Cemetery staff charge-out rate (per hour)	\$100.57	\$103.60	\$3.03	Y
Disinterment	Actual + 10% admin	Actual + 10% admin	-	Y

## 2023 FEES AND CHARGES

## SERVICE AREA: RECREATION

Description	2022 Fee	2023 Fee	Change	HST
<b>ARENA FACILITY</b>				
<i>Note: Changes are effective September 1, which coincides with the start of the season.</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
Public Skating (per person)	\$3.00	\$3.00	\$0.00	Y
Preschool Skating (per person)	\$3.00	\$3.00	\$0.00	Y
Adult Skating (per person)	\$3.00	\$3.00	\$0.00	Y
Public Skating/Preschool/Adult Discount Card (10 uses)	\$25.00	\$25.00	\$0.00	Y
Shinny Hockey (per person)	\$5.00	\$5.00	\$0.00	Y
Prime (per hour)	\$221.00	\$228.00	\$7.00	Y
Non-Prime (per hour)	\$150.00	\$155.00	\$5.00	Y
Arena Floor (per hour)	\$65.00	\$67.00	\$2.00	Y
Local Schools and Local Home Schools (per hour)	\$75.00	\$78.00	\$3.00	Y
<b>West Lincoln Figure Skating Club</b>				
Prime (per hour)	\$150.00	\$155.00	\$5.00	Y
Non-Prime (per hour)	\$102.00	\$106.00	\$4.00	Y
<b>West Niagara Minor Hockey Association (if approved by OMHA)</b>				
Prime (per hour)	\$161.00	\$166.00	\$5.00	Y
Non-Prime (per hour)	\$102.00	\$106.00	\$4.00	Y
<b>COMMUNITY ROOMS &amp; GYMNASIUM</b>				
<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (6AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (6AM to 5PM)</i>				
<b>Community Room (3 available) - capacity is 55 people/room (41' x 21')</b>				
Prime (per hour) - up to 4 hours	\$27.00	\$28.00	\$1.00	Y
Prime (daily) - more than 4 hours	\$134.00	\$139.00	\$5.00	Y
Non-Prime (per hour) - up to 4 hours	\$17.00	\$18.00	\$1.00	Y
Non-Prime (daily) - more than 4 hours	\$81.00	\$84.00	\$3.00	Y
Kitchenette (per hour) - maximum charge of \$72	\$17.00	\$18.00	\$1.00	Y
<b>Gymnasium</b>				
<b>Full Gymnasium</b>				
Prime (per hour) - up to 4 hours	\$33.00	\$34.00	\$1.00	Y
Prime (daily) - more than 4 hours	\$161.00	\$166.00	\$5.00	Y
Non-Prime (per hour) - up to 4 hours	\$22.00	\$23.00	\$1.00	Y
Non-Prime (daily) - more than 4 hours	\$108.00	\$112.00	\$4.00	Y
<b>Half Gymnasium</b>				
Hourly Prime (up to 4 hours)	\$17.00	\$18.00	\$1.00	Y
Daily Prime (more than 4 hours)	\$81.00	\$84.00	\$3.00	Y
Hourly Non-Prime (up to 4 hours)	\$11.00	\$12.00	\$1.00	Y
Daily Non-Prime (more than 4 hours)	\$54.00	\$56.00	\$2.00	Y
Gym Kitchenette (per hour) - maximum charge of \$72	\$17.00	\$18.00	\$1.00	Y
<b>PARKS AND OUTDOOR FACILITIES</b>				
Administration Fee on every permit	\$20.00	N/A	-	Y
<b>West Lincoln Youth Sports Associations</b>				
Soccer/Football/Baseball Youth 0-8 years (per person)	\$11.73	\$13.00	\$1.27	Y
Soccer/Football/Baseball Youth 8+ (per person)	\$13.77	\$15.00	\$1.23	Y
Field with lights (per hour)	\$22.44	\$24.00	\$1.56	Y
Tournament (per field, per day ie. 8 hours or more)	\$51.00	\$54.00	\$3.00	Y



**2023 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2022 Fee	2023 Fee	Change	HST
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<b>Adult</b>				
Field without lights (per hour)	\$22.70	\$24.00	\$1.30	Y
Field with lights (per hour) 8PM to 11PM - minimum	\$34.68	\$37.00	\$2.32	Y
Tournament (per field, per day ie. 8 hours or more)	\$219.30	\$231.00	\$11.70	Y
<b>Schools - Local Schools &amp; Local Home Schools</b>				
Local Track Meet - track, field 3, jumping pits (per day)	\$51.00	\$54.00	\$3.00	Y
Local Soccer/Football/Baseball Daytime (per hour)	\$15.30	\$17.00	\$1.70	Y
Local Soccer/Football/Baseball Evening/Weekend (per hour)	\$22.70	\$24.00	\$1.30	Y
Local Soccer/Football/Baseball Evening/Weekend Tournament	\$219.30	\$231.00	\$11.70	Y
<b>Pavilion &amp; Bandshell</b>				
Full Day Pavilion (includes hydro)	\$71.40	\$75.00	\$3.60	Y
Half Day Pavilion (includes hydro)	\$40.80	\$43.00	\$2.20	Y
Band Shell - up to 4 hours (includes hydro)	\$283.00	\$292.00	\$9.00	Y
Band Shell (per day) - includes hydro	\$452.00	\$466.00	\$14.00	Y

**PROGRAMS, CLASSES, & CAMPS**

<i>Seniors (55+) eligible for 10% Fitness Discount (exception Tai Chi &amp; Drop In).</i>				
10 class Fitness	\$92.00	\$92.00	\$0.00	Y
Pay As You Go Fitness	\$10.00	\$10.00	\$0.00	Y
Tai Chi First Timers	\$43.00	\$43.00	\$0.00	Y
Tai Chi Returning	\$27.00	\$27.00	\$0.00	Y
<b>Drop In</b>				
Drop In Youth Gym Program	\$3.00	\$3.00	\$0.00	Y
Drop In Youth Gym Discount Card (10 uses)	\$15.00	\$15.00	\$0.00	Y
Drop In Adult Gym Program	\$5.00	\$5.00	\$0.00	Y
Drop In Adult Gym Discount Card (10 uses)	\$41.00	\$41.00	\$0.00	Y
Drop In Senior Gym Program	\$3.00	\$3.00	\$0.00	Y
Drop In Senior Gym Discount Card (10 uses)	\$25.00	\$25.00	\$0.00	Y
<b>Camps</b>				
Early Bird (per day)	\$34.00	N/A	-	N
Early Bird (per week)	\$134.00	\$139.00	\$5.00	N
Regular (per day)	\$37.00	N/A	-	N
Regular (per week)	\$148.00	\$153.00	\$5.00	N
March Break Camp	\$140.76	\$148.00	\$7.24	N
Extended Care (7:30AM to 9:00AM OR 3:30PM to 5:30PM)	\$6.00	\$7.00	\$1.00	N
Late Pick Up (per 30 minutes)	\$11.00	\$12.00	\$1.00	N
<b>Harvest Routes Workshops</b>				
Adult Workshop - Adults	\$15.00	\$20.00	\$5.00	Y
Adult Workshop - Seniors (55+)	\$15.00	\$15.00	\$0.00	Y
Kid/Youth Workshop	\$10.00	\$10.00	\$0.00	N

**DIGITAL ROAD SIGN**

Per Day	\$18.00	\$19.00	\$1.00	Y
Per Week	\$80.00	\$83.00	\$3.00	Y

**HANGING BASKET & TRAFFIC ISLAND SPONSORSHIP**

Hanging Basket	\$125.00	\$125.00	\$0.00	N
Traffic Island	\$1,300.00	\$1,300.00	\$0.00	N



**2023 FEES AND CHARGES**

**SERVICE AREA: RECREATION**

Description	2022 Fee	2023 Fee	Change	HST
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**FARMER'S MARKET**

<i>All vendors are provided with a 10'X10' space.</i>				
Full Season Vendor	\$310.75	\$365.00	\$54.25	Y
Additional Space for Full Season Vendor (10' x 10')	\$113.00	\$117.00	\$4.00	Y
Membership/Insurance for Full Season Vendor	\$35.00	N/A	-	Y
Half Season Vendor	N/A	\$210.00	-	Y
Temporary Vendor (per week) - limited to 4 weeks only	\$33.90	\$45.00	\$11.10	Y
Insurance for Temporary Vendor (per week)	\$8.00	N/A	-	Y
Market Shopping Bags - For Purchase	\$10.00	\$10.00	\$0.00	Y

## 2023 FEES AND CHARGES

SERVICE AREA: LIBRARY

Description	2022 Fee	2023 Fee	Change	HST
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### COPY/PRINTING

Computer Printout, Black Ink (per page)	\$0.15	\$0.25	\$0.10	N
Computer Printout, Colour Ink (per page)	\$0.25	\$0.50	\$0.25	N
Makerspace Project Creation - Materials	Actual supply cost	Actual supply cost	-	N

### LOST OR DAMAGED MATERIAL

Membership Card Replacement	\$1.00	\$1.50	\$0.50	N
Material Lost/Damaged (per book)	Cost + \$5.00 processing charge	Cost + \$5.00 processing charge	-	N

### PROGRAMS

Program and Event Registration (per person)	Actual cost	Actual cost	-	N
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### LIBRARY ROOMS

<i>Note: Rental times must include set up &amp; take down time</i>				
<i>Prime - Weekdays (5PM to close) &amp; Weekends (8AM to close) &amp; Statutory Holidays</i>				
<i>Non-Prime - Weekdays (8AM to 5PM)</i>				
<b>Smithville - Program Room 51' x 22'</b>				
Prime (per hour) - up to 4 hours	\$35.00	\$37.00	\$2.00	N
Prime (daily) - more than 4 hours	\$172.00	\$178.00	\$6.00	N
Non-Prime (per hour) - up to 4 hours	\$21.00	\$22.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$102.00	\$106.00	\$4.00	N
<b>Smithville - Board Room 22' x 15'</b>				
Prime (per hour) - up to 4 hours	\$11.00	\$12.00	\$1.00	N
Prime (daily) - more than 4 hours	\$54.00	\$56.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$6.00	\$7.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$27.00	\$28.00	\$1.00	N
Kitchenette (per hour) - maximum charge of \$60	\$17.00	\$18.00	\$1.00	N
<b>Caistorville - Board Room 20' x 12'</b>				
Prime (per hour) - up to 4 hours	\$11.00	\$12.00	\$1.00	N
Prime (daily) - more than 4 hours	\$54.00	\$56.00	\$2.00	N
Non-Prime (per hour) - up to 4 hours	\$6.00	\$7.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$27.00	\$28.00	\$1.00	N
<b>Wellandport Program Room 31' x 16'</b>				
Prime (per hour) - up to 4 hours	\$17.00	\$18.00	\$1.00	N
Prime (daily) - more than 4 hours	\$81.00	\$84.00	\$3.00	N
Non-Prime (per hour) - up to 4 hours	\$9.00	\$10.00	\$1.00	N
Non-Prime (daily) - more than 4 hours	\$43.00	\$45.00	\$2.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: CLERKS**

Description	2022 Fee	2023 Fee	Change	HST
<b>COMMISSIONER</b>				
Oaths - Resident	\$10.00	\$11.00	\$1.00	N
Oaths - Non-Resident	\$10.00	\$14.00	\$4.00	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	\$10.00	\$20.00	\$10.00	N
Burial Permit/Death Registration for Non-Residents	\$10.00	\$20.00	\$10.00	N

**INFORMATION REQUESTS**

<b>Freedom of Information and Protection of Privacy Act</b>				
<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
<b>Non-Freedom of Information Requests</b>				
Staff time charge-out rate (per hour)	N/A	\$92.00	-	N
Photocopies & computer printouts (per page)	\$0.25 (after first 3 pages)	\$0.30	\$0.05	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>				
Lottery (per AGCO)	3% of prizes	3% of prizes	-	N
Non-Resident Small Game Hunting	\$9.04	N/A	-	Y
Auctioneer	\$25.00	N/A	-	N
Trailer Parks	\$750.00	\$750.00	\$0.00	N
Trailer Parks (per park, per year)	\$750.00	\$750.00	\$0.00	N
Refreshment Vehicle (per vehicle, per year)	\$400.00	\$300.00	-\$100.00	N
Refreshment Vehicle (per vehicle, per day)	\$100.00	\$100.00	\$0.00	N
Refreshment Cart (per cart, per year)	\$400.00	\$300.00	-\$100.00	N
Refreshment Cart (per cart, per day)	\$100.00	\$100.00	\$0.00	N
Refreshment Cycle (first cycle, per year)	\$200.00	\$300.00	\$100.00	N
Refreshment Cycle (each additional cycle, per year)	\$50.00	\$75.00	\$25.00	N
Refreshment Cycle (first cycle, per day)	\$50.00	\$50.00	\$0.00	N
Refreshment Cycle (each additional cycle, per day)	\$12.50	\$12.50	\$0.00	N
Non-refundable fee if license denied	N/A	\$75.00	-	N

**2023 FEES AND CHARGES**

**SERVICE AREA: PUBLIC WORKS**

Description	2022 Fee	2023 Fee	Change	HST
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**GENERAL FEES**

Engineering Reports/ Drawings/ Studies - Printed (per page)	\$0.25	\$0.30	\$0.05	N
Curb & Sidewalk Repair	Actual + 10% admin	Actual + 10% admin	-	Y
Driveway/ Entrance	Actual + 10% admin	Actual + 10% admin	-	Y
Culvert Inspection	\$150.00	\$150.00	\$0.00	N
Culvert Deposit, non-interest bearing (refundable upon final inspection approval)	\$1,250.00	\$1,250.00	\$0.00	N

**OVERSIZE/OVERWEIGHT LOAD**

Single Trip	\$50.00	\$51.50	\$1.50	N
Three Month	\$100.00	\$103.00	\$3.00	N
Annually	\$150.00	\$154.50	\$4.50	N

**STAFF AND EQUIPMENT CHARGE-OUT RATES**

<b>Vehicles (per hour)</b>				
<i>Based on the Ontario Provincial Standards Specifications, Schedule of Rental Rates.</i>				
Pick-Up 4X4	\$29.00	\$29.00	\$0.00	Y
Grader	\$86.45	\$126.90	\$40.45	Y
Tandem	\$91.90	\$81.50	-\$10.40	Y
One Ton	\$35.25	\$29.00	-\$6.25	Y
Backhoe	\$57.80	\$59.05	\$1.25	Y
Van & 2-Wheel Drive Pick-Up	\$29.00	\$27.60	-\$1.40	Y
<b>Employees (per hour)</b>				
Truck Driver	\$51.31	\$52.90	\$1.59	Y
Backhoe Operator	\$60.47	\$62.30	\$1.83	Y
Grader Operator	\$60.47	\$62.30	\$1.83	Y
Water & Wastewater Operator	\$60.47	\$62.30	\$1.83	Y
Engineering Staff	\$96.00	\$98.90	\$2.90	Y

**2023 FEES AND CHARGES**

**SERVICE AREA: FINANCE**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
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**GENERAL FINANCE**

Returned Payment Fee (Non-Sufficient Funds)	\$35.00	\$35.00	\$0.00	N
Inter-Account Transfer of Customer-Made Payment	\$45.00	\$12.00	-\$33.00	N
Refund of Customer-Made Incorrect Payment on Account	\$45.00	\$45.00	\$0.00	N
Penalty for Late Account Payment (per month)	1.25%	1.25%	-	N
Replacement of Lost/Stolen Vendor Cheque	\$40.00	\$42.00	\$2.00	N
Invoice Bill-Back Administration	\$0.00	\$10.00	\$10.00	N
Tax & Water Certificate	\$45.00	\$47.00	\$2.00	N
Tax & Water Certificate -Rush (within 1 business day)	\$50.00	\$52.00	\$2.00	N

**PROPERTY TAX**

<b>General</b>				
Penalty for Late Tax Account Payment (per month)	1.25%	1.25%	-	N
Tax Bill - Duplicate Copy	\$7.00	\$8.00	\$1.00	N
Tax Statement	\$7.00	\$8.00	\$1.00	N
New Roll Number Account Set-Up (per roll)	\$40.00	\$42.00	\$2.00	N
Mortgage Company Administration - New or Amendment	\$20.00	\$21.00	\$1.00	N
Overdue Water Account Transfer to Taxes	\$35.00	\$35.00	\$0.00	Y
Overdue Non-Water Account Transfer to Taxes	\$45.00	\$47.00	\$2.00	Y
POA Administration/AMP Fines Added to Taxes	\$45.00	\$47.00	\$2.00	N
<b>Tax Registration</b>				
Preparation of Extension Agreement	N/A	\$355.00	-	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	\$400.00	\$412.00	\$12.00	N
Interest Rate under Development Charge (DC) Act Sections 26.1 and 26.2	5.00%	Per DC Act legislation	-	N

**2023 FEES AND CHARGES**

**SERVICE AREA: UTILITY**

Description	2022 Fee	2023 Fee	Change	HST
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**WATER & WASTEWATER RATES**

*Note: Changes are effective July 1 of each year.*

**Metered Water Rates**

Consumptive Rate (per cubic metre)	\$1.55	\$1.63	\$0.08	N
Quarterly Base Charge - 5/8" Meter	\$43.53	\$45.70	\$2.17	N
Quarterly Base Charge - 3/4" Meter	\$43.53	\$45.70	\$2.17	N
Quarterly Base Charge - 1" Meter	\$108.80	\$114.25	\$5.45	N
Quarterly Base Charge - 1 1/4" Meter	\$163.20	\$171.36	\$8.16	N
Quarterly Base Charge - 1 1/2" Meter	\$217.61	\$228.49	\$10.88	N
Quarterly Base Charge - 2" Meter	\$348.17	\$365.58	\$17.41	N
Quarterly Base Charge - 3" Meter	\$696.35	\$731.17	\$34.82	N
Quarterly Base Charge - 4" Meter	\$1,088.06	\$1,142.46	\$54.40	N
Quarterly Base Charge - 6" Meter	\$2,176.08	\$2,284.89	\$108.81	N
Quarterly Base Charge - 8" Meter	\$3,481.73	\$3,655.81	\$174.08	N

**Metered Wastewater Rates**

Consumptive Rate (per cubic metre)	\$1.89	\$1.93	\$0.04	N
Quarterly Base Charge - 5/8" Meter	\$100.34	\$105.36	\$5.02	N
Quarterly Base Charge - 3/4" Meter	\$100.34	\$105.36	\$5.02	N
Quarterly Base Charge - 1" Meter	\$250.87	\$263.41	\$12.54	N
Quarterly Base Charge - 1 1/4" Meter	\$376.27	\$395.09	\$18.82	N
Quarterly Base Charge - 1 1/2" Meter	\$501.71	\$526.80	\$25.09	N
Quarterly Base Charge - 2" Meter	\$802.71	\$842.86	\$40.15	N
Quarterly Base Charge - 3" Meter	\$1,605.45	\$1,685.72	\$80.27	N
Quarterly Base Charge - 4" Meter	\$2,508.50	\$2,633.93	\$125.43	N
Quarterly Base Charge - 6" Meter	\$5,017.02	\$5,267.87	\$250.85	N
Quarterly Base Charge - 8" Meter	\$8,027.23	\$8,428.59	\$401.36	N

**Bulk Water Filling Station Rate**

Consumptive Rate (per cubic metre)	\$2.10	\$2.21	\$0.11	N
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**FINANCE UTILITY ADMINISTRATION**

New Bulk Water Account Set Up Fee (Permanent and Temporary)	\$40.00	\$45.00	\$5.00	Y
New Metered Account Set Up Fee	\$15.00	\$16.00	\$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	\$22.00	\$23.00	\$1.00	N
Minimum Bulk Water Usage	\$14.00	\$15.00	\$1.00	N
Water Bill - Duplicate Copy	\$7.00	\$8.00	\$1.00	N
Water Statement	\$7.00	\$8.00	\$1.00	N
Bulk Water Deposit, non-interest bearing (refundable upon closure of account in good standing)	\$250.00	\$350.00	\$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
Collection Charges per External Vendor(s)	Actual	Actual	\$0.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: UTILITY**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
<b>PUBLIC WORKS UTILITY ADMINISTRATION</b>				
<b>Installation of Water Meter &amp; Service Pipe</b>				
<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)	\$540.00	\$620.00	\$80.00	N
Installation of New 3/4" Meter (includes installation)	\$600.00	\$680.00	\$80.00	N
Installation of New 1" Meter (includes installation)	\$720.00	\$810.00	\$90.00	N
Installation of New 1 ¼" Meter (includes installation)	\$720.00	\$810.00	\$90.00	N
Installation of New 1 ½" Meter (includes installation)	\$1,090.00	\$1,230.00	\$140.00	N
Cost of New 2" Meter (excludes installation)	\$1,220.00	\$1,380.00	\$160.00	N
Cost of New 3" Meter (excludes installation)	\$4,540.00	\$4,820.00	\$280.00	N
Cost of New 4" Meter (excludes installation)	\$5,830.00	\$6,190.00	\$360.00	N
Cost of New 6" Meter (excludes installation)	\$8,950.00	\$9,500.00	\$550.00	N
Cost of New 8" Meter (excludes installation)	\$12,640.00	\$13,340.00	\$700.00	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"	\$268.00	\$277.00	\$9.00	N
Public Sewer Hook-Up	Actual + 10% admin	Actual + 10% admin	-	N
<b>Other Charges</b>				
Water Turn On/Off - During Normal Business Hours	\$80.00	\$80.00	\$0.00	N
Water Turn On/Off - Outside Normal Business Hours	\$240.00	\$240.00	\$0.00	N
Water Same Day Read Request	\$100.00	\$100.00	\$0.00	N
<b>Water On Construction (Flat Rate)</b>				
Residential	\$250.00	\$258.00	\$8.00	N
Commercial, Industrial and Institutional	\$400.00	\$412.00	\$12.00	N

## 2023 FEES AND CHARGES

## SERVICE AREA: PLANNING

Description	2022 Fee	2023 Fee	Change	HST
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*Note: Application fees do not apply to applications initiated by Niagara Region within the limits of Township.*

*All fees shall be payable in cash to Township prior to and as a condition of the Township signing and registering the executed development agreement. Where needed, legal fees are billed back to the applicant.*

*\*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.*

*\*\* Pre July 1, 2022 application fee categories remain applicable at the appropriate time for Thrive, Dunloe, Station Meadows West, Crossings North and 167 St. Catharines St (or any subsequent version of the development name).*

### OFFICIAL PLAN AND ZONING

Official Plan Amendment*	\$11,590.00	\$11,940.00	\$350.00	N
Zoning By-law Amendment*	\$9,340.00	\$9,630.00	\$290.00	N
Combined Office Plan Amendment / Zoning By-law Amendment*	\$15,700.00	\$16,180.00	\$480.00	N
Zoning By-law Amendment (Condition of Consent)*	\$4,670.00	\$4,820.00	\$150.00	N
Removing of (H) Holding Provision*	\$1,615.00	\$1,670.00	\$55.00	N
Part Lot Control – Removal of Part Lot Control (per lot/block)	\$2,220.00	\$2,290.00	\$70.00	N
Temporary Use Agreement	\$3,090.00	\$3,190.00	\$100.00	N
Temporary Use By-law*	\$3,530.00	\$3,640.00	\$110.00	N
Extension to Temporary Use By-law	\$3,090.00	\$3,190.00	\$100.00	N
Deeming By-law	\$1,050.00	\$1,090.00	\$40.00	N
Zoning Compliance	\$230.00	\$240.00	\$10.00	N
Written Property Reports	\$230.00	\$240.00	\$10.00	N

### SUBDIVISION/CONDOMINIUM

Plan of Condominium*	\$17,950.00	\$18,490.00	\$540.00	N
Condominium Conversion	\$14,380.00	\$14,820.00	\$440.00	N
Condominium Amalgamation	\$2,290.00	\$2,360.00	\$70.00	N
Exemption of Draft Plan of Condominium Approval	\$2,610.00	\$2,690.00	\$80.00	N
Block Plan Application	\$30,000.00	\$30,900.00	\$900.00	N
Block Plan Application (per hectare) - in addition to flat fee above	\$1,000.00	\$1,030.00	\$30.00	N
Plan of Subdivision Approval (up to 10 hectares)*	\$20,770.00	\$21,400.00	\$630.00	N
Plan of Subdivision Approval (per hectare, above 10 hectares)* - in addition to flat fee above	\$1,380.00	\$1,430.00	\$50.00	N
Extension to Draft Plan Approval of a Draft Plan of Subdivision or Condominium	\$1,645.00	\$1,700.00	\$55.00	N
Red-Line Revisions to Draft Plan Approval Subdivision/Condo	\$3,530.00	\$3,640.00	\$110.00	N
Development Agreement as a Condition of Consent	\$3,315.00	\$3,420.00	\$105.00	N
Street Naming for New Subdivisions	\$1,780.00	\$1,840.00	\$60.00	N
Amendment to Subdivision or Condominium Agreement*	\$8,270.00	\$8,520.00	\$250.00	N
Subdivision Agreement**	N/A	\$12,500.00	-	N
Final Approval of Plan of Subdivision/Condominium**	N/A	\$3,600.00	-	N

### SITE PLAN APPLICATION

Site Plan Approval or Development Agreement (Initial or Amendment) where a new agreement is required*	\$8,220.00	\$8,470.00	\$250.00	N
Site Plan Approval or Development Agreement where no agreement is required*	\$3,315.00	\$3,420.00	\$105.00	N
Red-Line Revisions to a Site Plan	\$3,530.00	\$3,640.00	\$110.00	N
Discharge of a Site Plan Agreement	\$1,445.00	\$1,490.00	\$45.00	N



**2023 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
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**CONSULTATION**

Pre-Consultation Meeting/Development Applications (to be used towards other planning fees outlined above if complete application is received within 1 year of the pre-consultation meeting)	\$300.00	\$310.00	\$10.00	N
Consultation Process for Telecommunication Facilities	\$2,040.00	\$2,110.00	\$70.00	N

**MISCELLANEOUS**

Approval of Road Opening/Upgrade (to allow access to build)	\$1,645.00	\$1,700.00	\$55.00	N
Adjournment/Rescheduling Fee for public meeting	\$330.00	\$340.00	\$10.00	N
Closing of Road Allowance	\$350.00	\$350.00	\$0.00	N
Closing of Road Allowance Deposit, non-interest bearing (refundable upon conditions satisfactorily being met)	\$1,150.00	\$1,150.00	\$0.00	N

**SITE ALTERATION PERMIT**

<i>The below permit fees double if fill has been hauled to the site before Township approval granted.</i>				
Application Fee, less than 500 cubic metre/year	\$0.00	\$0.00	\$0.00	N
Application Fee, between 500-1,000 cubic metre/year	\$500.00	\$520.00	\$20.00	N
Application Fee, greater than 1,000 cubic metre/year	\$1,000.00	\$1,030.00	\$30.00	N
Security deposit, non-interest bearing	As needed	As needed	-	N

**SITE PLAN/SUBDIVISION/CONDOMINIUM DEVELOPMENT SERVICING**

<i>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:</i>				
Total cost of services less than \$1,000	\$0.00	\$0.00	\$0.00	N
Total cost of services less than \$5,000	\$250.00	\$260.00	\$10.00	N
Total cost of services less than \$20,000	\$1,500.00	\$1,550.00	\$50.00	N
Total cost of services less than \$30,000	\$2,000.00	\$2,060.00	\$60.00	N
Total cost of services less than \$60,000	\$3,000.00	\$3,090.00	\$90.00	N
Total cost of services less than \$75,000	\$4,000.00	\$4,120.00	\$120.00	N
Total cost of services less than \$100,000	\$5,000.00	\$5,150.00	\$150.00	N
Total cost of services between \$100,000-\$500,000	\$5,000.00 + 4% of costs >\$100,000	\$5,000.00 + 4% of costs >\$100,000	-	N
Total cost of services over \$500,000	\$5,000.00 + 4% of costs btwn. \$100,000-\$500,000 + 3% of costs >\$500,000	\$5,000.00 + 4% of costs btwn. \$100,000-\$500,000 + 3% of costs >\$500,000	-	N

<b>Tariff of Fees for the Committee of Adjustment</b>				
Basic Processing Fee - Applications for Consent Includes administration and mailing fees required to process consent applications and Validation of Title requests. (where new lot created/validation of title)	\$2,870.00	\$2,960.00	\$90.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: PLANNING**

Description	2022 Fee	2023 Fee	Change	HST
<b>Tariff of Fees for the Committee of Adjustment</b>				
Basic Processing Fee - Applications for Consent. Includes administration and mailing fees required to process consent applications and validation of Title requests (for minor boundary adjustments and other)	\$1,435.00	\$1,480.00	\$45.00	N
Health Inspection Fee for West Lincoln Properties - Required if municipal sewage system is unavailable (ie. Private septic system proposed). Per new lot + remnant	\$274.00	\$290.00	\$16.00	N
Adjournment/Rescheduling Fee - Applicable as determined by Committee when an adjournment of an application is necessary.	\$330.00	\$340.00	\$10.00	N
Final Certification Fee (Per application, payable upon submission of the documents (deeds) for issuance of final certification)	\$730.00	\$760.00	\$30.00	N
Basic Processing Fee - Minor Variance Applications* Includes administration and mailing fees required to process minor variance applications.	\$2,230.00	\$2,300.00	\$70.00	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.	\$860.00	\$890.00	\$30.00	N

**2023 FEES AND CHARGES**

**SERVICE AREA: FIRE**

Description	2022 Fee	2023 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	\$0.00	MTO Rates	-	N
Fourth false alarm and thereafter within a 12 month period (per hour, per truck)	\$410/hr (1st hour); \$205/add't 0.5 hour	MTO Rates	-	N
Non-Authorized Open Air Burning	\$410/hr (1st hour); \$205/add't 0.5 hour	MTO Rates	-	N

**INSPECTIONS**

<b>Daycares</b>				
Residential, or licensed (incl. co-ops)	\$100.00	\$142.00	\$42.00	Y
<b>Homes Providing Supervised or Assisted Living Services</b>				
Group homes or satellite homes	\$100.00	\$142.00	\$42.00	Y
<b>Residential Large</b>				
(Greater than 3,000 sq. ft.) - 3-5 suites	\$250.00	\$354.00	\$104.00	Y
6 suites or greater (includes hotels, motels, bed and breakfasts, apartments)	\$350.00	\$425.00	\$75.00	Y
<b>Commercial and Industrial</b>				
Less than 3,000 sq. ft.	\$100.00	\$142.00	\$42.00	Y
Between 3,000 – 10,000 sq. ft.	\$150.00	\$213.00	\$63.00	Y
Between 10,001 – 20,000 sq. ft.	\$300.00	\$426.00	\$126.00	Y
Greater than 20,000 sq. ft.	\$450.00	\$639.00	\$189.00	Y
<b>Other Inspections</b>				
Fire Re-inspections for Compliance	N/A	\$213.00	-	Y
Marijuana Grow Operation Inspection	N/A	\$354.00	-	Y
LLBO Inspection - includes Compliance Letter	N/A	\$284.00	-	Y
Fireworks sales per inspection	N/A	\$142.00	-	Y

**RECORDS AND FILES**

File and Record Search	\$150.00	\$181.00	\$31.00	Y
Letter of Compliance	\$150.00	\$181.00	\$31.00	Y
Insurance Company Report	\$150.00	\$181.00	\$31.00	Y
Court Filing and Information	\$150.00	\$181.00	\$31.00	Y

**PERMIT FEES**

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

**2023 FEES AND CHARGES**

**SERVICE AREA: FIRE**

<b>Description</b>	<b>2022 Fee</b>	<b>2023 Fee</b>	<b>Change</b>	<b>HST</b>
<b>OTHER FIRE DEPARTMENT ACTIVITIES</b>				
Fire Watch (per hour, per vehicle)	\$410.00	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	N/A	\$142.00	-	Y
Non-Residential Car Fires <i>(Non-Resident means a person who is neither a property owner nor a tenant of property within the Township of West Lincoln.)</i>	N/A	MTO Rates	-	Y
<b>Training – Prevention and Public Education Services</b>				
Fire Extinguisher training (equipment supplied by Fire Dept.) Includes cost of recharging and printed materials.	\$65/hr (first hour); \$30/hr (after)	\$90/hr (first hour); \$67/hr (after)	-	Y
Fire Extinguisher training (equipment provided by trainees) Includes cost of Firefighter and printed materials (per hour)	\$30.00	\$67.00	\$37.00	Y
Fire Safety Training (per hour)	\$30.00	\$67.00	\$37.00	Y
Fire Drills (As requested - Industrial, Vulnerable Occupants)	\$0.00	\$284.00	\$284.00	Y

**2023 FEES AND CHARGES****SERVICE AREA: BY-LAW**

Description	2022 Fee	2023 Fee	Change	HST
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**NON-PARKING AMPS**

<b>Administrative Fees</b>				
Returned Payment Fee (Non-Sufficient Funds)	\$30.00	\$35.00	\$5.00	N
Late Payment	\$25.00	\$26.00	\$1.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y

**PROPERTY STANDARDS**

<b>Administrative Fees</b>				
Certificate of Compliance	\$100.00	\$103.00	\$3.00	N
Discharge of Order registered in Land Registry Office (includes original registration of Order)	\$325.00	\$335.00	\$10.00	N
File Notice of Appeal	\$350.00	\$361.00	\$11.00	N
Remedial Work Undertaken by Township	Actual costs	Actual costs	-	Y